Richmond
COMMUNITY COLLEGE
Program Completion Guide
Accounting

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Accounting Certificate (CA25100A) Course Requirements: 18 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	(D, E) 1st year – fall	None		
ACC 120 Principles of Financial Accounting*	4	(D, E) 1st year – fall	Pre: DMA 010-040 or MAT 070, RED 090 Co: MAT 140		
CIS 110 Introduction to Computers*	3	(D, E) 1st year – fall	Pre: OST 080 Co: RED 090		
MAT 140 Survey of Mathematics	3	(D, E) 1st year – fall	Pre: DMA 010-040 or MAT 070		
ACC 121 Principles of Managerial Accounting* (course not required for Bookkeeper certificate)	4	(D) 2nd year – fall (E) 1st year - spring	Pre: ACC 120 with minimum grade of "C"		
ECO 251 Principles of Microeconomics* (course not required for Bookkeeper certificate)	3	(D) 1st year – spring (E) Odd year – spring	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		

C. Bookkeeper Certificate (C25100B) Course Requirements: 18 credit hours: Complete Sections A (as required) B and C.

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

D. Accounting Associate in Applied Science Degree (A25100) Course Requirements 65/66 credit hours: Complete Sections A (as required) B, C and D.

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

				Planned	Grade
ECO 252 Principles of Macroeconomics	3	(D) 1st year – fall (E) Even year – fall	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		
ENG 111 Expository Writing	3	(D) 1st year – fall (E) 1st year – spring	Pre: ENG 090, RED 090 Co: OST 080		
ACC 129 Individual Income Taxes*	3	(D)1st year – spring (E) Even year – fall	Pre: DMA 010-040 or MAT 070, RED 090		
COM 231 Public Speaking	3	(D) 1st year – spring (E) Even year - spring	Pre: ENG 090, RED 090		
or ENG 112 Argument-Based Research	3	(D) 1st year – spring (E) Even year - spring	Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2nd year – fall (E) Odd year -spring	Pre: ACC 120 with minimum grade of "C"		
ACC 149 Intro to Accounting Spreadsheets	2	(D) 2nd year – fall (E) Odd year – fall	Pre: ACC 115 or ACC 120		
ACC 220 Intermediate Accounting I *	4	(D) 2nd 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) 2nd year – fall (E) Odd year – fall	Co: RED 090		
ACC 151 Accounting Spreadsheet Applications	2	(D) 2nd year – spring (E) Even year – spring	Pre: ACC 149		
ACC 221 Intermediate Accounting II	4	(D) 2nd year – spring (E) Even year – spring	Pre: ACC 220 with a minimum grade of a "C"		
ACC 225 Cost Accounting	3	(D) 2nd year – spring (E) Even year – fall	Pre: ACC 121		
BUS 137 Principles of Management	3	(D) 2nd year – spring (E) Even year – fall	Pre: ENG 090, RED 090		

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

Humanities/Fine Arts Electives (3 credits) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – spring (E) Odd year – spring		

Business Elective (3/4 credits)**			
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) 2nd year – spring (E) Even year – spring		

NOTES: ***** Core Courses: Must have a grade of "C" or better   **D= Day   E=Evening**
      ** 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 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: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Air Conditioning, Heating, and Refrigeration Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

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

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

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success and Study Skills	1	1st year – fall	None		
CIS 110 Introduction to Computers	3	1st year – fall	Pre: OST 080 Co: RED 090		
AHR 151 HVAC Duct Systems I	2	1st year – spring	None		
BUS 110 Introduction to Business	3	1st year – spring	Pre: None Co: RED 090		
or BUS 230 Small Business Management	3	1st year – spring	Pre: RED 090		
ENG 111 Expository Writing	3	1st year – spring	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	2nd year – fall	Pre: DMA 010-040 or MAT 070		

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E. Air Conditioning, Heating, and Refrigeration Technology Associate in Applied Science Degree (A35100) Course Requirements 66 credit hours: Complete Sections A (as required) B, C, D and E.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
AHR 115 Refrigeration Systems	2	2nd year – fall	Pre: AHR 110		
AHR 211 Residential Systems Design*	3	2nd year – fall	None		
AHR 213 HVACR Building Code*	2	2nd year – fall	None		
COM 231 Public Speaking	3	2nd year – fall	Pre: ENG 090, RED 090		
AHR 130 HVAC Controls *	3	2nd year - spring	Pre: AHR 111 or ELC 111		
AHR 212 Advanced Comfort Systems*	4	2nd year - spring	Pre: AHR 114		
AHR 235 Refrigeration Design	3	2nd year - spring	Pre: AHR 110		
PHY 110 Conceptual Physics	3	2nd year - spring	Pre: RED 090, DMA 010-060 or MAT 070 Co: PHY 110A		
PHY 110A Conceptual Physics Lab	1	2nd year - spring	Pre: None Co: PHY 110		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – fall		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

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

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills (Course not required but recommended)	1	1st year – fall	None	None		
BIO 165 Anatomy and Physiology I	4	1st year – fall	ENG 090, RED 090, and DMA 010-050 or MAT 070	None		
CIS 110 Introduction to Computers	3	1st year – fall	OST 080	RED 090		
NUR 111 Intro to Health Concepts*	8	1st year – fall	Admission to ADN Program	BIO 165, CIS 110, and PSY 150		
PSY 150 General Psychology	3	1st year – fall	ENG 090, RED 090	None		
BIO 166 Anatomy and Physiology II	4	1st year – spring	BIO 165	None		
ENG 111 Expository Writing	3	1st year – spring	ENG 090, RED 090	OST 080		
NUR 112 Health-Illness Concepts*	5	1st year – spring	NUR 111	BIO 166, ENG 111, and PSY 241		
NUR 114 Holistic Health Concepts*	5	1st year – spring	NUR 111, NUR 112	BIO 166, ENG 111, and PSY 241		
PSY 241 Developmental Psychology	3	1st year – spring	PSY 150	None		
NUR 113 Family Health Concepts*	5	1st year-summer	NUR 111, NUR 112 NUR 114	None		
BIO 275 Microbiology	4	2nd year - fall	BIO 110, BIO 111, BIO 163, and BIO 165 or BIO 168	None		

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ENG 112 Argument-Based Research	3	2nd year - fall	ENG 111	None		
NUR 211 Health Care Concepts*	5	2nd year - fall	NUR 111, NUR 112 NUR 113, NUR 114	BIO 275, ENG 112		
NUR 212 Health System Concepts*	5	2nd year - fall	NUR 111, NUR 112 NUR 113, NUR 114, NUR 211	BIO 275, ENG 112		
NUR 213 Complex Health Concepts*	10	2nd year – spring	NUR 111, NUR 112 NUR 113, NUR 114 NUR 211, NUR 212	SOC 210		
SOC 210 Introduction to Sociology	3	2nd year – spring	ENG 090, RED 090	None		

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

Humanities/Fine Arts Electives (3 hours) **
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212

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

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

    ** 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 core courses with a grade of C or better; obtain a grade of 78 or higher in all courses with the following prefixes: BIO, NUR, and PSY.
- 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: _____

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Richmond COMMUNITY COLLEGE

Program Completion Guide
Associate in Arts (A10100)

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

A. Developmental Courses*

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. General Education Core (44 credit hours)*

English Composition (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
ENG 111 Expository Writing (required)		
ENG 112 Argument-Based Research (See Course Catalog for other ENG courses that will meet this requirement)		

Humanities/Fine Arts (12 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Literature Course (required) Choose from ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262		
Choose three courses with two separate prefixes from the following. You may take another literature course from above. Only one COM course can be selected. Foreign language courses may have an accompanying lab that you must take and the lab's credit hours will be counted in the electives. Choose from ART 111, CHI 111, CHI 112, COM 110, COM 231, DRA 111, MUS 110, PHI 240, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212 (See Course Catalog for other courses that will meet this requirement.)		

Social Sciences (12 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
History Course (required) Choose from HIS 121, HIS 122, HIS 131, HIS 132 (See Course Catalog for other courses that will meet this requirement.)		
Choose three courses with two separate prefixes from the following. You may take another history course from above. Choose from ANT 220, ECO 251, ECO 252, PSY 150, PSY 241, SOC		

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210, SOC 213, SOC 225 (See Course Catalog for other courses that will meet this requirement.)		

Natural Sciences (8 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose one course from the following biological sciences: BIO 111, BIO 112, BIO 140 and 140A (See Course Catalog for other courses that will meet this requirement.)		
Choose one course from the following physical sciences: AST 111 and AST 111A, CHM 151, CHM 152, PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251 (Credit hour for accompanying labs will count in this section.) (See Course Catalog for other courses that will meet this requirement.)		

