RICHMOND
COMMUNITY COLLEGE
—SINCE 1964—

Program Completion Guide
ASSOCIATE IN ARTS (A10100)

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

Section I: Developmental Courses (if needed)

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

Section II:
A. College Orientation and Academic Transition (1 credit)

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

B. Universal General Education Transfer Component (45 credits)*

English Composition (6 credits)**

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

Communications and Humanities/Fine Arts (9 credits)**

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

Social/Behavioral Sciences (9 credits)**

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

Mathematics (3-4 credits)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following:				

MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits) (Courses above are offered at RCC.)				

Natural Sciences (4 credits)**

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

Additional General Education (13-14 credits)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select eleven (11) semester credits of additional courses from the preceding lists or from the following: ANT 220, BIO 112, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CHM 152, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, FRE 111, HIS 121, HIS 122, MAT 172, MAT 271, PHY 151, PHY 152, PHY 251, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C. Other Required Hours (14 credits)*

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

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

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

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

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

B. Universal General Education Transfer Component (45 credits)*

English Composition (6 credits)**

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

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

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

Social/Behavioral Sciences (6 credits)**

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

Mathematics (8 credits)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade

Select two (2) courses from the following: **MAT 171, MAT 172,** MAT 263, **MAT 271** (Courses in Bold are offered at RCC.)		4		
		4		

Natural Sciences (8 credits)**

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

Additional General Education hours (11 credits)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select eleven (11) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, AST 111, AST111A, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, HIS 121, HIS 122, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C.   Other Required Hours (14 credits)*

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

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

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

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

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

Wingate University – Pre-Pharmacy Pathway
ASSOCIATE IN SCIENCE (A10400)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Credit Hrs	Semester Registered/Planned	Semester Completed/Grade
ACA 122 College Transfer Success			

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

English Composition (6 credits hours)**

Courses	Credit Hrs	Semester Registered/Planned	Semester Completed/Grade
ENG 111 Writing and Inquiry			
ENG 112 Writing/Research in the Disciplines			

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

Courses	Course/Cr. Hrs.	Semester Registered/Planned	Semester Completed/Grade
COM 231 Public Speaking			
Select one of the following: ENG 231 or ENG 232			

Social/Behavioral Sciences (6 credit hours) **

Courses	Course/Cr. Hrs	Semester Registered/Planned	Semester Completed/Grade
Select one of the following: HIS 111 or HIS 112			
Select one of the following: PSY 150, SOC 210, SOC 213			

Mathematics (8 credit hours) **

Courses	Course/Cr. Hrs.	Semester Registered/Planned	Semester Completed/Grade
Select two (2) courses from the following: **MAT 171**, **MAT 172**, MAT 263, **MAT 271** (Courses in **bold** are offered at RCC.)			

Natural Sciences (8 credit hours) **

Courses	Course/Cr. Hrs.	Semester Registered/Planned	Semester Completed/Grade
Select two (2) courses from the following: **AST 111 and AST 111A**, BIO 110, BIO 111 and BIO 112, **CHM 151 and CHM 152**, **GEL 111**, **PHY 110 and PHY 110A**, **PHY 151 and PHY 152**, **PHY 251 and PHY 252** (Courses in **bold** are offered at RCC.)			

Additional General Education (11 credit hours)**

Courses	Course/Cr. Hrs.	Semester Registered/Planned	Semester Completed/Grade
Humanities/Fine Arts elective: Select one course: REL 211, REL 212, SPA 111			

C. Other Required Hours (14 credit hours)*

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

Courses	Course/Cr. Hrs.	Semester Registered/Planned	Semester Completed/Grade
Select a minimum of fourteen (14) semester credit hours from general education course listed above (section B) or from the following: ACC 120, ACC 121, ART 131, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, EDU 216, ENG 273, HIS 236, PED 110, PED 120, SPA 181, SPA 182 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)			

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

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Program Completion Guide
ASSOCIATE IN ENGINEERING (A10500)

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

Section I: Developmental Courses (if needed)

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

Section II:
A. College Orientation and Academic Transition (1 credit)

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

B. Universal General Education Transfer Component (42 credits)*

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

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

Social/Behavioral Sciences (6 credits)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take ECO 251 and select one (1) additional course from the following:	ECO 251	3		
HIS 111, HIS 112, HIS 131, HIS 132 POL 120, PSY 150, SOC 210		3		

Mathematics (12 credits)**

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

Natural Sciences (12 credits)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take CHM 151, PHY 251, and PHY 252	CHM 151	4		
	PHY 251	4		
	PHY 252	4		

C. Other Required Hours (17 credits)*

Pre-major and/or Other General Education Courses (17 credits)**

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

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

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

***REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

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—SINCE 1964—

RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING (A25100)

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Accounting Certificate (C25100A) Course Requirements: 18 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year – fall	None		
ACC 120 Principles of Financial Accounting*	4	(D, E) 1st year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 140		
CIS 110 Introduction to Computers*	3	(D, E) 1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
MAT 143 Quantitative Literacy	3	(D, E) 1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
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) 1st year – summer	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

B. Bookkeeper Certificate (C25100B) Course Requirements: 18 credit hours: Complete Sections I (as required) and Section II, A, and B.

