



Learning Resource Centers

Learning Resource Centers (Library)

The Learning Resource Centers are an essential component of Rowan-Cabarrus Community College. The LRCs provide our patrons with library, audiovisual, Internet and instructional resources and services necessary to support the educational programs of the college. They also provide resources to meet the various needs, interests, and aptitudes of the students enrolled in lifelong learning.

RCCC has two full service LRCs, one on the North Campus and the Charles A. Cannon Library on the South Campus. Each LRC offers collections of books, magazines, newspapers, audiovisual materials, and equipment and access to electronic resources. North Carolina Libraries for Virtual Education (NC-LIVE) is also available with access to resources found in various databases, including information from newspapers, magazines, and professional journals. An Early Childhood Learning Laboratory special collection is also housed at each facility.

The LRCs are open to students, administration, faculty, and staff as well as individuals in the community. The hours are posted on campus and on our website at www.rowancabarrus.edu/lrc/.

Students are encouraged to use these areas for study, research, recreational reading, browsing, or relaxing between classes.

Both LRCs have access via Webcat to our online catalog and to other holdings through the Community College Libraries in North Carolina (CCLINC). These books may be requested (through interlibrary loan) by our students and faculty by placing a hold on the item to be borrowed. RCCC also provides a courier service to transfer materials daily between locations in our two-county area.

Books from the general collection are initially checked out for a two-week period and may be renewed. Interlibrary loan books are checked out for a two-week period. In addition, faculty may place reference and AV material on reserve as needed. Books on the reserve shelves may be checked out with instructor approval. Videos used for telecourse instruction are placed on reserve, and self-contained TV/VCRs are provided for viewing in the LRC. Audiovisual materials and equipment are made available for student use in the classroom upon request. A coin-operated plain paper black and white copier plus a color photocopier are available at each LRC for student and public use.

Students may check their accounts online via their library card and pin number. Fines are charged for all overdue material (excluding Sundays and holidays). These fines must be paid before additional books are checked out and before students will be allowed to register for the next semester. Overdue notices are sent by mail.

The LRC personnel assist in locating and using LRC resources. The LRC personnel also support faculty and students with daily operations of the Interactive Television/North Carolina Information Highway (ITV/NCIH) classrooms on each campus. The LRC personnel

also operate the Academic Testing Center (ATC) in the LRC during specified hours which provides an opportunity for students to make up exams missed during regular class hours, to take tests for Telecourse and Internet classes, and for other reasons as needed.

Patrons are encouraged to take advantage of these services.

Mission Statement

The mission of the Learning Resource Center (LRC) is to advance the learning and research skills of the students, faculty, staff, and administration of Rowan-Cabarrus Community College by providing library, audio-visual, and instructional resources necessary to support the programs of the college and lifelong learning.

To accomplish this purpose, the LRC personnel will strive to meet the following objectives:

1. To develop a comprehensive Learning Resource Center with an atmosphere conducive to learning through the use of technology.
2. To develop and retain a dynamic trained staff to assist with the goals of active learning through technology by instructing and assisting patrons in the use of resources and services collected to support the programs of the college.
3. To acquire, organize, and circulate LRC materials or provide access through cooperative relationships/consortia with a variety of study options, including the use of the Internet service to ensure it is used for college-related research and educational activities.
4. To conduct periodic evaluations of patrons to assure the needs of the college community are being met.
5. To provide Academic Testing Center services for students of our college and other colleges through reciprocal arrangements and support day-to-day operations for the North Carolina Information Highway Interactive Television (NCIH/ITV) classrooms.

Learning Centers

Individualized Computer Learning Center

Students enrolled at Rowan-Cabarrus Community College are provided access to the Individualized Computer Learning Center (ICLC), a staffed facility where students can utilize computer resources to work on Traditional and Distance Education course assignments. An ICLC is located at North, South and CBTC campuses, and each facility provides multimedia computers, an automated student login and tracking system, and high-speed printers. In addition, the ICLCs offer free software workshops for students on topics including Blackboard and Microsoft Office. Workshops may be open to all students or arranged at the request of an instructor for a specific class. For more information about the locations, hours of operation, computers, software, and/or workshops, please visit the ICLC web page at www.rowancabarrus.edu/labs/.