Mathematics (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose one course from the following: MAT 140, MAT 171 and MAT 171A, MAT 172 and MAT 172A, MAT 271 (Credit hour for accompanying labs will count as an elective.) (See Course Catalog for other courses that will meet this requirement.)		
Choose another course from the above list or one of the following: CIS 110, CIS 115, MAT 155		

C. **Other Required Hours (21 credit hours)***

College Orientation (1 hour) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose course from the following list: ACA 115, ACA 118, or ACA 122 (ACA 118 is for Early College High School students only)		

General Electives (20 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose courses from the ones listed above, if not already taken, or from the following list. Make sure courses selected total 20 hours. ACC 120, ACC 121, ART 131, BIO 163, BIO 165, BIO 166, BUS 110, BUS 115, BUS 137, CJC 111, CJC 141, CSC 139, CSC 151, EDU 144, EDU 145, EDU 146, EDU 216, EDU 221, ENG 273, HIS 236, MAT 145, PED 110, PED 120, SPA 181, SPA 182 (Credit for MAT 171A and MAT 172A will be counted here.) (See Course Catalog for other courses that will meet this requirement.)		

NOTES: ***** All courses must be completed with a grade of "C" or better.
 ** See course catalog for prerequisites and/or corequisites 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: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 10/28/2013

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Associate in Science (A10400)

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

A. Developmental Courses*

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. General Education Core (44 credit hours)*

English Composition (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
ENG 111 Expository Writing (required)		
ENG 112 Argument-Based Research (See Course Catalog for other ENG courses that will meet this requirement)		

Humanities/Fine Arts (9 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Literature Course (required) Choose from ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262		
Choose two courses from the following with two separate prefixes. Only one COM course can be selected. Foreign language courses may have an accompanying lab that you must take and the lab's credit hours will be counted in the electives: ART 111, CHI 111, CHI 112, COM 110, COM 231, DRA 111, MUS 110, PHI 240, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212 (See Course Catalog for other courses that will meet this requirement.)		

Social Sciences (9 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
History Course (required) Choose from HIS 121, HIS 122, HIS 131, HIS 132 (See Course Catalog for other courses that will meet this requirement.)		
Choose two courses from the following with two separate prefixes. Choose from ANT 220, ECO 251, ECO 252, PSY 150, SOC 210, SOC 213, SOC 225 (See Course Catalog for other courses that will meet this requirement.)		

Natural Sciences (8 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Select a two course sequence in general biology, general chemistry, college physics, or general physics, including accompanying labs. BIO 111 and 112, CHM 151 and 152, PHY 151 and 152, PHY 251 and 252		

Mathematics (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
MAT 171 Precalculus Algebra (required) Must also take MAT 171A Precalculus Algebra Lab (Credit for lab will count as an elective.)		
Choose one course from the following: CIS 110, CIS 115, MAT 155, MAT 172 and 172A (Credit for 172A will count as an elective.)		

Additional Natural Sciences/Mathematics (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose courses from the following list: AST 111 & 111A, BIO 140 & 140A, MAT 271, PHY 110 & 110A (See Course Catalog for other courses that will meet this requirement.)		

College Orientation (1 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose course from the following list: ACA 115, ACA 118, or ACA 122 (ACA 118 is for Early College High School students only)		

C. Other Required Hours (20 credit hours)*

Natural Sciences/Mathematics/Computer Science Electives (14 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose from the natural sciences or mathematics course listed above, if not already taken, or from the following list. Make sure courses selected total 14 hours. BIO 163, BIO 165, BIO 166, BIO 275, CSC 139, CSC 151, MAT 171A, MAT 172A (See Course Catalog for other courses that will meet this requirement.)		

General Electives (6 hours) **

Courses	Semester Registered/Planned	Semester Completed/Grade
Choose courses from the ones listed above, if not already taken, or from the following list. Make sure courses selected total 6 hours. ACC 120, ACC 121, ART 131, BUS 110, BUS 115, BUS 137, CJC 111, CJC 141, EDU 144, EDU 145, EDU 146, EDU 216, EDU 221, ENG 273, HIS 236, PED 110, PED 120, SPA 181, SPA 182 (See Course Catalog for other courses that will meet this requirement.)		

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

Academic Year: 2013-2014 Revised 10/28/2013

Richmond COMMUNITY COLLEGE

Program Completion Guide
Business Administration (Online)

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Business Administration Certificate (C25120) Course Requirements 18 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business	3	1st year – fall	Pre: None Co: RED 090		
BUS 137 Principles of Management*	3	1st year – fall	Pre: ENG 090, RED 090		
MKT 120 Principles of Marketing*	3	1st year – fall	Pre: ENG 090, RED 090		
BUS 115 Business Law I*	3	1st year – spring	Pre: None Co: RED 090		
CIS 110 Introduction to Computers*	3	1st year – spring	Pre: OST 080 Co: RED 090		
CTS 130 Spreadsheet	3	2nd year – fall	Pre: CIS 110 or OST 137		

C. Business Administration Associate in Applied Science Degree ONLINE (A25120) Course Requirements 68 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
ECO 252 Principles of Macroeconomics*	3	1st year – spring	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		
ENG 112 Argument-Based Research	3	1st year – spring	Pre: ENG 111		
MAT 140 Survey of Mathematics	3	1st year – spring	Pre: DMA 010-040 or MAT 070		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, RED 090 Co: MAT 140		
BUS 230 Small Business Management	3	2nd year – fall	Pre: RED 090		

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ECO 251 Principles of Microeconomics	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		
INT 110 International Business	3	2nd year – fall	Pre: ENG 090, RED 090		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 153 Human Resource Management	3	2nd year – spring	Pre: RED 090		
BUS 121 Business Mathematics	3	2nd year – spring	Pre: DMA 010-040 or MAT 070 Co: RED 090		
BUS 239 Business Applications Seminar	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137,ECO 151 or 251 or 252, MKT 120		

Required Subject Area

Business Electives (Select 6 hours from the following courses)

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, MKT 221, MKT 223, MKT 224, MKT 228, SPA 111, SPA 120.
Note: Only 3 SHC of SPA are allowed towards the Business Administration degree.

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

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

Humanities/Fine Arts Electives (3 hours) **

ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211

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

Social/Behavioral Sciences Electives (3 hours) **

ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240

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

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

** See course catalog for prerequisites and/or corequisites 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: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/2013

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Business Administration

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Business Administration Certificate (C25120) Course Requirements 18 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business	3	1st year – fall	Pre: None Co: RED 090		
BUS 115 Business Law I*	3	1st year – fall	Pre: None Co: RED 090		
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: OST 080 Co: RED 090		
BUS 137 Principles of Management*	3	1st year – spring	Pre: ENG 090, RED 090		
CTS 130 Spreadsheet	3	1st year – spring	Pre: CIS 110 or OST 137		
MKT 120 Principles of Marketing*	3	1st year – spring	Pre: ENG 090, RED 090		

C. Business Administration Associate in Applied Science Degree (A25120) Course Requirements 68/69 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	1st year – fall	Pre: DMA 010-040 or MAT 070 Co: None		
or MAT 171/171A Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		
ENG 112 Argument-Based Research	3	1st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, RED 090 Co: MAT 140		
BUS 153 Human Resource Management	3	2nd year – fall	Pre: RED 090		
BUS 121 Business Mathematics	3	2nd year – fall	Pre: DMA 010-040 or MAT 070		

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Course					
			Co: RED 090		
ECO 252 Principles of Macroeconomics*	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 230 Small Business Management	3	2nd year – spring	Pre: RED 090		
BUS 239 Business Applications Seminar	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137,ECO 151 or 251 or 252, MKT 120		
ECO 251 Principles of Microeconomics	3	2nd year – spring	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		
INT 110 International Business	3	2nd year – spring	Pre: ENG 090, RED 090		

Required Subject Area:

Business Electives (Select 6 hours from the following courses)

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, MKT 221, MKT 223, MKT 224, MKT 228, SPA 111, SPA 120.
Note: Only 3 SHC of SPA are allowed towards the Business Administration degree.