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

C. Accounting Associate in Applied Science Degree (A25100) Course Requirements 65-67 credit hours: Complete Sections I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ECO 252 Principles of Macroeconomics	3	(D) 1st year – fall (E) 2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ENG 111 Writing and Inquiry	3	(D,E) 1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ACC 129 Individual Income Taxes*	3	(D)1st year – spring	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		

		(E) 2nd year– fall			
COM 231 Public Speaking	3	(D) 1st year – summer (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disc	3	(D) 1st year – summer (E) 1st year - spring	Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2nd year – fall (E) 2nd year -spring	Pre: ACC 120 with minimum grade of "C"		
CTS 130 Spreadsheets	3	(D) 1st year – spring (E) 1st year – spring	Pre: ACC 115 or ACC 120		
ACC 220 Intermediate Accounting I*	4	(D) 2nd year – fall (E) 2nd year – fall	Pre: ACC 120 and ACC 121 or ACC 122 with minimum grade of "C"		
BUS 115 Business Law I*	3	(D) 2nd year – fall (E) 2nd year – spring	Pre: DRE 097 Co: DRE 098		
WBL 111 Work-Based Learning I	1	(D) 2nd year – spring (E) 2nd year – spring	Pre: 9 SHC in Core Major Courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar	1	(D) 2nd year – spring (E) 2nd year – spring	Pre: 9 SHC in Core Major Courses Co: WBL 111 or WBL 112		
ACC 221 Intermediate Accounting II	4	(D) 2nd year – spring (E) 2nd year – spring	Pre: ACC 220 with a minimum grade of a "C"		
ACC 225 Cost Accounting	3	(D) 2nd year – spring (E) 1st year – summer	Pre: ACC 121 with a minimum grade of a "C"		
BUS 137 Principles of Management	3	(D) 2nd year – spring (E) 2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		

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

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

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

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1st year – summer		

Business Elective (2-4 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, PAD 152, PAD 251, PAD 252, SPA 111*, SPA 120*
*Note: Only 3 SHC of SPA are allowed towards the Accounting degree

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1st year – summer		

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

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Student Name: _____   Student Signature: _____ Date: _____

Advisor Name: _____   Advisor Signature: _____ Date: _____

Student Name: _____   Student Signature: _____ Date: _____

Advisor Name: _____   Advisor Signature: _____ Date: _____

Student Name: _____   Student Signature: _____ Date: _____

Advisor Name: _____   Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 115 Business Law I*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* **or** CIS 111 Basic PC Literary	3 2	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CTS 130 Spreadsheet (required for degree)	3	1st year – spring	Pre: CIS 110 or OST 137		
MKT 120 Principles of Marketing*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		

   B. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 68-69 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		

or MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 153 Human Resource Management	3	2nd year – fall	Pre: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ECO 252 Principles of Macroeconomics*	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 230 Small Business Management	3	2nd year – spring	Pre: DRE 098 or RED 090		
BUS 239 Business Applications Seminar or	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
WBL 111 Work Based Learning I and	1		Pre: 9 SHC in the major core courses Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 111		
ECO 251 Principles of Microeconomics	3	2nd year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
BUS 125 Personal Finance	3	2nd year – spring	Pre: DMA 010-030 or MAT-060, DRE-098 or 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, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120. **Note**: Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.			
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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

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

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

Academic Year: 2016-2017   *Revised 7/6/2016*

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE

Program Completion Guide

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
MKT 120 Principles of Marketing*	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BUS 115 Business Law I*	3	1st year – spring	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* or	3	1st year – spring	Pre: CIS 070, DRE 097 Co: DRE 098		
CIS 111 Basic PC Literacy	2		None		
CTS 130 Spreadsheet (required for degree)	3	2nd year – fall	Pre: CIS 110 or OST 137		

B. Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 68 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ECO 252 Principles of Macroeconomics*	3	1st year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 230 Small Business Management	3	2nd year – fall	Pre: DRE 098		
ECO 251 Principles of Microeconomics	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090		

Course	Credits	Recommended Semester	Prerequisites/Corequisites		
			Co: DRE 098		
BUS 125 Personal Finance	3	2nd year – fall	Pre: DMA 010-030 or MAT 060, DRE 098 or 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: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2nd year – spring	Pre: DRE 097, DMA 010-040 or MAT 070 Co: DRE 098		
BUS 239 Business Applications Seminar or	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
WBL 111 Work Based Learning I and	1		Pre: 9 SHC in the major core courses Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 111		

Required Subject Area

Business Electives (Select 6 credits from the following courses)

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.
Note: Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.

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

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

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

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

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

Courses offered at RCC:
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

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

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A25120PA)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

B. Business Administration: Public Administration Associate in Applied Science Degree (A25120PA) Course Requirements 65-66 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy or	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
MAT 171 Precalculus Algebra	4		Pre: DMA 010-080 or MAT 080		
BUS 115 Business Law I	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Intro to Computers* or	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 111 Basic PC Literacy	2		None		
BUS 110 Intro to Business	3	1st year - spring	Pre: DRE 097 Co: DRE 098		
CTS 130 Spreadsheet	3	1st year - spring	Pre: CIS 110 or OST 137		

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

Required Subject Area:

Business Electives (Select 3 credits from the following courses)

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.
Note: Only 3 SHC of SPA are allowed towards the Business Administration degree.

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 credits) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

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

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

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

Courses offered at RCC:
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 118 Medical Law & Ethics*	2	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology I*	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers **or** CIS 111 Basic PC Literacy	3 2	1st year - spring	Pre: CIS 070, DRE 097 Co: DRE 098		
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		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 137 Principles of Management	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ACC 121 Principles of Management Accounting*	4	1st year - spring	Pre: ACC 120 (min. grade of C)		
OST 131 Keyboarding	2	1st year - spring	Pre: 25 nwpm on keyboarding placement test		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2nd year - fall	Pre: DRE 098		

HMT 211 Long-Term Care Administration*	3	2nd year - fall	Pre: HMT 110		
ACC 225 Cost Accounting	3	2nd year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		
CTS 130 Spreadsheet	3	2nd year - spring	Pre: 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 <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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

