

Naming PDFs for the RCC Website

General Issue

In order to avoid the problem of having old or out-of-date PDFs on our site, we're now requiring that **All PDFs be named the same thing each time.**

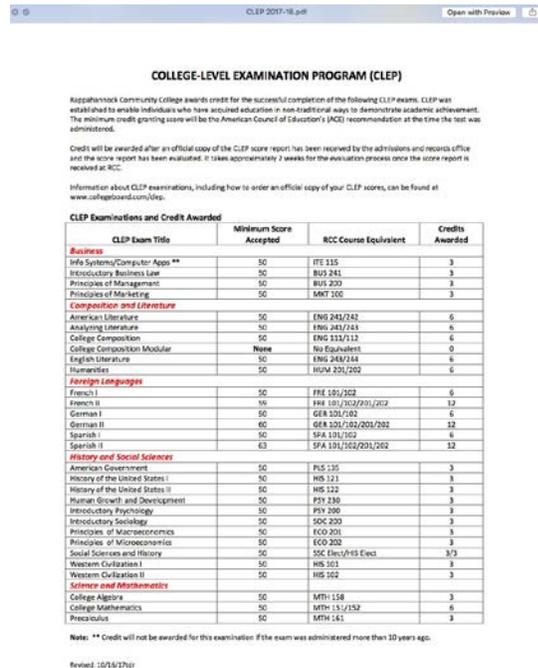
This means, that when there is a handbook or document that is loaded onto the website for use, then the creator (you) must decide on a name of the file that will remain consistent.

Example:

We have this document:



Here's what's inside:



COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Appalachian Community College awards credit for the successful completion of the following CLEP exams. CLEP was established to enable individuals who have acquired education in non-traditional ways to demonstrate academic achievement. The minimum credit-granting score will be the American Council of Education's (ACE) recommendation at the time the test was administered.

Credit will be awarded after an official copy of the CLEP score report has been received by the admissions and records office and the score report has been evaluated. It takes approximately 2 weeks for the evaluation process once the score report is received at RCC.

Information about CLEP examinations, including how to order an official copy of your CLEP scores, can be found at www.collegeboard.com/clep.

CLEP Exam Title	Minimum Score Accepted	RCC Course Equivalent	Credits Awarded
Business			
Info Systems/Computer Apps **	50	ITE 115	3
Introductory Business Law	50	BUS 241	3
Principles of Management	50	BUS 200	3
Principles of Marketing	50	MKT 100	3
Composition and Literature			
American Literature	50	ENG 243/242	6
Analyzing Literature	50	ENG 243/242	6
College Composition	50	ENG 111/112	6
College Composition Modular	None	No Equivalent	0
English Literature	50	ENG 243/242	6
Humanities	50	HUM 220/202	6
Foreign Languages			
French I	50	FRE 100/202	6
French II	50	FRE 101/201/202	12
German I	50	GER 101/202	6
German II	60	GER 101/201/202/202	12
Spanish I	50	SPA 101/202	6
Spanish II	63	SPA 101/201/202	12
History and Social Sciences			
American Government	50	PUS 130	3
History of the United States I	50	HIS 121	3
History of the United States II	50	HIS 122	3
Human Growth and Development	50	PSY 130	3
Introductory Psychology	50	PSY 200	3
Introductory Sociology	50	SOC 200	3
Principles of Macroeconomics	50	ECO 201	3
Principles of Microeconomics	50	ECO 202	3
Social Sciences and History	50	SOC Elect/HIS Elect	3/3
Western Civilization I	50	HIS 101	3
Western Civilization II	50	HIS 102	3
Science and Mathematics			
College Algebra	50	MTH 114	3
College Mathematics	50	MTH 151/152	6
Precalculus	50	MTH 141	3

Note: ** Credit will not be awarded for this examination if the exam was administered more than 10 years ago.

Revised: 10/16/17/ir

We don't want 4 or 5 CLEP-related files floating around on the website (unless they are for specific, archival purposes), so we'd want to name this file: **"clep.pdf"**

This way, when there's a new version of this document, it will be loaded into the website, and it will over-write the old one.

This is a must, because we cannot have out of date files on the site, which may not be linked to a page, but may still be found by a search on our site or by a Google / Bing search in general. Outdated information being available on the site in any form may cause the college legal issues if not clearly marked as archival documents.

Archival Document

If you have an annual document, like the RCC Catalog, then you'd want to note the date, like this: **rcc-catalog-2017-18.pdf**

This is a file that we want to post for users who will be looking, eventually, for old or archived information. The creator of the file would name the PDF the same thing each time (if there are revisions), so should there be changes made, that too will be overwritten.

Text style

- Please use all lowercase and dashes in place of spaces.
- Please only use dashes so we are all using the same characters all the time to denote word breaks.