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

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

Humanities/Fine Arts Electives (3 hours) **

ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211

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

Social/Behavioral Sciences Electives (3 hours) **

ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd 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: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/2013

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Computer Engineering Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Computer Engineering Technology Associate in Applied Science Degree (A40160) Course Requirements 75 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year - fall	None		
CIS 115 Introduction to Programming & Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 080 Co: RED 090		
ELC 131 DC/AC Circuit Analysis*	5	1st year - fall	Pre: DMA 010-050 or MAT 070 Co: RED 080,ENG 080		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED-090 Co: OST 080		
MAT 171 Precalculus Algebra	3	1st year - fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171A		
MAT 171A Precalculus Algebra Lab	1	1st year - fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171		
NOS 110 Operating Systems Concepts	3	1st year - fall	None		
CET 111 Computer Upgrade/Repair I *	3	1st year - spring	None		
ELN 137 Electronic Devices and Circuits *	5	1st year - spring	Pre: ELC 131		
ENG 112 Argument-Based Research	3	1st year - spring	Pre: ENG-111		
MAT 172 Precalculus Trigonometry	3	1st year - spring	Pre: MAT-171 Co: MAT 172A		
MAT 172A Precalculus Trigonometry Lab	1	1st year - spring	Pre: MAT 171 Co: MAT 172A		
PHY 110 Conceptual Physics	3	1st year – spring	Pre: RED-090, DMA 010-060 or MAT 070 Co: PHY 110A		
PHY 110A Conceptual Physics Lab	1	1st year - spring	Pre: None Co: PHY 110		
ELN 133 Digital Electronics *	4	1st year - summer	Pre: ELC 112 or ELC 131		
ELN 260 Prog Logic Controllers	4	1st year - summer	Pre: ELC 131		

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			Co: ELN 133		
CET 222 Computer Architecture	2	2nd year – fall	Pre: CET 111		
DFT 151 CAD I	3	2nd year – fall	Pre: RED-080, DMA 010-030 or MAT 060		
ELN 232 Introduction to Microprocessors	4	2nd year – fall	Pre: ELN 133		
NOS 120 Linux/Unix Singer User	3	2nd year – fall	Pre: CET-211 or NOS 110		
ATR 218 Computer Integrated Manufacturing	3	2nd year - spring	Pre: ELN 260		
CSC 139 Visual BASIC Programming*	3	2nd year - spring	Pre: CIS-115		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 137, ELN 260		
ELN 237 Local Area Networks	3	2nd year - spring	Pre: ELN 133		

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 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

NOTES: ***** Core Courses: Must have a grade of "C" or better
       ** See course catalog for prerequisites and/or corequisites 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: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Richmond
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Program Completion Guide
Computer Information Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Computer Information Technology (Certificate) (C25260) Course Requirements 18 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers*	3	1st year - fall	Pre: OST 080 Co: RED 090		
NET 125 Networking Basics*	3	1st year - fall	Pre: DMA 010-050 or MAT 070 Co: RED 090		
NOS 110 Operating System Concepts*	3	1st year - fall	None		
CTS 120 Hardware/Software Support*	3	1st and 2nd year - spring	Pre: CIS 110		
DBA 110 Database Concepts*	3	1st year - spring	Pre: CIS 110		
NOS 130 Windows Single User*	3	1st year - spring	Pre: NOS 110		

C. Computer Information Technology (Diploma) (D25260) Course Requirements 40 credit hours: Complete Section A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year - fall	None		
CIS 115 Introduction to Programming and Logic*	3	1st year - fall	Pre: DMA 010-040 or MAT 080 Co: RED 090		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
CSC 139 Visual BASIC Programming	3	1st year - spring	Pre: CIS 115		
ENG 112 Argument-Based Research	3	1st year - spring	Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: NOS 110 or CET 211		
SEC 110 Security Concepts*	3	2nd year - fall	Pre: NOS 110 Co: NET 125		
WEB 140 Web Development Tools	3	2nd year - fall	None		

D. **Computer Information Technology (A25260) Course Requirements 67 credit hours: Complete Sections A (as required) B, C and D.**

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAT 145 Analytical Mathematics	3	1st year - spring	Pre: MAT 080 or DMA 010-080		
BUS 110 Introduction to Business*	3	2nd year - fall	Co: RED 090		
CTS 285 Systems Analysis & Design*	3	2nd year - fall	Pre: CIS 115		
NOS 230 Windows Administration I*	3	2nd year - fall	Pre: NOS 130		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CSC 139, CTS 285, DBA 110, NOS 120, NOS 230, SEC 110		
WEB 230 Implementing Web Serv	3	2nd year - spring	Pre: NET 125, NOS 120, SEC 110		
WEB 250 Database Driven Websites	3	2nd year - spring	Pre: DBA 110, WEB 140		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, Spa 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year spring		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd 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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Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Computer-Integrated Machining

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Computer-Integrated Machining Certificate (C50210) Course Requirements 18 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAC 111 Machining Technology I*	6	1st year – fall	None		
MAC 122 CNC Turning* (not required for Machining certificate)	2	1st year – spring	Pre: MAC 111 or MEC 111		
MAC 124 CNC Milling (not required for Machining certificate)	2	1st year – spring	Pre: MAC 111 or MEC 111		
MAC 112 Machining Technology II*	6	2nd year - fall	Pre: MAC 111		

C. Machining Technology Certificate (C50210M) Course Requirements 18 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAC 113 Machining Technology III	6	2nd year - spring	Pre: MAC 112		

D. Computer-Integrated Machining Diploma (D50210) Course Requirements 36/37 credit hours: Complete Sections A (as required) B, C and D.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Blueprint Reading*	2	1st year – fall	Pre: DMA 010-020		

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ENG 102 Applied Communications I	3	1st year – spring	Pre: ENG 080, RED 070		
PSY 101 Applied Psychology	3	1st year – spring	None		
MAC 151 Machining Calculations	2	1st year - summer	None		
MEC 141 Intro Manufacturing Processes	3	1st year - summer	Pre: MAC 111 or MEC 111		
or COE 112 Co-op Work Experience	2	1st year - summer	Pre: 9 SHC in major core courses		
BPR 121 Blueprint Reading: Mechanical	2	2nd year – fall	Pre: BPR 111		

NOTES: * Core Courses: Must have a grade of "C" or better
                ** See course catalog for prerequisites and/or corequisites 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: _____

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Criminal Justice Technology

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

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1st year – fall	Pre: ENG 090, RED 090		
CJC 112 Criminology*	3	(D, E)1st year – spring	Pre: ENG 090, RED 090		
CJC 221 Investigative Principles* (not required for Corrections certificate)	4	(D) 2nd year - fall (E) Even year - fall	Pre: ENG 090, RED 090		
CJC 222 Criminalistics (not required for Corrections certificate & diploma)	3	(D) 2nd year – spring (E) Odd year – spring	Pre: CJC 221		
CJC 231 Constitutional Law* (not required for Corrections certificate)	3	(D) 2nd year - fall (E) Odd year - fall	Pre: ENG 090, RED 090		

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 113 Juvenile Justice* (Diploma: course counts as one of the options)	3	(D) 2nd year - fall (E) 1st year - spring	Pre: ENG 090, RED 090		
CJC 141 Corrections	3	(D) 1st year - spring (E) 1st year - fall	Pre: ENG 090, RED 090		
CJC 212 Ethics & Community Relations* (Diploma: course counts as one of the options)	3	(D) 2nd year - spring (E) Even year - spring	Pre: ENG 090, RED 090		
CJC 233 Correctional Law (Diploma: course counts as one of the options)	3	(D) 2nd year - spring (E) Even year - fall	Pre: ENG 090, RED 090		

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

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

CIS 110 Introduction to Computers	3	(D) 1st year - fall (E) 1st year - spring	Pre: OST 080 Co: RED 090		
ENG 111 Expository Writing	3	(D, E) 1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	(D) 1st year - fall (E) Odd year - spring	Pre: DMA 010-040 or MAT 070		
ENG 112 Argument-Based Research	3	(D, E)1st 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 113, CJC 131, CJC 132, CJC 160, CJC 211, CJC, 212, CJC 215, CJC 233 |

E. Criminal Justice Technology Associate in Applied Science Degree (A55180) Course Requirements 68 credit hours: Complete Sections A (as required) B, C, D and E.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	(D, E) 1st year - fall	None		
PSY 150 General Psychology	3	(D) 1st year - fall (E) Odd year - spring	Pre: ENG 090, RED 090		
CJC 131 Criminal Law*	3	(D) 1st year - spring (E) 1st year - fall	Pre: ENG 090, RED 090		
CJC 132 Court Procedure & Evidence	3	(D) 1st year - spring (E) Odd year - fall	Pre: ENG 090, RED 090		
CJC 160 Terrorism: Underlying Issues	3	(D) 2nd year – spring (E) Odd year - spring	Pre: ENG 090, RED 090		
CJC 211 Counseling	3	(D) 2nd year - fall (E) 1st year - spring	Pre: ENG 090, RED 090		
CJC 215 Organization Administration	3	(D) 2nd year - spring (E) Even year - spring	Pre: ENG 090, RED 090		
SOC 210 Intro to Sociology	3	(D) 1st year -spring (E) Even year - spring	Pre: ENG 090, RED 090		