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

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

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Student Name: _____ Student Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Office Administration Certificate (C25370R) Course Requirements 17 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 131 Keyboarding	2	1st year – fall	Pre: 25 NWPM on keyboarding placement test		
OST 136 Word Processing*	3	1st year – spring	Pre: OST 131		
OST 137 Office Software Applications	3	2nd year – fall	NONE		
OST 164 Text Editing Applications*	3	1st year – spring	Pre: OST 131		
OST 184 Records Management*	3	1st year – fall	NONE		

B. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 68-71 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
BUS 137 Principles of Management	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
OST 122 Office Computations	2	1st year – fall	None		
CTS 130 Spreadsheet	3	1st year – spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
OST 132 Keyboard Skill Building	2	1st year – spring	Pre: OST 131		
OST 134 Text Entry & Formatting	3	1st year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098		
OST 133 Advanced Keyboard Skill Building	2	2nd year – fall	Pre: OST 132		
OST 236 Adv. Word/Information Processing	3	2nd year – fall	Pre: OST 136		
COM 231 Public Speaking	3	2nd year – spring	Pre: DRE 098 or ENG 090 and RED 090		

DBA 110 Database Concepts	2	2nd year – spring	Pre: OST 136		
OST 233 Office Publications Design	3	2nd year – spring	Pre: OST 136		
OST 286 Professional Development **or**	3	2nd year – spring	Pre: ENG 111		
WBL 112 Work-Based Learning I	2		Pre: 9 SHC in the major core courses		
OST 289 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 credits)**

ACC 150, BUS 110, BUS 121, BUS 125, 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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

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

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

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

Courses offered at RCC:
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

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

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

Students please read the following and sign below.

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

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—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE

Program Planning Guide

ASSOCIATE IN APPLIED SCIENCE - NONPROFIT LEADERSHIP AND MANAGEMENT (A25410) (ONLINE)

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Nonprofit Leadership and Management ONLINE (A25410) Course Requirements 66 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CIS 110 Introduction to Computers*	3	1st year - fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing & Enquiry	3	1st year - fall	Pre: DRE 098 Or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
NPO 110 Introduction to Nonprofit Management*	3	1st year - fall	None		
BUS 137 Principles of Management	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CTS 130 Spreadsheet	3	1st year - spring	Pre: CIS 110 or OST 137		
ENG 112 Writing/Research in the Discipline	3	1st year - spring	Pre: ENG 111		
NPO 111 Government & Leadership*	3	1st year - spring	Pre: NPO 110		
PMT 110 Introduction to Project Management	3	1st year - spring	None		
ACC 120 Principles of Financial Accounting	4	2nd year - fall	Pre: DMA 010-050 or MAT 070 DRE 098 or RED 090 Co: MAT 143		
BUS 153 Human Resource Management	3	2nd year - fall	Pre: DRE 098 or RED 090		
ECO 252 Principles of Macroeconomics	3	2nd year - fall	Pre: DMA 010-020 or MAT 060 DRE 097 or RED 090 Co: DRE 098		
NPO 120 Fundraising/Stewardship*	3	2nd year - fall	None		
NPO 215 NPO Advocacy &Public Policy*	3	2nd year - fall	None		
ACC 121 Principles of Managerial Accounting	4	2nd year - spring	Pre: ACC 120 with minimum grade of C		

ECO 251 Microeconomics	3	2nd year - spring	Pre: DMA 010-020 or MAT 060 DRE 097 or RED 090 Co: DRE 098		
NPO 115 Nonprofit Financial Management*	3	2nd year - spring	Pre: NPO 110 & ACC 120		
NPO 225 Community Engagement*	3	2nd year - spring	None		

Required Subject Area:

Business Electives (Select 3 credit hours from the following courses)			
BUS 110, BUS 115, BUS 116, BUS 121, BUS 125, BUS 139, BUS 230			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

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

Humanities/Fine Arts Electives (3 credit hours)**			
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**
	1st year - summer		

Social/Behavioral Sciences Electives (3 credit 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**
	1st year - summer		

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

Students please read the following and sign below.

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–SINCE 1964–
RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE BUSINESS INFORMATICS (A25510)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
BUS 110 Introduction to Business*	3	1st year - fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers*	3	1st year - fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MED 118 Medical Law and Ethics*	2	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
NET 125 Introduction to Networks*	3	1st year - fall	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098		
NOS 110 Operating System Concepts*	3	1st year - fall	None		
DBA 110 Database Concepts*	3	1st year - spring	Pre: CIS 110		
ENG 112 Writing/Research in the Disciplines	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 143 Quantitative Literacy	3	1st year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
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 070, DRE 097 Co: DRE 098		
HBI 250 Data Mgmt and Utilization*	3	2nd year - fall	Pre: DBA 110		
MED 121 Medical Terminology I*	3	2nd year - fall	Pre: DRE 098 or ENG 090 and 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		
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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year spring		

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

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

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NET 125 Introduction to Networks*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097		
SEC 160 Security Administration I*	3	2nd year - fall	Pre: SEC 110		

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

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

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

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

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

Required Subject Area:

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

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

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

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

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

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

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

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

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

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

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

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

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

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

Required Subject Area:

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

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

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

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

Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		

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

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

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

Required Subject Area:

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

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	any		
	any		

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

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

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

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

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

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

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

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CSC 153 C# Programming*	3	1st year - spring	Pre: CIS 115		

Academic Year: 2016-2017   *Revised 7/6/2016*

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

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

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
SEC 110 Security Concepts	3	2nd year - spring	Pre: CTI 120		

Required Subject Area:

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

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	any		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	any		

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

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

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

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

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

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

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

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Advisor Name: _____   Advisor Signature: _____   Date: _____

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040		

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

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

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

Required Subject Area:

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

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	any		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	any		

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

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

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

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

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

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

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Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

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COMMUNITY COLLEGE

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Information Technology: Network+ Prep (Certificate) (C25590D2) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A. *Note: Network+ Prep (C25590D2) is a subset of the Network Management (C25590D1) certificate. Students using financial aid should enroll in Network Management (C25590D1).*

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

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

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

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

Academic Year: 2016-2017   *Revised 7/6/2016*

Students please read the following and sign below.