Math Tutoring Center

The Math Tutoring Center (MTC) provides free individualized tutoring for students enrolled in all math and/or math-related courses (including Chemistry and Physics when tutor availability allows). Each semester, a schedule of available tutoring hours will be given to instructors and Student Services, in addition to being posted around campus. Tutoring schedules and information are also available on the RCCC website. Faculty members should refer students to the MTC or students can fill out a form in the MTC. Notification of unreferred visits will be sent to the instructor. For locations, refer to the Tutoring Services web page at www.rowancabarrus.edu/tutoring/math/.

Reading Center

The Rowan-Cabarrus Community College Reading Center (RC) is a development lab designed to assist RCCC students with reading skill development and overcoming reading-related deficiencies. Individualized instruction as well as small group instruction is provided in the areas of phonics, vocabulary building, word attack skills, reference skills, and comprehension.

Technology use in the Reading Center is available. A few computers are in each lab for student use.

Computer-assisted instruction is also available in the Reading Center. All RCCC students enrolled in basic reading classes (RED 080) will be strongly encouraged to participate in skill development activities in the Reading Center (RC). Instructor referrals and student “walk-ins “ are welcome. Reading Center operational hours will vary depending on the semester and student needs. For locations, refer to the Tutoring Services web page at www.rowancabarrus.edu/tutoring/reading/.

Spanish Tutoring

Free Spanish tutoring is available at both North and South Campus during the Fall and Spring semesters for all students that are enrolled in all levels of Spanish classes. No appointment is necessary; just drop by during posted office hours. Notification of that visit will be sent to the student's instructor. Each semester, a schedule of available tutoring hours will be posted around campus and on the web at www.rowancabarrus.edu/tutoring/.

Student Development Center

The Student Development Center (SDC) is a free (drop-in) comprehensive academic advisement, placement, and mentoring center that assists students in achieving their educational goal. The SDC is composed of carefully selected and highly trained faculty and staff whose efforts focus on the student's successful entry, continuous monitoring, and successful completion of the developmental process.

While the ultimate responsibility for exploring choices and making decisions about attainment of educational goals rests with the student, our advisors serve as facilitators of communication, coordinators of learning experiences through course and career planning, academic progress review, and an agent of referral to other campus and community agencies as needed. Instructor referrals and student walk-ins are welcome.

For location and hours of operation, please refer to the Tutoring Service web page at www.rowancabarrus.edu/tutoring/studev/.

Writing Center

The Writing Center (WC) is a free service provided to assist students with any craft issues or course-related writing; including compositions, essays, proposals, research papers, reports, business correspondence, and resumes. The Center also provides individualized instruction for problem areas in grammar, rhetorical modes, and research as well as computer-based composition and review.

Students are automatically referred to the WC by their instructor at the beginning of each semester. It is up to the student at that point to initiate the tutoring process by calling or visiting the WC to schedule a 30-minute appointment. On occasion, walk-ins may receive immediate assistance, provided the WC tutor does not have a scheduled appointment. Notification of the visit will be given to the student who will, in turn, give the notification to his/her instructor,

The WC is located in the 500 Building in Room 520-F in the Learning Resource Center (LRC) on the North Campus, 704-216-3543; in the 100 Building in Room 300-B on the South Campus, 704-216-3525; and in Room 9119 at the Cabarrus Business and Technology Center (CBTC), 704-216-3491.

In addition to the physical WC, an online option, the WC Online, is available. Mainly designed for students taking online courses, the WC Online offers many of the same resources available in the physical WC on both North and South campuses and CBTC. Specific word-by-word assistance with a particular assignment is not offered in the WC Online; for that service, students must see a tutor one-to-one in the WC. Access to the WC Online is available through Blackboard Enterprise.

The WC hours of operation and tutoring schedules may be accessed online at <http://www.rowancabarrus.edu/tutoring/writing/>. Contact the Director, 704-216-3847, or the Assistant Director, 704-216-3842, of the Writing Center with any questions.



Cooperative Education

Cooperative Education

Cooperative Education (Co-op) is a unique academic plan in which students blend classroom learning with practical work experience. This is accomplished through supervised work assignments outside the formal classroom environment.

Co-op is based on the theory that education does not confine itself to just the classroom and should include the vital input that students may gain from participation in the world of work. The program is designed to make a student's educational program more relevant and meaningful by integrating classroom study with planned and supervised practical experience in business, industry, government, and professional or service organizations. It is called "Cooperative Education" because educators and outside agencies work together to design a superior total educational program for students.