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

| **Humanities/Fine Arts Electives (3 hours) **** |
| ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211 |

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

| **Required Elective (3 hours) (Choose one course from list below.)**** |
| HIS 131, HIS 132, POL 120, SPA 111, SPA 120 |

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2nd 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 Prerequisites /Corequisites requirements

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Advisor Name: _____   Advisor Signature: _____   Date: _____

Academic Year: 2013-2014 Revised 05/29/2013

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COMMUNITY COLLEGE

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

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Early Childhood Education Certificate (C55220) Course Requirements 18 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
COE 111 Co-op Work Experience I	1	(D) 1st year – spring (E) Odd year - fall	Pre: 9 SHC in major core courses Co: COE 115		
COE 115 Work Experience Seminar I	1	(D) 1st year – spring (E) Odd year - fall	Pre: 9 SHC in major core courses Co: COE 111 or COE 112		
EDU 119 Intro to Early Childhood Education*	4	(D, E) 1st year - fall	None		
EDU 131 Child, Family, and Community *	3	(D) 1st year – fall (E) Even year – fall	Pre: ENG 080, RED 080		
EDU 144 Child Development I *	3	(D, E) 1st year – fall	Pre: ENG 080, RED 080		
EDU 145 Child Development II *	3	(D, E) 1st year – spring	Pre: ENG 080, RED 080		
ENG 111 Expository Writing	3	(D) 1st year – spring (E) 1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		

C. Early Childhood Education (Special Education) Diploma (D55220) Course Requirements 47 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 College Student Success	1	(D, E) 1st year – fall	None		
CIS 110 Introduction to Computers	3	(D) 1st year – fall (E) 1st year – spring	Pre: OST 080 Co: RED 090		
EDU 146 Child Guidance*	3	(D,E) 1st year – spring	Pre: ENG 080, RED 080		
EDU 151 Creative Activities*	3	(D) 1st year - spring (E) Odd year – spring	Pre: ENG 080, RED 080 Co: EDU 151A		
EDU 151A Creative Activities Lab	1	(D) 1st year - spring (E) Odd year – spring	Pre: ENG 080, RED 080 Co: EDU 151		
EDU 153 Health, Safety, and Nutrition *	3	(D) 1st year - spring	Pre: ENG 080, RED 080		

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		(E) Odd year – spring			
EDU 221 Children with Exceptionalities *	3	(D) 2nd year – fall (N) Even year – fall	Pre: ENG 090, RED 090, EDU 144, EDU 145		

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

EDU 154 Social/Emotional/Behavioral Development	3	2nd year – fall	Pre: EDU 144, EDU 145, ENG 080, RED 080		
EDU 223 Specific Learning Disabilities	3	2nd year – fall	Pre: EDU 144, EDU 145, ENG 080, RED 080		
EDU 247 Sensory/Physical Disabilities	3	2nd year – fall	Pre: EDU 144, EDU 145, ENG 080, RED 080		
EDU 248 Developmental Delays	3	2nd year – fall	Pre: EDU 144, EDU 145, ENG 080, RED 080		

E. Early Childhood Education Associate in Applied Science Degree (A55220) Course Requirements 70/72 credit hours: Complete Sections A (as required) B, C and E.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 251 Exploration Activities	3	(D)2nd year – fall (E) Even year – spring	Pre: ENG 090, RED 090		
EDU 259 Curriculum Planning	3	(D) 2nd year -spring (E) Even year – spring	Pre: EDU 119, ENG 090, RED 090		
EDU 261 Early Childhood Administration I	3	(D)2nd year – fall (E) Even year – Fall	Pre: ENG 090, RED 090 Co: EDU 119		
EDU 271 Educational Technology*	3	(D) 2nd year- spring (E) Odd year – spring	Pre: ENG 090, RED 090		
EDU 280 Language and Literacy Experience*	3	(D) 2nd year – fall (E) Odd year - fall	Pre: ENG 090, RED 090		
EDU 282 Early Childhood Literature	3	(D) 2nd year – spring (E) Even year – spring	Pre: ENG 090, RED 090		
EDU 284 Early Child Capstone Practicum.*	4	(D) 2nd year – spring (E) Even year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, ENG 090, RED 090		
ENG 112 Argument-Based Research	3	(D, E) 1st year – spring	Pre: ENG 111		
MAT 140 Survey of Mathematics	3	(D) 2nd year – spring (E) Odd year - fall	Pre: DMA 010-040 or MAT 070		
PSY 150 General Psychology	3	(D) 1st year – spring (E) Even year – fall	Pre: ENG 090, RED 090		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – fall (E) Odd year - fall		

Early Childhood Education (1-3 hours) **			
EDU 154, EDU 162, EDU 163, EDU 223, EDU 234, EDU 235, EDU 247, EDU 248, EDU 250, EDU 262			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – spring (E) Odd year – spring		

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

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/2013

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Electric Utility Substation and Relay Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B: Electric Utility Substation and Relay Technology Associate in Applied Science Degree (A50510) Course Requirements: 74 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: OST 080 Co: RED 090		
ELC 131 DC/AC Circuit Analysis	5	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: ENG 080, RED 080		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
EUS 110 Intro to Electric Utility Industry*	4	1st year – fall	Pre: ENG 090, RED 090, DMA 010-080 or MAT 080		
MAT 171 Precalculus Algebra	3	1st year – fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171A		
MAT 171A Precalculus Algebra Lab	1	1st year – fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171		
ELC 117 Motors and Controls	4	1st year – spring	Pre: ELC 112 or ELC 131		
ENG 112 Argument-Based Research	3	1st year – spring	Pre: ENG 111		
EUS 130 Electric Utility Print Reading*	2	1st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1st year – spring	Pre: EUS 110		
MAT 172 Precalculus Trigonometry	3	1st year – spring	Pre: MAT 171 Co: MAT 172A		
MAT 172A Precalculus Trigonometry Lab	1	1st year – spring	Pre: MAT 171 Co: MAT 172		
PHY 151 College Physics I	4	1st year – spring	Pre: MAT 171, RED 090		
ECO 252 Principles of Macroeconomics	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, RED 090 Co: ENG 090		

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EUS 215 Large High Voltage Power Transfmr II*	3	2nd year – fall	Pre: EUS 210		
EUS 230 Electric Utility Protective Relaying I*	3	2nd year – fall	Pre: EUS 130		
EUS 240 Substation Ancillary Systems*	3	2nd year – fall	Pre: EUS 130		
MAT 271 Calculus I	4	2nd year – fall	Pre: MAT 172		
PHY 152 College Physics II	4	2nd year – fall	Pre: PHY 151		
ELC 128 Introduction to PLC	3	2nd year – spring	Pre: ELC 112 or ELC 131		
EUS 220 High Voltage Power Circuit Breakers*	3	2nd year – spring	Pre: ELC 117, EUS 130		
EUS 235 Electric Utility Protective Relaying II*	3	2nd year – spring	Pre: EUS 230		
EUS 260 Capstone & Case Studies in EUSRT*	2	2nd 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.)

Humanities/Fine Arts Electives (3 hours) **

ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - Spring		

NOTES: ***** Core Courses: Must have a grade of "C" or better
** See course catalog for Prerequisites /Corequisites 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: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Electrical/Electronics Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Electrical/Electronics Technology Certificate (C35220) Course Requirements 17 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 112 DC/AC Electricity*	5	1st year - fall	Pre: DMA 010-030		
ELC 118 National Electrical Code	2	1st year - fall	Pre: None Co: RED 070		
ELC 113 Basic Wiring I*	4	1st year - spring	Pre: ELC 112		
ELC 117 Motors and Controls*	4	1st or 2nd year - spring	Pre: ELC 112 or ELC 131		
ELC 125 Diagrams and Schematics	2	1st year - summer	None		

C. Electrical/Electronics Technology (D35220) Course Requirements 38 credit hours: Complete Section A (as required) B, and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 119 NEC Calculations	2	1st year – fall	Pre: DMA 010-030 or MAT 060		
ENG 102 Applied Communications	3	1st year - spring	Pre: ENG 080, RED 070		
PSY 101 Applied Psychology	3	1st year - spring	None		
ELC 134 Transformer Applications	2	1st year – summer	None		
ELC 114 Basic Wiring II	4	2nd year – fall	Pre: ELC 113		
ELN 229 Industrial Electronics*	4	2nd year – fall	Pre: ELC 112		
ELC 128 Introduction to PLC*	3	2nd year – spring	Pre: ELC 112 or ELC 131		