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RICHMOND
COMMUNITY COLLEGE

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
AHR 180 HVACR Customer Relations	1	1st year – fall	None		
CIS 110 Introduction to Computers	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
AHR 151 HVAC Duct Systems I	2	1st year – spring	None		
BUS 110 Introduction to Business **or** BUS 230 Small Business Management	3	1st year – spring	Pre: DRE 097 Co: DRE 098 / Pre: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	2nd year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		

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

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

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

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

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

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RICHMOND
COMMUNITY COLLEGE

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - COMPUTER ENGINEERING TECHNOLOGY (A40160)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year - fall	Pre: DMA 010-080 or MAT 080		
CTS 220 Advanced Hard/Software Support*	3	1st year - spring	Pre: CTS 120		
COM 231 Public Speaking **or**	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3		Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		

Academic Year: 2016-2017   *Revised 7/14/2016*

Course	Credits	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
DFT 151 CAD I	3	2nd year – fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
ELN 232 Introduction to Microprocessors*	4	2nd year – fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers	4	2nd year – fall	Pre: ELC 112 or ELC 131		
NOS 120 Linux/Unix Singer User	3	2nd year – fall	Pre: CET 211 or NOS 110		
ATR 112 Intro to Automation	3	2nd year - spring	Pre: ELN 260		
CSC 153 C# Programming*	3	2nd year – spring	Pre: CIS 115		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
NET 125 Introduction to Networks	3	2nd year - spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098		

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

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

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

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

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RICHMOND
COMMUNITY COLLEGE
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Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

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

Section I: Developmental Courses (if needed)

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

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	1st year - fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 80		
COM 231 Public Speaking **or**	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3		Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2nd year - fall	Pre: DMA 010–030 or MAT 060, DRE 097 or RED 080		
ELN 132 Analog Electronics II*	4	2nd year - fall	Pre: ELN 131		

ELN 232 Introduction to Microprocessors*	4	2nd year - fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers*	4	2nd year - fall	Pre: ELC 112 or ELC 131		
ATR 112 Intro to Automation	3	2nd year - spring	Pre: ELN 260		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
ELC 213 Instrumentation	4	2nd year - spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I	3	2nd year - spring	Pre: DMA 010–030 or MAT 060		
NET 125 Introduction to Networks	3	2nd year – spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098		

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

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

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

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

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RICHMOND
COMMUNITY COLLEGE

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - MECHANICAL ENGINEERING TECHNOLOGY (A40320)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
MAT 171 Precalculus Algebra	4	1st year - fall	Pre: DMA 010-080 or MAT 080		
MEC 161 Manufacturing Processes I*	3	1st year - fall	None		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ISC 132 Manufacturing Quality Control	3	2nd year – fall	None		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		
PHY 151 College Physics I	4	2nd year – fall	Pre: DRE 098 or RED 090, MAT 171		
MEC 180 Engineering Materials	3	2nd year-Spring	None		

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

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

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

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

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

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

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Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MECHATRONICS ENGINEERING TECHNOLOGY (A40350)

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Mechatronics Engineering Technology Certificate (C40350) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 131 Circuit Analysis I* *(For degree requirements see Section B.)*	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
ELC 213 Instrumentation*	4	2nd year – spring	None		
ELN 231 Industrial Controls* *(For degree requirements see Section B.)*	3	1st year – spring	Pre: ELC 131		
ELN 260 Prog Logic Controllers*	4	2nd year – fall	Pre: ELC 112 or ELC 131		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 & RED 090 Co: ACA 122		

B. Mechatronics Engineering Technology Associate in Applied Science Degree (A40350) Course Requirements 71-73 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ELC 112 DC/AC Electricity*	5		Pre: DMA 010		
or ELC 131 Circuit Analysis I*	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		
ELC 117 Motors and Controls*	4		Pre: ELC 112 or ELC 131		
or ELN 231 Industrial Controls*	3	1st year – spring	Pre: ELC 131		

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

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

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

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

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

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE DEGREE NURSING (A45110)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (Course not required but recommended)	1	1st year – fall	None	None		
BIO 165 Anatomy and Physiology I	4	1st year – fall	DRE 098 or ENG 090 and RED 090, and DMA 010-050 or MAT 070	None		
CIS 110 Introduction to Computers	3	1st year – fall	CIS 070, DRE 097	DRE 098		
NUR 111 Intro to Health Concepts	8	1st year – fall	Admission to ADN Program	BIO 165, CIS 110, and PSY 150		
PSY 150 General Psychology	3	1st year – fall	DRE 098 or ENG 090 and RED 090	None		
BIO 166 Anatomy and Physiology II	4	1st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1st year – spring	DRE 098 or ENG 090 and RED 090	ACA 122		
NUR 112 Health-Illness Concepts	5	1st year – spring	NUR 111	BIO 166, ENG 111, and PSY 241		
NUR 114 Holistic Health Concepts	5	1st year – spring	NUR 111, NUR 112	BIO 166, ENG 111, and PSY 241		
PSY 241 Developmental Psychology	3	1st year – spring	PSY 150	None		
NUR 113 Family Health Concepts	5	1st year-summer	NUR 111, NUR 112 NUR 114	None		
BIO 275 Microbiology	4	2nd year - fall	BIO 110, BIO 111, BIO 163, and BIO 165 or BIO 168	None		
ENG 112 Writing/Research in the Disciplines	3	2nd year - fall	ENG 111	None		
NUR 211 Health Care Concepts	5	2nd year - fall	NUR 111, NUR 112	BIO 275, ENG 112		

			NUR 113, NUR 114			
NUR 212 Health System Concepts	5	2nd year - fall	NUR 111, NUR 112 NUR 113, NUR 114, NUR 211	BIO 275, ENG 112		
NUR 213 Complex Health Concepts	10	2nd year – spring	NUR 111, NUR 112 NUR 113, NUR 114 NUR 211, NUR 212	SOC 210		
SOC 210 Introduction to Sociology	3	2nd year – spring	DRE 098 or ENG 090, RED 090	None		

Humanities/Fine Arts Electives (3 credits).