There are two co-op enrollment plans available to students and employers:

1. **Alternating Plan** – The student alternates semesters of full-time work (40 hours per week) and full-time college enrollment.
2. **Parallel Plan** – The student works part-time (10-30 hours a week) and attends school.

Eligibility

To be eligible to participate in the Cooperative Education program, students must meet the following minimum requirements:

1. Have completed one semester (12 credit hours) of college work with at least three credit hours in a major field of study.
2. Have a minimum of 2.25 overall GPA and be in good academic standing. (Nursing and Early Childhood require a 2.5 overall GPA.)
3. Be recommended and approved for co-op participation by the Co-op faculty coordinator.
4. A transfer student must complete 12 semester hours at RCCC before applying for the Co-op program.
5. Demonstrate the ability to profit from the experience and meet the employer's requirements.
6. A student enrolled in the Co-op program must be registered for three hours of credit during the semester(s) he or she is participating. (*Exceptions are for Summer Term.*)
7. All students must be willing to co-op a minimum of 160 clock hours.
8. If released from a prior Co-op position, eligibility to reapply will be determined by the Co-op Director with special permission from the System Office.

A student who does not meet the eligibility criteria may be admitted to the program at the discretion of the Co-op Director and the Co-op Faculty Coordinator.
(*Certain degree programs may specify additional requirements.*)

The Cooperative Education program has an interrelated work experience and classroom content, carefully planned and supervised to produce quality educational results for each student involved. The institution assumes the responsibilities for finding assignments which are related to the student's professional objectives, thus providing experience that enhances knowledge acquired in the classroom.

Application Procedure

Interested students should obtain an application from the Office of Work-based Learning and Cooperative Education and make an appointment with the Co-op Director. Co-op applications must be approved by Co-op faculty coordinators.

Students who are currently employed may seek to have their present employment approved for Cooperative Education; however, such employment will be required to meet all Co-op criteria, and the student and employer must be willing to be governed by the Co-op policies and procedures. Cooperative Education credit will not be given for previous employment held prior to registration for the course.

Registration

Before attempting to register for a COE course (except COE 110), students should complete a Cooperative Education Approval Form, secure approval from the Co-op Director, and take the approval form to registration. Students who are approved and are placed in the Co-op program must register before going to their Co-op Work Assignment.

Academic Credit

Credit hours for Co-op work periods are determined by the number of hours worked per semester. For example, students working an average of 20 hours weekly (320 hours per semester) earn two hours of credit per semester. Grades given by the faculty coordinator will be based on the student's specific learning objectives, reports, and evaluations submitted by the student and the employer. The student's transcript indicates that practical work experience has been integrated into his/her academic program.

The Office of Work-based Learning and Cooperative Education also assists students in securing adult apprenticeships and internships. For more information on how to get involved in the Co-op program and other work-based learning opportunities, contact the Office of Work-based Learning and Cooperative Education, Building 300, Room 309 (North) or Room 2303 (South), 704-216-3649; or 704-216-3646; or E-mail: derrickc@rowancabarrus.edu.

NOTE: Co-op options are listed under each participating program as outlined in the RCCC Catalog/Student Handbook.

Distance Education

Rowan-Cabarrus Community College offers several methods of Distance Education, providing students a wide range of choices and new approaches to learning. RCCC is proud to provide students a way to participate in learning in addition to the traditional classroom. Our goal is to provide students greater flexibility in scheduling classes and provide RCCC's faculty new and innovative approaches to teaching.

RCCC offers several programs via Distance Education by delivering academic courses that meet program requirements through Telecourse and/or Internet offerings. For a list of degree, diploma, and certificate programs available via distance, please refer to the college's Distance Education website at www.rowancabarrus.edu/distance/.

For more information about Distance Education courses, and for a list of Telecourse and Internet course offerings, students may refer to the information within this section or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information about Distance Education course offerings.

Internet Courses

Internet students study textbooks and complete and submit assignments online, following the Internet course outline. Guidance and instructional support are provided through regular course participation and email contact with instructors.

Internet classes have no scheduled sessions on campus although instructors reserve the right to require test-taking in the on-campus testing centers. Internet courses are designed to give students maximum flexibility; however, students are expected to meet course, assignment, and testing deadlines, which provide a framework to promote student progress, and to maintain active participation in the course. RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in Internet courses.

Students must meet specific academic and skill requirements prior to registering for an Internet course, in addition to course prerequisites listed in the course descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in an Internet course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in Internet courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for Internet courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.