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

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•   Follow the established course sequence.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Electronics Engineering Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Electronics Engineering Technology Associate in Applied Science Degree (A40200) Course Requirements 71 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
CIS 110 Introduction to Computers	3	1st year - fall	Pre: OST 080 Co: RED 090		
ELC 131 DC/AC Circuit Analysis *	5	1st year - fall	Pre: DMA 010–050 or MAT 070 Co: ENG 080, RED 080		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 171 Precalculus Algebra	3	1st year – fall	Pre: DMA 010-080 or MAT 80 Co: MAT 171A		
MAT 171A Precalculus Algebra Lab	1	1st year - fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171		
CET 111 Computer Upgrade/Repair I	3	1st year - spring	None		
ELN 137 Electronic Devices and Circuits *	5	1st year - spring	Pre: ELC 131		
ENG 112 Argument-Based Research	3	1st year - spring	Pre: ENG 111		
MAT 172 Precalculus Trigonometry	3	1st year - spring	Pre: MAT 171 Co: MAT 172A		
MAT 172A Precalculus Trigonometry Lab	1	1st year - spring	Pre: MAT 171A Co: MAT 172		
PHY 110 Conceptual Physics	3	1st year - spring	Pre: DMA 010-060 or MAT 070, RED 090 Co: PHY 110A		
PHY 110A Conceptual Physics Lab	1	1st year - spring	Pre: None Co: PHY 110		
ELN 133 Digital Electronics *	4	1st year - summer	Pre: ELC 112 or ELC 131		

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Course		Recommended Semester	Prerequisites		
ELN 260 Prog Logic Controllers	4	1st year - summer	Pre: ELC 131 Co: ELN 133		
DFT 151 CAD I	3	2nd year - fall	Pre: DMA 010–030 or MAT 060, RED 080		
ELN 132 Linear IC Applications	4	2nd year - fall	Pre: ELN 137		
ELN 232 Introduction to Microprocessors *	4	2nd year - fall	Pre: ELN 133		
ATR 218 Computer Integrated Manufacturing	3	2nd year - spring	Pre: ELN 260		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 137, ELN 260		
ELN 237 Local Area Networks	3	2nd year - spring	Pre: ELN 133		
HYD 110 Hydraulics/Pneumatics I	3	2nd year - spring	Pre: DMA 010–030 or MAT 060		

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 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

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

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• Follow the established course sequence.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Entrepreneurship

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Entrepreneurship Certificate (C25490) Course Requirements 13 credit hours: Complete Sections A (as required) and B Requirements

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3		Pre: None Co: 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, RED 090 Co: ENG 090		

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

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- Follow the established course sequence.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/13

Program Completion Guide
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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 121 Medical Terminology*	3	1st year - fall	Pre: ENG 090, RED 090		
ACA 115 Success & Study Skills	1	1st year – fall	None		
BIO 165 Anatomy & Physiology*	4	1st year – fall	Pre: ENG 090, MAT 070 or DMA 010-050, RED 090		
CIS 110 Intro to Computers	3	1st year – fall	Pre: OST 080 Co: RED 090		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090, Co: OST 080		
HIT 110 Fundamentals of HIM*	3	1st year – fall	Pre: ENG 090, DMA 010-040 or MAT 070, RED 090		
HIT 112 Health Law and Ethics*	3	1st year – fall	Pre: ENG 090, DMA 010-040 or MAT 070, RED 090		
MAT 140 Survey of Mathematics	3	1st year - spring	Pre: DMA 010-040 or MAT 070		
MED 122 Medical Terminology*	3	1st year - spring	Pre: MED 121		
BIO 166 Basic Anatomy & Physiology*	4	1st year – spring	Pre: BIO 165		
DBA Database Concepts	3	1st year – spring	Pre: CIS 110		
ENG 112 Professional Research & Reporting	3	1st year – spring	Pre: ENG 111		
HIT 114 Health Data Sys/Standards*	3	1st year – spring	Pre: BIO 165, CIS 110, HIT 110, HIT 112, MED 121 Co: BIO 166, DBA 110, MAT 140, MED 122		
HIT 211 ICD Coding*	4	2nd year - fall	Pre: BIO 166, DBA 110, HIT 114, MAT 140, MED 122		

Academic Year: 2013-2014 Revised 05/29/13

Course		Recommended Semester	Pre/Co Requisites		
			Co: HIT 210, HIT 216, HIT 220, HIT 226		
HIT 216 Quality Management*	2	2nd year - fall	Pre: BIO 166, DBA 110, HIT 114, MAT 140, Med 122 Co: HIT 210, HIT 211, HIT 220, HIT 226		
HIT 220 Health Informatics & EHR	2	2nd year - fall	Pre: BIO 166, DBA 110, HIT 114, MAT 140, MED 122 Co: HIT 210, HIT 211, HIT 216, HIT 226		
PSY 150 General Psychology	3	2nd year - fall	Pre: ENG 090, RED 090		
HIT 210 Healthcare Statistics*	3	2nd year – fall	Pre: BIO 166, DBA 110, HIT 114, MAT 140, MED 122, Co: HIT 211, HIT 216, HIT 220, HIT 226		
HIT 226 Principles of Disease*	3	2nd year – fall	Pre: BIO 166, DBA 110, HIT 114, MAT 140, MED 122 Co: HIT 210, HIT 211, HIT 216, HIT 220		
HIT 222 Prof. Practice Exp. III*	2	2nd year - spring	Pre: HIT 210, HIT 211, HIT 216, HIT 220, HIT 226 Co: HIT 214, HIT 215, HIT 222		
HIT 280 Professional Issues*	2	2nd year - spring	Pre: HIT 210, HIT 211, HIT 216, HIT 220, HIT 226 Co: HIT 214, HIT 215, HIT 222		
BUS 137 Principles of Management*	3	2nd year – spring	Pre: ENG 090, RED 090		
HIT 214 CPT/Other Coding Systems*	2	2nd year – spring	Pre: HIT 210, HIT 211, HIT 216, HIT 220, HIT 226 Co: HIT 215, HIT 222, HIT 280		
HIT 215 Reimbursement Methodology	2	2nd year -spring	Pre: HIT 210, HIT 211, HIT 216, HIT 220, HIT 226 Co: HIT 214, HIT 222, HIT 280		

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 hours) **

ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211

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

NOTES: ***** Core Courses: Must have a grade of "C" or better
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Academic Year: 2013-2014 Revised 05/29/13

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Healthcare Business Informatics

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Healthcare Business Informatics Associate in Applied Science Degree (A25510) Course Requirements 66 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year - fall	None		
BUS 110 Introduction to Business*	3	1st year - fall	Co: RED 090		
CIS 110 Introduction to Computers*	3	1st year - fall	Pre: OST 080 Co: RED 090		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
MED 118 Medical Law and Ethics*	2	1st year - fall	Pre: ENG 090, RED 090		
NET 125 Networking Basics*	3	1st year - fall	Pre: DMA 010-050 or MAT 070 Co: RED 090		
NOS 110 Operating System Concepts*	3	1st year - fall	None		
DBA 110 Database Concepts*	3	1st year - spring	Pre: CIS 110		
ENG 112 Argument-Based Research	3	1st year - spring	Pre: ENG 111		
HBI 110 Issues and Trends in HBI*	3	1st year - spring	None		
HBI 113 Survey of Med Insurance*	3	1st year - spring	Pre: BUS 110		
MAT 145 Analytical Mathematics	3	1st year - spring	Pre: DMA 010-080 or MAT 080		
NOS 130 Windows Single User	3	1st year - spring	Pre: NOS 110		
CIS 115 Introduction to Programming and Logic	3	2nd year - fall	Pre: DMA 010-040 or MAT 080 Co: RED 090		
HBI 250 Data Mgmt and Utilization*	3	2nd year - fall	Pre: DBA 110		
MED 121 Medical Terminology I*	3	2nd year - fall	Pre: ENG 090, RED 090		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: NOS 110 or CET 211		
NOS 230 Windows Administration I	3	2nd year - fall	Pre: NOS 130		
SEC 110 Security Concepts*	3	2nd year - fall	Pre: NOS 110 Co: NET 125		

Academic Year: 2013-2014 Revised 05/29/13

| CTS 120 Hardware/Software Support* | 3 | 2nd year - spring | Pre: CIS 110 | | |
| MED 122 Medical Terminology II* | 3 | 2nd 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 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year spring		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd 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: _____

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Healthcare Management Technology