Take one course; from
ART 111, HUM 115, MUS 110, or PHI 240

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

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

Students please read the following and sign below:

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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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 APPLIED SCIENCE - HEALTH INFORMATION TECHNOLOGY (A45360)

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

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

Section I: Developmental Courses (if needed)

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 121 Medical Terminology*	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ACA 122 College Transfer Success	1	1st year – fall	None		
BIO 165 Anatomy & Physiology*	4	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		
CIS 110 Intro to Computers	3	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
HIT 110 Fundamentals of HIM*	3	1st year – fall	Pre: DMA 010-040, DRE 098, Enrollment in HIT Program Co: HIT 112		
HIT 112 Health Law and Ethics*	3	1st year – fall	Pre: DMA 010-040, DRE 098, Enrollment in HIT Program Co: HIT 110		
MAT 143 Quantitative Literacy	3	1st year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
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 Writing/Research in the Disciplines **or** COM 231 Public Speaking	3	1st year – spring	Pre: ENG 111		
	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
HIT 114 Health Data Sys/Standards*	3	1st year – spring	Pre: MED 121, Enrollment in HIT Program		
HIT 226 Principles of Disease*	3	1st year – summer	Pre: BIO 166		
HIT 211 ICD Coding*	4	2nd year - fall	Pre: BIO 166, HIT 114, MED 122		

HIT 216 Quality Management*	2	2nd year - fall	Pre: HIT 114		
HIT 220 Health Informatics & EHR	2	2nd year - fall	Pre: CIS 110 or CIS 111, HIT 114		
PSY 150 General Psychology	3	2nd year - fall	Pre: DRE 098 or ENG 090 and RED 090		
HIT 210 Healthcare Statistics*	3	2nd year – fall	Pre: HIT 114, MAT 143		
HIT 222 Prof. Practice Exp. III*	2	2nd year - spring	Pre: HIT 211		
HIT 280 Professional Issues*	2	2nd year - spring	Pre: HIT 211		
BUS 137 Principles of Management*	3	2nd year – spring	Pre: DRE 098 or ENG 090 and RED 090		
HIT 214 CPT/Other Coding Systems*	2	2nd year – spring	Pre: HIT 211		
HIT 215 Reimbursement Methodology	2	2nd year -spring	Pre: HIT 211		

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

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

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

Students please read the following and sign below.

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Student Name: _____   Student Signature: _____   Date: _____

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Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

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RICHMOND
COMMUNITY COLLEGE

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
GRO 120 Gerontology	3		None		
HSE 110 Introduction to Human Services *	3		Pre: DRE 097 Co: DRE 098		
HSE 123 Interviewing Techniques*	3		Pre: DRE 097 Co: DRE 098		
HSE 225 Crisis Interventions*	3		Pre: DRE 098 or ENG 090 and RED 090		
HSE 251 Activities Planning	3		Pre: DRE 098 or ENG 090 and RED 090		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: DRE 098 or ENG 090 and RED 090		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3		Pre: DRE 097 Co: DRE 098		
HSE 123 Interviewing Techniques*	3		Pre: DRE 097 Co: DRE 098		
HSE 225 Crisis Intervention*	3		Pre: DRE 098 or ENG 090 and RED 090		
HSE 227 Children & Adolescents in Crisis	3		Pre: DRE 098 or ENG 090 and RED 090		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: DRE 098 or ENG 090 and RED 090		
SAB 110 Substance Abuse Overview	3		None		

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

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Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
HSE 110 Introduction to Human Services*	3	(D, E) 1st year- Fall	Pre: DRE 097 Co: DRE 098		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 097 Co: DRE 098		
HSE 155 Community Resources Management	2	(D) 1st year - fall (E) Even year - spring	Pre: DRE 097 Co: DRE 098		
PSY 150 General Psychology*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year - spring (E) 1st year - fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	Pre: DRE 097, Enrollment in HSE program Co: DRE 098		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1st year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even Year - spring	Pre: PSY 150		
SOC 213 Sociology of the Family*	3	(D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 220 Case Management	3	(D) 2nd year - spring (E) Odd year - spring	Pre: HSE 110		
HSE 225 Crisis Intervention	3	(D) 2nd year - spring (E) odd year - fall	Pre: DRE 098 or ENG 090 and RED 090		
WBL 121 Work-Based Learning II	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 14 SHC in the major core courses Co: WBL 125		
WBL 125 Work-Based Learning Seminar II	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 14 SHC in the major core courses Co: WBL 121		

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

GRO 120, HSE 127, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 135, SOC 225, SWK 110

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

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

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

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Social Services Certificate (C45380SC) Course Requirements 18 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	Pre: DRE 097 Co: DRE 098		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 097 Co: DRE 098		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) odd year- fall	Pre: DRE 098 or ENG 090 and RED 090		
PSY 150 General Psychology* or SOC 213 Sociology of the Family* *Note: Both are required for degree.*	3	(D) 1st year - spring (E) 1st year - spring (D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 110 Introduction to Social Work	3	(D) 1st year - fall (E) 1st year - fall	None		
SWK 113 Working with Diversity	3	(D) 1st year - spring (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
SOC 210 Introduction to Sociology	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	Pre: DRE 097, Enrollment in HSE program Co: DRE 098		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1st year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		

PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even year - spring	Pre: PSY 150		
SWK 115 Community Resources	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		
SWK 214 Social Work Law	3	(D) 2nd year - fall (E) Odd year - spring	Pre: Pre: DRE 098 ENG 090, RED 090 and SWK 110		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SWK 220 Social Work Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 ENG 090 and RED 090		
WBL 121 Work-Based Learning II	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 14 SHC in the major core courses Co: WBL 125		
WBL 125 Work-Based Learning Seminar II	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 14 SHC in the major core courses Co: WBL 121		

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

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

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

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

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

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

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

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

Students please read the following and sign below.

