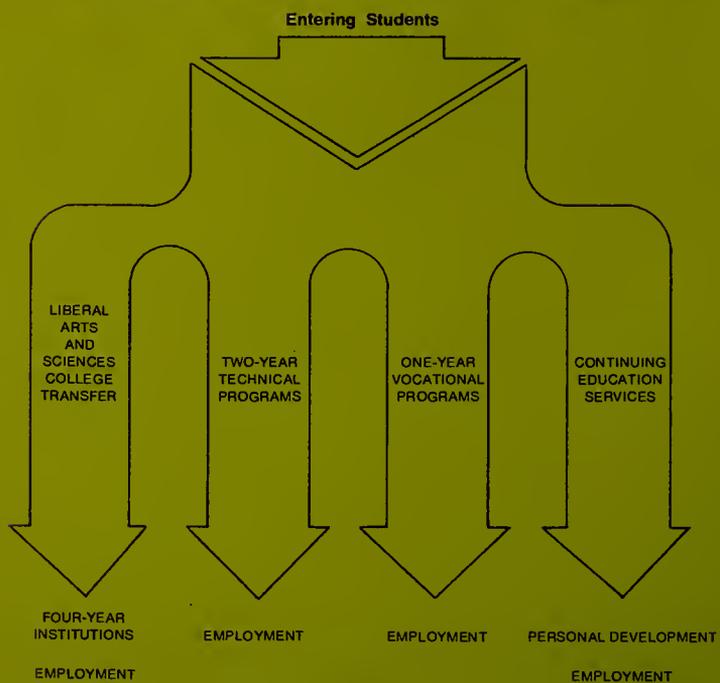




**ROCKINGHAM COMMUNITY COLLEGE**



OPPORTUNITIES AT ROCKINGHAM COMMUNITY COLLEGE





Committed to service the educational needs of adults in Rockingham County and surrounding areas, Rockingham Community College offers

over 100 Continuing Education courses in many areas including arts and crafts, history and politics, health related, psychology and human relations, home economics, agriculture, business, vocational and adult education.

one-year Vocational programs in Automotive Mechanics, Basic Electronics, Child Care Worker, Cosmetology, Electrical Installation and Maintenance, Machinist, Mechanical Drafting and Welding.

two-year Technical programs in Business Administration, Secretarial Science, Textile Technology and Management, Associate Degree Nursing and Computer Science.

two-year Liberal Arts and Sciences college transfer courses in such areas as social science, English, humanities, natural science, physical education and mathematics.

The purpose of the College is primarily one of education at the post-high school and adult levels. It functions in a cooperative relationship with other institutions and agencies.

The objectives of the College are:

1. To provide services to guide students in the exercise of self-direction in personal planning and in the solution of problems.
2. To provide learning experiences for those students who need to develop their learning skills.
3. To provide suitable courses for adults who wish to acquire basic language and numerical skills.
4. To provide suitable courses for adults who wish to complete high school.
5. To provide one year of study in vocational areas which prepares individuals for employment in trades.
6. To provide two years of technical study which prepare individuals for employment as technicians.
7. To provide two years of college work transferable to four-year colleges and universities.
8. To provide suitable courses for individuals who wish to further their education, increase their level of occupational skills, and enrich their lives.



### **CIVIL RIGHTS COMPLIANCE**

An equal opportunity college, Rockingham Community College complies fully with the provisions set forth in Title VI of the Civil Rights Act of 1964.

### **ACCREDITATION AND MEMBERSHIPS**

Rockingham Community College is fully accredited by the Southern Association of Colleges and Schools. The College holds institutional memberships in the American Association of Junior Colleges and The North Carolina Association of Colleges and Universities.

## HISTORY OF THE COLLEGE



June, 1963—The General Assembly passed enabling legislation (General Statutes of North Carolina, Chapter 115A) which led to the establishment of Community Colleges and Technical Institutes across the state.

July, 1963—The people of Rockingham County formally requested approval from the State Board of Education for the establishment of a community college in the county.

November, 1963—The Citizens of Rockingham County voted favorably on a bond issue for initial construction of the college and on a tax levy for support of the college.

December, 1963—The State Board of Education approved the establishment of Rockingham Community College. Trustees of the College were appointed.