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

A. Developmental Courses

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		
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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 wpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Healthcare Management Certificate (C25200) Course Requirements 17 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 118 Medical Law & Ethics*	2	1st year - fall	Pre: ENG 090, RED 090		
MED 121 Medical Terminology I*	3	1st year - fall	Pre: ENG 090, RED 090		
CIS 110 Introduction to Computers	3	1st year - spring	Pre: OST 080 Co: RED 090		
HMT 110 Intro to Healthcare Management*	3	1st year - spring	None		
MED 122 Medical Terminology II*	3	1st year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2nd year - fall	Pre: MED 122		

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

Courses	Cr.	Recommended Semester	Prerequisites / Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1st year - fall	Pre: DMA 010-040 or MAT 070, RED 090 Co: MAT 140		
BUS 137 Principles of Management	3	1st year - fall	Pre: ENG 090, RED 090		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	1st year - fall	Pre: DMA 010-040 or MAT 070		
ACC 121 Principles of Management Accounting*	4	1st year - spring	Pre: ACC 120 (min. grade of C)		
OST 131 Keyboarding	2	1st year - spring	Pre: OST 080		
ENG 112 Argument Based Research	3	1st year - spring	Pre: ENG 111		

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BUS 153 Human Resource Management	3	2nd year - fall	Pre: RED 090		
HMT 211 Long-Term Care Administration*	3	2nd year - fall	Pre: HMT 110		
ACC 225 Cost Accounting	3	2nd year - spring	Pre: ACC 121		
COE 111 Co-op Work Experience I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: COE 115		
COE 115 Work Experience Seminar I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: COE 111 or COE 112		
CTS 130 Spreadsheets	3	2nd year - spring	Pre: CIS 110 or OST 137		
HMT 220 Healthcare Financial Management*	4	2nd year - spring	Pre: ACC 121, HMT 110		
HMT 225 Practice Management Simulation	3	2nd 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 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

NOTES: ***** Core Courses: Must have a grade of "C" or better
** See course catalog for prerequisites and/or co-requisites 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: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Human Services Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Social Gerontology Certificate (C45380G) Course Requirements 18 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services *	3	(D, E) 1st year – fall	Co: ENG 090, RED 090		
PSY 150 General Psychology*	3	(D) 1st year – fall (E) 1st year – spring	Pre: ENG 090, RED 090		
HSE 125 Counseling*	3	(D) 1st year – spring (E) Odd year – fall	Pre: PSY 150		
HSE 251 Activities Therapy (course not required for At-Risk Youth certificate)	3	(D) 2nd year – fall (E) Even year – fall	Pre: ENG 090, RED 090		
SOC 213 Sociology of the Family* (course not required for At-Risk Youth certificate)	3	(D) 2nd year – fall (E) Odd year – spring	Pre: ENG 090, RED 090		
GRO 120 Gerontology (course not required for At-Risk Youth certificate)	3	(D) 2nd year – spring (E) Even year – spring	Pre: PSY 150		

C. At-Risk Youth Technician Certificate (C45380Y) Course Requirements 18 credit hours: Complete Section A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year – fall (E) Even year – fall	Pre: ENG 090, RED 090		
PSY 241 Developmental Psychology*	3	(D) 2nd year – fall (E) Even year – spring	Pre: PSY 150		
HSE 225 Crisis Intervention*	3	(D) 2nd year – spring (E) Odd year – spring	Pre: ENG 090, RED 090		

D. Human Services Technology Associate in Applied Science Degree (A45380) Course Requirements 67 credit hours: Complete Sections A (as required) B, C and D.

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

Academic Year: 2013-2014 Revised 05/29/2013

Course		Recommended Semester	Prerequisites/Corequisites		
ACA 115 Success & Study Skills	1	(D, E) 1st year - fall	None		
ENG 111 Expository Writing	3	(D, E) 1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year – spring	Co: ENG 090, RED 090		
HSE 155 Community Resources Management	2	(D) 1st year - fall (E) Even year – spring	Co: ENG 090, RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year – fall (E) 1st year – spring	Pre: ENG 090, RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year – spring (E) 1st year – fall	Pre: OST 080 Co: RED 090		
ENG 112 Argument-Based Research	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year – fall	Pre: Enrollment in HSE program Co: ENG 090, RED 090		
HSE 250 Financial Services	2	(D) 1st year - spring (E) Even year – spring	Co: ENG 090, RED 090		
MAT 140 Survey of Mathematics	3	(D) 1st year - spring (E) Odd year – spring	Pre: DMA 010-040 or MAT 070		
COE 111 Co-op Work Experience I	1	(D) 2nd year - fall (E) Even year - fall	Pre: 9 SHC in the major core courses Co: COE 115		
COE 115 Co-op Seminar I	1	(D) 2nd year - fall (E) Even year - fall	Pre: 9 SHC in the major core courses Co: COE 111 or COE 112		
SOC 225 Social Diversity	3	(D) 2nd year - fall (E) Even year – fall	Pre: ENG 090, RED 090		
or SWK 113 Working with Diversity	3	(D) 2nd year – fall (E) Even year – fall	Pre ENG 090, RED 090		
COE 121 Co-op Work Experience II	1	(D) 2nd year – spring (E) Odd year – spring	Pre: 14 SHC in the major core courses Co: COE 125		
COE 125 Co-op Seminar II	1	(D) 2nd year – spring (E) Odd year – spring	Pre: 14 SHC in the major core courses Co: COE 121		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year – spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 220 Case Management	3	(D) 2nd year – spring (E) Odd year – spring	Pre: HSE 110		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – spring (E) Odd year – fall		

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

Academic Year: 2013-2014 Revised 05/29/2013

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Industrial Systems Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 wpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Industrial Systems Technology Certificate (C50240) Course Requirements 14/16 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Print Reading*	2	(D)1st year – spring (E) 1st year – fall	Pre: DMA 010-020		
ELC 112 DC/AC Electricity*	5	(D)1st year – fall (E) 2nd year - fall	Pre: DMA 010-030		
or MEC 111 Machine Processes I* (ELC 112 & MEC 111 required for diploma and degree)	3	(D) 2nd year – fall (E) 1st year – fall	Pre: DMA 010-020		
HYD 110 Hydraulics Pneumatics I*	3	(D) 1st year – spring (E) 1st year – summer	Pre: MAT 060 or DMA 010-030		
or HYD 115 Industrial Hydraulics*	3	(D) 1st year – spring (E) 1st year – summer	None		
ISC 112 Industrial Safety*	2	(D, E)1st year – spring	None		
MNT 110 Intro to Maintenance Procedures*	2	(D) 2nd year – spring (E) 1st year – spring	None		
WLD 112 Basic Welding Procedures*	2	(D) 2nd year – fall (E) 1st year – fall	None		

C. Industrial Systems Technology Diploma (D50240) Course Requirements 37 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 102 Applied Communications II (only required for diploma)	3	(E) 1st year - spring	Pre: ENG 080,RED 070		
PSY 101 Applied Psychology (only required for diploma)	3	(E) 1st year - spring	None		
ELC 125 Diagrams and Schematics	2	(D) 1st year – spring	None		

Academic Year: 2013-2014 Revised 05/29/2013

		(E) 1st year - summer			
MEC 130 Mechanisms	3	(D, E) 2nd year - fall	Pre: DMA 010-020		
ELC 117 Motors and Controls	4	(D, E)2nd year - spring	Pre: ELC 112 or ELC 131		
ELC 128 Intro to PLC's	3	(D, E)2nd year - spring	Pre: ELC 112 or ELC 131		

D. Industrial Systems Technology Associate in Applied Science Degree (A50240) Course Requirements 67 credit hours: Complete Sections A (as required) B, C and D.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success and Study Skills	1	(D) 1st year – fall	None		
CIS 110 Introduction to Computers	3	(D) 1st year – fall	Pre: OST 080 Co: RED 090		
ENG 111 Expository Writing	3	(D) 1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	(D) 1st year – fall	Pre: MAT 070 or DMA 010-040		
ENG 112 Argument-Based Research	3	(D) 1st year - spring	Pre: ENG 111		
PKG 130 Basic Electronics	2	(D) 1st year - summer	None		
ELC 120 Introduction to Wiring	3	(D) 2nd year - fall	None		
HYD 180 Pneumatics in Automation	3	(D) 2nd year - fall	None		
MAC 114 Introduction to Metrology	2	(D) 2nd year - spring	None		
MNT 230 Pumps and Piping Systems	2	(D) 2nd year - fall	None		
MNT 240 Industrial Equipment Troubleshooting	2	(D) 2nd year - spring	Pre: ELC 112 or ELC 131 Co: ELC 128		
WLD 117 Industrial SMAW	3	(D) 2nd year - spring	Pre: WLD 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 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 1st year - spring		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 1st year - summer		