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

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Program Completion Guide

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Substance Abuse Certificate (C45380SA) Course Requirements 17 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	Pre: DRE 097 Co: DRE 098		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	Pre: DRE 097, Enrollment in HSE program Co: DRE 098		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 097 Co: DRE 098		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) Odd year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SAB 110 Substance Abuse Overview	3	(D) 1st year - fall (E) 1st year - fall	Pre: None		
SAB 135 Addictive Processes	3	(D) 2nd year - fall (E) Odd year - spring	Pre: None		

B. Human Services Technology: Substance Abuse Associate in Applied Science Degree (A4538E) Course Requirements 67 credit hours: Complete Sections I (as required) and II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
PSY 150 General Psychology*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year - spring (E) 1st year - fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
SAB 120 Intake and Assessment	3	(D) 1st year - spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year - spring (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		

PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even Year - spring	Pre: PSY 150		
SAB 125 Substance Abuse Case Management	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 213 Sociology of the Family*	3	(D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		
MAT 143 Quantitative Literacy	3	(D) 2nd year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SAB 240 Substance Abuse Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
WBL 111 Work-Based Learning I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 SHC in the major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 SHC in the major core courses Co: WBL 111		

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

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

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

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

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

Section I: Developmental Courses (if needed)

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

Section II:

  A. **Medical Assisting Certificate (C45400) Course Requirements 16 credit hours: Complete Section 1 (as required) and Section II, A.**

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1st year – fall	None		
CIS 110 Intro to Computers	3	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		

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

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

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

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

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

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–SINCE 1964–
RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D,E) 1st year – fall	None		
ENG 111 Writing and Inquiry	3	(D) 1st year – fall (E) 1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ELC 125 Diagrams and Schematics	2	(D, E) 1st year –spring	None		
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		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	(D) 1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
MAT 143 Quantitative Literacy	3	(D) 1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
COM 231 Public Speaking **or**	3	(D) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines			Pre: ENG 111		
ELN 229 Industrial Electronics	4	(D) 1st year - spring	Pre: ELC 112 or ELC 131		
ELC 120 Introduction to Wiring	3	(D) 2nd year - fall	None		
HYD 180 Fluid Power 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		

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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

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

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 1st year - spring		

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

Courses offered at RCC:
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

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

D=Day   E= Evening

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

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Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

B: Electric Utility Substation and Relay Technology Associate in Applied Science Degree (A50510) Course Requirements: 74-75 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		
ELC 117 Motors and Controls or ELN 231 Industrial Controls	4 / 3	1st year – spring	Pre: ELC 112 or ELC 131 Pre: ELC 131		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year – spring	Pre: MAT 171		
PHY 122 Applied Physics II	4	1st year – spring	Pre: None Co: MAT 171		

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

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

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

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

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 113 Juvenile Justice*	3	(D) 2nd year - fall (E) 1st year - spring	Pre: None Co: DRE 098		
CJC 141 Corrections (Diploma: course counts as one of the options)	3	(D) 1st year - spring (E) 1st year - fall	None		
CJC 212 Ethics & Community Relations* (Diploma: course counts as one of the options)	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 233 Correctional Law (Diploma: course counts as one of the options)	3	(D) 2nd year - spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	(D) 1st year - fall (E) 1st year - spring	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	(D) 1st year - fall (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		

ENG 112 Writing/Research in the Disciplines	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 131, CJC 132, CJC 141, CJC 160, CJC, 212, CJC 215, CJC 233

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
PSY 150 General Psychology	3	(D) 1st year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 131 Criminal Law*	3	(D) 1st year - spring (E) 1st year - fall	Pre: None Co: DRE 098		
CJC 132 Court Procedure & Evidence	3	(D) 1st year - spring (E) Odd year - fall	Pre: None Co: DRE 098		
CJC 160 Terrorism: Underlying Issues	3	(D) 2nd year – fall (E) Odd year - spring	Pre: None Co: DRE 098		
CJC 215 Organization Administration	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Intro to Sociology	3	(D) 1st year -spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		

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

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Early Childhood Education Certificate (C55220) Course Requirements 17 credit hours: Complete Sections I (as required) and Section II, B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1st year - fall	None		
EDU 131 Child, Family, and Community*	3	1st year – fall	Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Co: DRE 097		
EDU 145 Child Development II*	3	1st year – spring	Co: DRE 097		
EDU 173 Becoming a Professional in ECE (not required for diploma, can be used as elective)	3	1st year – spring	Co: DRE 097		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
CIS 110 Introduction to Computers (counts as an elective for the degree)	3	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
EDU 146 Child Guidance*	3	1st year – spring	Co: DRE 098		
EDU 151 Creative Activities*	3	1st year - spring	Co: DRE 097		
EDU 153 Health, Safety, and Nutrition*	3	1st year - spring	Co: DRE 097		
EDU 221 Children with Exceptionalities*	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		

C. 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 Co: DRE 097		
EDU 223 Specific Learning Disabilities	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
EDU 247 Sensory/Physical Disabilities	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 248 Developmental Delays	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		

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

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

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

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

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

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

Early Childhood Education (Select a minimum of 11 credit hours from the following.)