A list of courses currently available in Internet format is available on page 65. Please note: Internet offerings may change during the academic year. Please refer to the Distance Education website, www.rowancabarrus.edu/distance/ for updates to course offerings.

Hybrid Courses

Hybrid courses combine online learning with face-to-face instruction. A large amount of the course content is delivered as an Internet course, but there are required on-campus meetings.

RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in the Internet portion of the courses. Students must meet specific academic and skill requirements prior to registering for a Hybrid course, in addition to course prerequisites listed in the Course Descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in a Hybrid course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in Hybrid courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for Hybrid courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.

Interactive Television (ITV) and North Carolina Information Highway (NCIH) Courses

RCCC has three electronic classrooms called Distance Learning Centers. They are located at our North Campus in Rowan County, our South Campus in Cabarrus County, and at our Cabarrus Business and Technology Center (CBTC) in Cabarrus County. Each classroom has video and audio equipment that allows students in one location to see and talk with an instructor in another location. For example, an instructor could teach a class from our North Campus facility, but students could attend the class at our South Campus facility. Through our Distance Learning Centers, RCCC also can offer classes to and from other community colleges, universities, public schools, and other institutions.

Telecourses

A telecourse is a complete and integrated instructional system that generally includes video programs on DVD/CD, a textbook, and a variety of other instructional materials to be used by the student as the principle component of a college course. Students can take college credit courses by watching these video programs at home, completing assigned reading and study materials with guidance from the instructor, taking appropriate tests, and attending the required on-campus sessions. The courses and the credit hours are equivalent to those offered in traditional on-campus classes. A telecourse is equivalent to a traditionally taught college course in academic rigor and student requirements.

A list of courses currently available in Telecourse format is available on page 67. Please note: Telecourse offerings may change during the academic year. Please refer to the Distance Education website, www.rowancabarrus.edu/distance/ for updates to course offerings.

TeleWeb

These courses combine online learning with Telecourse instruction. In addition to content delivered via video programs on DVD/CD, TeleWeb courses include content delivered via the Internet. All TeleWeb courses are supplemented by required Saturday sessions.

RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in the Internet portion of the courses. Students must meet specific academic and skill requirements prior to registering for a TeleWeb course, in addition to course prerequisites listed in the Course Descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in a TeleWeb course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in TeleWeb courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for TeleWeb courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.





COURSES CURRENTLY OFFERED VIA INTERNET

Title	Credit Hours	
ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
AST 111	Descriptive Astronomy	3
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 121	Business Mathematics	3
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
BUS 253	Leadership & Management Skills	3
BUS 260	Business Communication	3
CIS 110	Introduction to Computers	3
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
CJC 214	Victimology	3
CTS 130	Spreadsheet	3
CTS 285	Systems Analysis & Design	3
DBA 110	Database Concepts & Applications	3

Title		Credit Hours
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
EDU 131	Children, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 221	Children with Exceptionalities	3
EDU 235	School-Age Development & Programs	2
EDU 259	Curriculum Planning	3
EDU 280	Language & Literacy Experiences	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
ENG 114	Professional Research & Reporting	3
ENG 126	Creative Writing II	3
ENG 262	World Literature II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
ISC 112	Introduction to Safety	2
ISC 121	Environmental Health & Safety	3
ISC 225	Facility Layout	4
MAT 161	College Algebra	3
MKT 120	Principles of Marketing	3
MKT 122	Visual Merchandising	3
MKT 123	Fundamentals of Selling	3
MKT 220	Advertising and Sales Promotion	3
MKT 225	Marketing Research	3
MSM 110	Introduction to Motorsports Management	3
MSM 112	Engine/Drivetrain Fundamentals	2
MSM 210	Motorsports Marketing	3
MSM 216	Organization Mobility	2
NET 110	Networking Concepts	3
OST 136	Word Processing	2
OST 137	Office Software Applications	2
OST 236	Advanced Word/Information Processing	3
PHY 110	Conceptual Physics	3
PSY 150	General Psychology	3
REL 110	World Religions	3
SEC 110	Security Concepts	3
SOC 210	Introduction to Sociology	3
SOC 220	Social Problems	3
WEB 110	Internet/Web Fundamentals	3
WEB 140	Web Development Tools	3
WEB 210	Web Design	3

See semester schedule for semester to be offered.