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

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Infant/Toddler Certificate (C55290) Course Requirements 18 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Intro to Early Childhood Education*	4	1st year – fall	None		
EDU 131 Child, Family, and Community *	3	1st year – fall	Pre: ENG 080, RED 080		
EDU 144 Child Development I*	3	1st year – fall	Pre: ENG 080, RED 080		
COE 111 Co-op Work Experience I	1	1st year – spring	Pre: 9 SHC in major core courses Co: COE 115		
COE 115 Work Experience Seminar I	1	1st year – spring	Pre: 9 SHC in major core courses Co: COE 111 or COE 112		
EDU 153 Health, Safety, & Nutrition*	3	1st year – spring	Pre: ENG 080, RED 080		
EDU 234 Infants, Toddlers, & Twos*	3	1st year – spring	Pre: EDU 119, ENG 090, RED 090		

C. Lateral Entry Certificate (C55430) Course Requirements 18 credit hours: Complete Sections A (as required) and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 131 Child, Family, & Community*	3	1st year – fall	Pre: ENG 080, RED 080		
EDU 163 Classroom Mgt & Instruction*	3	1st year – fall	Pre: ENG 080, RED 080		
EDU 271 Education Technology*	3	1st year – fall	Pre: ENG 090, RED 090		
EDU 243 Learning Theory*	3	1st year – spring	Pre: ENG 090, RED 090		
EDU 244 Human Growth/Development*	3	1st year – spring	Pre: ENG 090, RED 090		
EDU 245 Policies and Procedures*	3	1st year – spring	Pre: ENG 090, RED 090		

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

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Richmond
COMMUNITY COLLEGE

Program Completion Guide
Mechanical Engineering Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Mechanical Engineering Technology/Computer-Aided Drafting Certificate (C40320) Course Requirements 17 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DFT 110 Basic Drafting	2	1st year - fall	None		
DFT 151 CAD I*	3	1st year - fall	Pre: DMA 010-030 or MAT 060, RED 080		
DFT 152 CAD II*	3	1st year - spring	Pre: DFT 151		
MEC 180 Engineering Materials*	3	1st year - spring	None		
DFT 153 CAD III	3	1st year – summer	Pre: DFT 151		
ISC 132 Manufacturing Quality Control*	3	1st year - summer	None		

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year - fall	None		
MAT 171 Precalculus Algebra	3	1st year - fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171A		
MAT 171A Precalculus Algebra Lab	1	1st year - fall	Pre: DMA 010-080 or MAT 080 Co: MAT 171		
MEC 111 Machine Processes I*	3	1st year - fall	Pre: DMA 010-020		
ENG 111 Expository Writing	3	1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
DFT 115 Architectural Drafting	2	1st year - spring	Pre: DFT 151		
MAT 172 Precalculus Trigonometry	3	1st year - spring	Pre: MAT 171 Co: MAT 172A		
MAT 172A Precalculus Trigonometry Lab	1	1st year - spring	Pre: MAT 171 Co: MAT 172		
CHM 151 General Chemistry	4	2nd year - fall	Pre: ENG 090, RED 090, DMA		

Academic Year: 2013-2014 Revised 05/29/13

| | | | 010-060 or MAT 070 | | |

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

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 112 Argument-Base Research	3	1st year - spring	Pre: ENG 111		
MAT 271 Calculus I	4	2nd year - fall	Pre: MAT 172		
MEC 250 Statics & Strength of Materials*	5	2nd year - fall	Pre: MAT 172		
PLA 120 Injection Molding	3	2nd year - fall	Pre: DMA 010-030 or MAT 060, RED 080		
HYD 110 Hydraulics/Pneumatics I	3	2nd year – spring	Pre: DMA 010-030 or MAT 060		
MEC 110 Introduction to CAD/CAM	2	2nd year – spring	Pre: DMA 010-060 or MAT 070 Co: ENG 090, RED 090		
MEC 270 Machine Design	4	2nd year – spring	Pre: DFT 151, MEC 180, MEC 250		
MEC 271 Machine Design Project	1	2nd year – spring	Pre: DFT 151, MEC 180, MEC 250 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.)

Humanities/Fine Arts Electives (3 hours) **		*Note: One elective from this category also required for diploma*	
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - spring		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

NOTES: * Core Courses: Must have a grade of "C" or better
** See course catalog for prerequisites and/or 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 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: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/13

Richmond COMMUNITY COLLEGE

Program Completion Guide
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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Medical Assisting Certificate (C45400) Course Requirements 16 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1st year – fall	Pre: ENG 090, DMA 010-040 or MAT 070, RED 090, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1st year - fall	Pre: ENG 090, RED 090		
MED 121 Medical Terminology*	3	1st year - fall	Pre: ENG 090, RED 090		
MED 130 Administrative Office Procedures*	2	1st year - fall	Pre: ENG 090, RED 090, Enrollment in Medical Assisting program Co: MED 110		
MED 112 Orientation to Clinical Setting I	1	1st year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 122 Medical Terminology II*	3	1st year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1st year - spring	Pre: MED 130		
MED 232 Medical Insurance Coding	2	1st year - spring	Pre: MED 121		

C. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 68 credit hours: Complete Sections A (as required), B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
CIS 110 Intro to Computers	3	1st year – fall	Pre: OST 080		

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			Co: RED 090		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
OST 131 Keyboarding	2	1st year – fall	Pre: OST 080		
BIO 163 Basic Anatomy & Physiology*	5	1st year – spring	Pre: ENG 090, MAT 070 or DMA 010-050, RED 090		
ENG 112 Professional Research & Reporting	3	1st year – spring	Pre: ENG 111		
MAT 140 Survey of Math	3	1st year – spring	Pre: DMA 010-040 or MAT 070		
MED 140 Exam Room Procedures I*	5	1st year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting	4	2nd year - fall	MAT 070 or DMA 010-040, RED 080 Co. RED 090		
MED 114 Professional Interactions in Health Care	1	2nd year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2nd year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2nd year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2nd year - fall	Pre: MAT 140, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum *	5	2nd year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
PSY 150 General Psychology	3	2nd year - spring	Pre: ENG 090, RED 090		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

NOTES: * Core Courses: Must have a grade of "C" or better
** See course catalog for prerequisites and/or 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 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: _____

Academic Year: 2013-2014 Revised 11/21/13

Richmond
COMMUNITY COLLEGE
Program Completion Guide
Nursing Assistant

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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Nursing Assistant Certificate (C45480) Course Requirements 17 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NAS 101 Nursing Assistant I*	6	fall and spring	None		
NAS 102 Nursing Assistant II*	6	spring only	Pre: Must have current CNA certification before clinical		
NAS 103 Home Health Care*	2	fall and spring	Pre: High school diploma or GED		
CIS 110 Introduction to Computers	3	fall and spring	Pre: OST 080 Co: RED 090		
or PSY 150 General Psychology	3	fall and spring	Pre: ENG 090, RED 090		

NOTES: * Core Courses: Must have a grade of "C" or better
** See course catalog for prerequisites and/or corequisites 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: _____

Academic Year: 2013-2014 Revised 05/29/13

Rich·mond
COMMUNITY COLLEGE

Program Completion Guide
Office Administration

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Office Administration Certificate (C25370) Course Requirements 17 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: OST 080 Co: RED 090		
ENG 111 Expository Writing	3	1st year – fall	Pre: ENG 090, RED 090 Co: OST 080		
OST 131 Keyboarding	2	1st year – fall	Pre: OST 080		
OST 184 Records Management*	3	1st year – fall	Pre: ENG 080, RED 090		
OST 136 Word Processing*	3	1st year – spring	Pre: OST 131		
OST 164 Text Editing Applications*	3	1st year – spring	Pre: OST 131		

C. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 68/71 credit hours: Complete Sections A (as required) B and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
MAT 140 Survey of Mathematics	3	1st year – fall	Pre: DMA 010-040 or MAT 070		
OST 122 Office Computations	2	1st year – fall	None		
CTS 130 Spreadsheet	3	1st year – spring	Pre: CIS 110 or OST 137		
ENG 112 Argument-Based Research	3	1st year – spring	Pre: ENG 111		
OST 132 Keyboard Skill Building	2	1st year – spring	Pre: OST 131		
OST 134 Text Entry & Formatting	3	1st year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, RED 080 Co: RED 090		