CIS 110, EDU 114, EDU 154, EDU 158, EDU 161, EDU 162, EDU 163, EDU 173, EDU 216, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 259, EDU 261, EDU 262, EDU 263, EDU 275, EDU 289, WBL 111, WBL 115

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

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

Students please read the following and sign below.

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

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

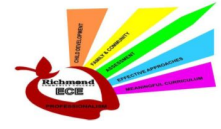Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - SCHOOL-AGE EDUCATION (A55440)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

A. School-Age Education Associate in Applied Science Degree (A55440) Course Requirements 65 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
EDU 119 Intro to Early Childhood Education	4	1st year – fall	None		
EDU 131 Child, Family, & Community*	3	1st year – fall	Pre: None Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Pre: None Co: DRE 097		
EDU 145 Child Development II*	3	1st year – spring	Pre: None Co: DRE 097		
EDU 158 Healthy Lifestyles-Youth	3	1st year – spring	Pre: None Co: DRE 097		
EDU 163 Classroom Mgt & Instruction*	3	2nd year – fall	Pre: None Co: DRE 097		
EDU 216 Foundations of Education*	4	1st year – spring	Pre: None Co: DRE 098		
EDU 221 Children with Exceptionalities*	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 271 Educational Technology*	3	2nd year – spring	Pre: None Co: DRE 098		
EDU 275 Effective Teacher Training	2	2nd year – spring	Pre: None Co: DRE 098		
EDU 285 Internship Experiences-School Age*	4	2nd year – spring	Pre: EDU 144, EDU 145, EDU 163, EDU 216 Co: DRE 098		
EDU 289 Adv Issues/School Age*	2	2nd year – fall	Pre: None Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: DRE 098 or ENG 090 and Red 090 Pre: ENG 111		
MAT 143 Quantitative Literacy	3	2nd year – spring	Pre: DMA 010-050, DRE 098		

			Co: ACA 122		
PSY 150 General Psychology	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		

School-Age Education (Select a minimum of 12 credit hours from the following.)**

CIS 110, EDU 114, EDU 146, EDU 151, EDU 153, EDU 154, EDU 161, EDU 162, EDU 173, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 252, EDU 256, EDU 259, EDU 261, EDU 262, EDU 263, EDU 280, EDU 281, WBL 111, WBL 115

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - fall and 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 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

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

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

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

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

BUSINESS ADMINISTRATION: PROJECT MANAGEMENT (CERTIFICATE) (C25120PM)

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

Section I: Developmental Courses (if needed)

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

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
LATERAL ENTRY (Certificate) (55430)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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

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

Section I: Developmental Courses (if needed)

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

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

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

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

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

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ELECTRICAL SYSTEMS TECHNOLOGY (DIPLOMA) (D35130)

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Electrical Systems Technology Certificate (C35130) Course Requirements 17 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 112 DC/AC Electricity*	5	1st year - fall	Pre: DMA 010		
ELC 118 National Electrical Code	2	1st year - fall	Pre: None Co: DRE 096		
ELC 113 Residential Wiring *	4	1st year - spring	Pre: ELC 112		
ELC 114 Commercial Wiring# or	4	2nd year – fall	Pre: ELC 113		
ELC 117 Motors and Controls*#		2nd year - spring	Pre: ELC 112 or ELC 131		
ELC 125 Diagrams and Schematics	2	1st year - spring	None		

B. Electrical Systems Technology (D35130) Course Requirements 39 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ELC 119 NEC Calculations	2	1st year – fall	Pre: DMA 010		
ELC 134 Transformer Applications	2	1st year – spring	Pre: ELC 112		
ENG 111 Writing and Inquiry	3	1st year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ELN 229 Industrial Electronics*	4	2nd year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC*	3	2nd year – spring	Pre: ELC 112 or ELC 131		

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

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.
#One course is required for the certificate; both courses are required for the diploma.

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
DIALYSIS TECHNOLOGY (DIPLOMA) (D45300)

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

Section I: Developmental Courses (if needed)

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

Section II:

A. Dialysis Technology (D45300) Course Requirements 45 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
DIA 101 Intro to Dialysis Technology*	11	1st year – fall	Pre: DMA 010-050, DRE 098		
MED 121 Medical Terminology I	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 163 Basic Anatomy & Physiology	5	1st year – spring	Pre: DMA 010-050 or MAT 070, DRE 098 or ENG 090 and RED 090		
DIA 102 Dialysis for Special Populations*	11	1st year – spring	Pre: DIA 101		
CIS 110 Introduction to Computers	3	1st year – summer	Pre: CIS 070, DRE 097 Co: DRE 098		
DIA 103 Ethical/Legal Issues in Dialysis*	3	1st year – summer	Pre: DIA 102		
DIA 104 Care of the Complex Renal System*	5	1st year – summer	Pre: DIA 102		
ENG 111 Writing and Inquiry	3	1st year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		

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

Students please read the following and sign below.