COURSES CURRENTLY OFFERED VIA TELECOURSE

Telecourse Title	RCCC Title	Credit Hours
Accounting in Action - Financial	ACC 120	Principles of Financial Accounting 4
Accounting in Action - Managerial	ACC 121	Principles of Managerial Accounting 4
It's Strictly Business: Introduction to the World of Business	BUS 110	Introduction to Business 3
Business and the Law	BUS 115	Business Law I 3
By the Numbers: Practical Applications of Business Mathematics	BUS 121	Business Mathematics 3
Taking the Lead: The Management Revolution	BUS 137	Principles of Management 3
Something Ventured: An Entrepreneurial Approach to Small Business Mgmt.	BUS 230	Small Business Management 3
Intro. to Business Communication: Tools for Leadership	BUS 260	Business Communication 3
 Human Communications	COM 110	Introduction to Communication 3
Economics USA	ECO 151	Survey of Economics 3
 Introduction to Microeconomics: Mastering the Global Economy	ECO 251	Principles of Microeconomics 3
Introduction to Macroeconomics: Mastering the Global Economy	ECO 252	Principles of Macroeconomics 3
A Writer's Exchange	ENG 111	Expository Writing 3
Advanced English Composition	ENG 112	Argument-Based Research 3
Literary Visions	ENG 131	Introduction to Literature 3
Living Literature	ENG 251	Western World Literature I 3
 The Western Tradition I	HIS 121	Western Civilization I 3
The Western Tradition II	HIS 122	Western Civilization II 3
 Shaping America	HIS 131	American History I 3
Unfinished Nation II	HIS 132	American History II 3
Concepts in Marketing	MKT 120	Principles of Marketing 3
The Sales Connection: Principles of Selling	MKT 123	Fundamentals of Selling 3
The Examined Life	PHI 210	History of Philosophy 3
Voices in Democracy	POL 120	American Government 3
Psychology: The Human Experience	PSY 150	General Psychology 3
Lifespan Telecourse	PSY 241	Developmental Psychology 3
The Way We Live	SOC 210	Introduction to Sociology 3

See semester schedule for semester to be offered.

Developmental Studies

Developmental Studies is the center piece of the open-door policy at RCCC. This highly structured program offers high school graduates who are not fully prepared for college-level courses an opportunity to improve their reading, writing and math skills before they begin a curriculum program of study. Students may be required to take one or more developmental studies courses because their placement scores are not at the level of proficiency required for success in a given curriculum, or they may elect developmental courses if they feel themselves in need of a refresher course.

RCCC's Developmental Studies program offers four math courses covering content ranging from basic mathematics to intermediate algebra; three English courses that help students develop grammar and writing skills beginning at the sentence level and continuing through the development of essays; two reading courses that assist students in the development and application of college-level reading strategies; a basic chemistry course; and a basic computer course.

ACA 090 Study Skills has been added to the program as a required course for any student whose placement test scores indicate a need for two or more developmental studies courses.

For additional information regarding this program, contact the Dean of Developmental Studies, Herbert Chambers, at 704-216-3695, or send an email to chambersh@rowancabarrus.edu.

The courses listed below are designed to prepare students for college-level work and **will not** satisfy credit hours for any degree, diploma or certificate program. These courses will not transfer to a four-year institution but will transfer to any of the community colleges within the N.C. Community College System; however, they **will not** satisfy any degree, diploma or certificate requirements at the receiving institution. Credit earned for these courses will only satisfy the prerequisites for entry into a curriculum-level course.

	Title	Class	Lab	Clinical	W Exp.	Credits
ACA 090	Study Skills	3	0	0	0	3
CHM 090	Chemistry Concepts	4	0	0	0	4
CTS 080	Computing Fundamentals	2	3	0	0	3
ENG 080	Writing Foundations	3	2	0	0	4
ENG 085	Reading & Writing Foundations	5	0	0	0	5
ENG 090	Composition Strategies	3	0	0	0	3
MAT 050	Basic Math Skills	3	2	0	0	4
MAT 060	Essential Mathematics	3	2	0	0	4
MAT 070	Introductory Algebra	3	2	0	0	4
MAT 080	Intermediate Algebra	3	2	0	0	4
RED 080	Introduction to College Reading	3	2	0	0	4
RED 090	Improved College Reading	3	2	0	0	4

NOTE: While ACA 115 (Success & Study Skills) is not a developmental studies course, it is designed to prepare students for college level work and is required for most programs. ACA 115 may transfer to four-year schools but is not designed as a college transfer course.