OST 133 Advanced Keyboard Skill Building	2	2nd year – fall	Pre: OST 132		
OST 137 Office Software Applications	3	2nd year – fall	Pre: CIS 110, OST 131		
OST 236 Adv. Word/Information Processing	3	2nd year – fall	Pre: OST 136		
COM 231 Public Speaking	3	2nd year – spring	Pre: ENG 090, RED 090		
DBA 110 Database Concepts	2	2nd year – spring	Pre: CIS 110		
OST 233 Office Publications Design	3	2nd year – spring	Pre: OST 136		
OST 286 Professional Development or COE 112	3	2nd year – spring	Pre: ENG 111		
or COE 112 Co-op Work Experience I	2	2nd year – spring	Pre: 9 SHC in the major core courses		
OST 289 Administrative Office Mgt.*	3	2nd year – spring	Pre: ENG 111, OST 134, OST 136, OST 164, OST 236		

Required Subject Area:

Electives (Select one course from the list below)(2-4 hours) **			
ACC 150, BUS 110, BUS 121, BUS 125, BUS 37, 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**
	2nd year – fall		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Social/Behavioral Sciences Electives (3 hours) **			
ANT 220, ECO 151, GEO 111, GEO 112, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HIS 226, HIS 227, HIS 236, POL 110, POL 120, PSY 150, PSY 237, PSY 241, PSY 281, SOC 210, SOC 213, SOC 225, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

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

** See course catalog for Prerequisites /Corequisites 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: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Academic Year: 2013-2014 Revised 05/29/2013

Richmond COMMUNITY COLLEGE

Program Completion Guide
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.

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 wpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Practical Nursing Diploma (D45660) Course Requirements 47 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills (Course not required but recommended)	1	1st year – fall	None	None		
BIO 163 Basic Anatomy & Physiology	5	1st year – fall	ENG 090 RED 090 DMA 010-050 or MAT 070	None		
NUR 101 Practical Nursing I*	11	1st year – fall	Admission to Practical Nursing program	BIO 163		
PSY 150 General Psychology	3	1st year – fall	ENG 090 RED 090	None		
CIS 110 Introduction to Computers	3	1st year – spring	OST 080	RED 090		
ENG 111 Expository Writing	3	1st year – spring	ENG 090 RED 090	OST 080		
NUR 102 Practical Nursing II*	12	1st year – spring	NUR 101	None		
NUR 103 Practical Nursing III*	10	1st year – summer	NUR 102	None		

NOTES: ***** Core Courses: Must have a grade of "C" or better
     ** See course catalog for prerequisites and/or corequisites requirements
Students please read the following and sign below.

Academic Year: 2013-2014 Revised 05/29/2013

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; obtain a grade of 78 or higher in all courses with the following prefixes: BIO, NUR, and PSY.
- 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
School-Age Education

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

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. School-Age Education Associate in Applied Science Degree (A55440) Course Requirements 73 credit hours: Complete Sections A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	(D, E) 1st year – fall	None		
CIS 110 Introduction to Computers	3	(D) 1st year – fall (E) 1st year – spring	Pre: OST 080 Co: RED 090		
COE 111 Co-op Work Experience I	1	(D) 2nd year – fall (E) Odd year – fall	Pre: 9 SHC in major core courses Co: COE 115		
COE 115 Work Experience Seminar II	1	(D) 2nd year – fall (E) Odd year – fall	Pre: 9 SHC in major core courses Co: COE 111 or COE 112		
EDU 118 Princ & Prac of Inst Asst *	3	(D) 1st year – spring (E) Odd year - spring	Pre: ENG 080, RED 080		
EDU 119 Intro to Early Childhood Education	4	(D, E)1st year – fall	None		
EDU 131 Child, Family, & Community *	3	(D) 1st year – fall (E) Even year - fall	Pre: ENG 080, RED 080		
EDU 144 Child Development I *	3	(D, E) 1st year – fall	Pre: ENG 080, RED 080		
EDU 145 Child Development II *	3	(D, E)1st year – spring	Pre: ENG 080, RED 080		
EDU 146 Child Guidance	3	(D, E)1st year – spring	Pre: ENG 080, RED 080		
EDU 151 Creative Activities	3	(D) 2nd year – spring (E) Odd year - spring	Pre: ENG 080, RED 080 Co: EDU 151A		
EDU 151A Creative Activities Lab	1	(D) 2nd year – spring (E) Odd year - spring	Pre: ENG 080, RED 080 Co: EDU 151		
EDU 158 Healthy Lifestyles-Youth	3	(D) 1st year – spring (E) Odd year - spring	Pre: ENG 080, RED 080		
EDU 163 Classroom Mgt & Instruction *	3	(D) 2nd year – fall (E) Even year - fall	Pre: ENG 080, RED 080		
EDU 221 Children with Exceptionalities *	3	(D) 2nd year – fall (E) Odd year - fall	Pre: ENG 090, RED 090, EDU 144, EDU 145		
EDU 235 School-Age Development & Program	3	(D) 2nd year – fall (E) Odd year - fall	Pre: ENG 080, RED 080		
EDU 271 Educational Technology *	3	(D) 2nd year – spring	Pre: ENG 090, RED 090		

		(E) Odd year - spring			
EDU 275 Effective Teacher Training	2	(D) 2nd year – spring (E) Even year - spring	Pre: ENG 090, RED 090		
EDU 280 Language & Literacy Experiences	3	(D) 2nd year – fall (E) Odd year - fall	Pre: ENG 090, RED 090		
EDU 281 Instruc Strat/Read & Writing	3	(D) 2nd year – fall (E) Even year - fall	Pre: ENG 090, RED 090		
EDU 285 Internship Experiences-School Age *	4	(D) 2nd year – spring (E) Even year - spring	Pre: ENG 090, RED 090, EDU 118, EDU 144, EDU 145, EDU 163		
EDU 289 Adv Issues/School Age *	2	(D) 2nd year – fall (E) Odd year - fall	Pre: ENG 090, RED 090		
ENG 111 Expository Writing	3	(D, E) 1st year - fall	Pre: ENG 090, RED 090 Co: OST 080		
ENG 112 Argument-Based Research	3	(D, E)1st year - spring	Pre: ENG 111		
MAT 140 Survey of Mathematics	3	(D) 2nd year – spring (E) Even year - fall	Pre: DMA 010-040 or MAT 070		
PSY 150 General Psychology	3	(D) 1st year – spring (E) Even year - fall	Pre: ENG 090, RED 090		

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

Humanities/Fine Arts Electives (3 hours) **			
ART 111, ART 131, DRA 111, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 272, ENG 273, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, PHI 210, REL 110, REL 111, REL 112, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – spring (E) Even year – spring		

NOTES: D= Day E= Evening

* Core Courses: Must have a grade of "C" or better
** See course catalog for Prerequisites /Corequisites requirements

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•   Follow the established course sequence.
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Richmond
COMMUNITY COLLEGE

Program Completion Guide
Welding Technology

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

A. Developmental Courses

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		
ENG 080 Writing Foundations	20-52	3	Pre: None		
ENG 090 Composition Strategies ENG 090A Composition Strategies Lab	53-85	4	Pre: ENG-080, RED-070 Co: ENG-090A		
OST 080 Keyboarding Literacy	Less than 25 nwpm	2	Pre: None		
RED 070 Essential Reading Skills	20-51	3	Pre: None		
RED 080 Introduction to College Reading	52-68	4	Pre: RED-070		
RED 090 Improved College Reading	69-79	4	Pre: RED-080		

B. Welding Technology Certificate (C50420) Course Requirements 18 credit hours: Complete Section A (as required) and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
WLD 110 Cutting Processes*	2	1st year – fall	None		
WLD 115 SMAW (Stick) Plate*	5	1st year – fall	None		
WLD 141 Symbols & Specifications*	3	1st year – fall	None		
WLD 121 GMAW (MIG) FCAW/ Plate*	4	1st year - spring	None		
WLD 131 GTAW (TIG) Plate*	4	1st year - spring	None		

C. Welding Technology Diploma (D50420) Course Requirements 39 credit hours: Complete Section A (as required) B, and C.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 115 Success & Study Skills	1	1st year – fall	None		
WLD 215 SMAW (Stick) Pipe	4	1st year - spring	Pre: WLD 115		
WLD 132 GTAW (TIG) Plate/Pipe	3	1st year - summer	Pre: WLD 131		
WLD 151 Fabrication I	4	1st year - summer	Pre: WLD 141		
DFT 151 CAD I	3	2nd year - fall	Pre: DMA 010-030 or MAT 060, RED 080		
ENG 111 Expository Writing	3	2nd year - fall	Pre: ENG 090, RED 090 Co: OST 080		
MAT 140 Survey of Mathematics	3	2nd year - fall	Pre: DMA 010-040 or MAT 070		

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

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

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