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

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

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

DIPLOMA - PRACTICAL NURSING (D45660)

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

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

Section I: Developmental Courses (if needed)

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

Section II:

   A. **Practical Nursing Diploma (D45660) Course Requirements 44 credit hours: Complete Sections I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (Course not required but recommended)	1	1st year – fall	None	None		
BIO 165 Anatomy & Physiology I	4	1st year – fall	DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070	None		
NUR 101 Practical Nursing I	11	1st year – fall	Admission to Practical Nursing program	BIO 165		
PSY 150 General Psychology	3	1st year – fall	DRE 098 or ENG 090 and RED 090	None		
BIO 166 Anatomy & Physiology II	4	1st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1st year – spring	DRE 098 or ENG 090 and RED 090	ACA 122		
NUR 102 Practical Nursing II	10	1st year – spring	NUR 101	BIO 166		
NUR 103 Practical Nursing III	9	1st year – summer	NUR 102	None		

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

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

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

Student Name: _____ Student Signature: _____ Date: _____

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RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
THERAPEUTIC AND DIAGNOSTIC SERVICES: NURSE AIDE (DIPLOMA) (D45970)

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

Section I: Developmental Courses (if needed)

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

Sections II:

A. Therapeutic and Diagnostic Services: Nurse Aide Certificate (C45970) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NAS 101 Nursing Assistant I*	6	1st year – fall	Pre: DRE 098		
NAS 102 Nursing Assistant II*	6	1st year – spring	Pre: Must have successful completion of Nurse Aide I training program & current Nurse Aide I listing on DHSR.		

B. Therapeutic and Diagnostic Services: Nurse Aide Diploma (D45970) Course Requirements 36 credit hours: Complete Section I (as required) and Section II, B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
BIO 165 Anatomy & Physiology I	4	1st year – fall	Pre: DMA 010- 050 or MAT 070, DRE 098 or ENG 090 & RED 090		
CIS 110 Intro to Computers	3	1st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
NAS 101 Nursing Assistant I*	6	1st year – fall	Pre: NC DAP Reading, Revising/ Editing Writing & WritePlacer Composite Score of 151, or Accuplacer reading Score of 80, or Red 090 or DRE 098		
PSY 150 General Psychology	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 166 Anatomy & Physiology II	4	1st year – spring	Pre: BIO 166		
ENG 111 Writing and Inquiry	3	1st year – spring	Pre: DRE 098 or ENG 090 and Red 090 Co: ACA 122		
MED 121 Medical Terminology I*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
NAS 102 Nursing Assistant II*	6	1st year – spring	Pre: Must have successful completion of Nurse Aide I		

			training program & current Nurse Aide I listing on DHSR.		
MED 122 Medical Terminology II*	3	1st year – summer	Pre: MED 121		
SOC 210 Introduction to Sociology	3	1st year – summer	Pre: DRE 098		

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

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RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
COMPUTER-INTEGRATED MACHINING (DIPLOMA) (D50210)

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

Section I: Developmental Courses (if needed)

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

Section II:

    A. Machining Technology Certificate (C50210M) Course Requirements 18 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAC 111 Machining Technology I*	6	1st year – fall	None		
MAC 112 Machining Technology II* (Not required for CIM Certificate)	6	2nd year - spring	Pre: MAC 111		
MAC 113 Machining Technology III (Not required for CIM Certificate)	6	2nd year - spring	Pre: MAC 112		

    B. Computer-Integrated Machining Certificate (C50210) Course Requirements 12 credit hours: Complete Sections I (as required), Section II A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Blueprint Reading*	2	1st year – fall	Pre: DMA 010-020		
MAC 122 CNC Turning*	2	1st year – spring	Pre: MAC 111 or MEC 111		
MAC 124 CNC Milling	2	1st year – spring	Pre: MAC 111 or MEC 111		

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAC 151 Machining Calculations	2	1st year - summer	None		
MEC 142 Physical Metallurgy **or** WBL 112 Work-Based Learning I	2	1st year - summer	Pre: MAC 111 or MEC 111 / Pre: 9 SHC in major core courses		
BPR 121 Blueprint Reading: Mechanical	2	2nd year – fall	Pre: BPR 111		

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

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

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

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COMMUNITY COLLEGE

Program Completion Guide
DIPLOMA - WELDING TECHNOLOGY (D50420)

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

Section I: Developmental Courses (if needed)

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

Section II:

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

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

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
WLD 215 SMAW (Stick) Pipe	4	1st year - spring	Pre: WLD 115		
WLD 132 GTAW (TIG) Plate/Pipe	3	1st year - summer	Pre: WLD 131		
WLD 151 Fabrication I	4	1st year - summer	Pre: WLD 141		
ISC 112 Industrial Safety or BPR 111 Print Reading	2 2	2nd year - fall	None Pre: DMA 010-020		
ENG 111 Writing and Inquiry	3	2nd year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	2nd year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		

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

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Academic Year: 2016-2017   *Revised 7/7/2016*

RICHMOND
COMMUNITY COLLEGE
—SINCE 1964—

Student Name: _____ Student Signature: _____ Date: _____

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Program Completion Guide
ELECTRIC UTILITY TRANSFORMER TEST SPECIALIST (Diploma) (D50510)

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

Section I: Developmental Courses (if needed)

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

Section II:

A: Electric Utility Transformer Test Specialist Diploma (D50510) Course Requirements 38 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ELC 131 Circuit Analysis I	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
EUS 110 Intro to Electric Utility Industry*	4	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-080 or MAT 080		
EUS 130 Electric Utility Print Reading*	4	1st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1st year – spring	Pre: EUS 110		
EUS 215 Large High Voltage Power Transfmr II*	3	1st year – summer	Pre: EUS 210		
EUS 240 Substation Ancillary Systems*	3	1st year – summer	Pre: EUS 130		
ENG 111 Writing and Inquiry	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
EUS 225 Elec. Util. Safety & Human Performance	2	2nd year – fall	Pre: EUS 110 and EUS 130 Co: None		
MAT 171 Precalculus Algebra	4	2nd year – fall	Pre: DMA 010-080 or MAT 080		
PHY 122 Applied Physics II	4	2nd year – fall	Pre: None Co: MAT 171		

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

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

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

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

Students please read the following and sign below.

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