April, 1964—Dr. Gerald B. James was appointed first President of Rockingham Community College.

September, 1966—College opened its doors to its first students. Three buildings—the Classroom Building, the Vocational Building, and the Laboratory Building had been completed at that time.

December, 1967—Rockingham Community College was named a Candidate for Accreditation by the Southern Association of Colleges and Schools.

February, 1968—The Library Building was opened.

December, 1968—Rockingham Community College was formally accredited by the Southern Association of Colleges and Schools; the accreditation was retroactive to September, 1966.

October, 1969—The Physical Education Building was opened.

December, 1970—The Self-Study for reaffirmation of accreditation by Southern Association of Colleges and Schools was begun.

April, 1971—The Harold W. Whitcomb Student Center was opened.

December, 1972—Reaffirmation of accreditation by Southern Association of Colleges and Schools.

## CHANGES IN REGULATIONS

Rockingham Community College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary.



## CLASS SCHEDULE

Rockingham Community College offers classes between the hours of 8:00 a.m. and 10:30 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. In most cases it is possible, with careful planning, to complete most work toward a degree or diploma through evening classes.

Continuing Education courses for personal, occupational, and community improvement are offered during day and evening hours.

## ADMINISTRATIVE OFFICE HOURS

College administrative offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. A night coordinator is on duty Monday through Thursday until 10:30 p.m. The Student Affairs Office is open each Monday, Tuesday, and Wednesday until 9:00 p.m.



## STUDENT SERVICES

Rockingham Community College offers a number of related services designed to assist students to develop self-reliant, responsible behavior. Students are invited to take advantage of these services.

### Counseling Services

The primary objectives of the counseling services are:

1. To help people "be what they can be."
2. To help people achieve an understanding and acceptance of themselves.
3. To help people develop decision-making abilities which will aid them in exercising self-direction and problem solving in their personal and academic planning.

Available to all students, these services offer the opportunity to consider with a professional counselor any questions,

concerns, skill needs, hopes, dilemmas, crises or choices which may occur during the college years. Typical counseling sessions deal with such matters as educational and vocational choice, personal and academic needs, marital and premarital concerns, alcoholism and drug abuse. Referral resources are available for those who need them.

Complete psychological testing services are available for use during the counseling process. This testing is designed to furnish the student with such information as occupational and avocational aptitudes and interests. An extensive collection of materials concerning occupations, colleges, universities and professional schools is available for student use. These materials are often an aid when making educational and career decisions.

Counseling services are for assistance to students as they grow and develop during the educational experience. To facilitate such growth and development they need to be used whenever a need is felt. For an appointment or further information, visit or call the Student Affairs Office.

## Advisement Services

The faculty advisement service is designed to aid students in the development of specific courses of study leading to the accomplishment of their individual educational and vocational goals. This service brings the expertise of the total academic community to bear on such matters as course selection and knowledge of specific occupations and educational majors.

Each student is assigned a faculty advisor on the basis of educational interest and remains with that advisor throughout his stay with the college, unless a change of advisor is requested either by the student or the advisor.

Frequent advisor-student contact is necessary if the full benefit of this service is to be received. The responsibility for such contact rests with the student. Further clarification of the advisor-student relationship is found in **students**, p. 13 and **advisors**: p. 14.

## Placement Services

### Educational Placement

Advisors and counselors will assist students in transferring to senior colleges and universities. Senior institution representatives are brought to the campus annually to provide information about their respective schools and the procedures for transfer. Necessary application forms or the names of appropriate contact persons at senior schools are available from the Student Affairs Office.

### Job Placement

Both part-time and full-time job placement services are available through the Student Affairs Office. The placement service facilitates the meeting of the student and the prospective employer. The decision to employ is made by the employer; therefore, college cannot guarantee employment.

Students seeking part-time or temporary employment should complete an application form available in the Student Affairs Office. When notices of job openings are received prospective applicants are notified. If the job is not filled through this means the notices are posted on bulletin boards and advertised through campus media.

A more long-term placement service is available to those students who wish to use it. This service assists the student in developing and maintaining a placement file on campus for use whenever needed. The initial file should be developed in the quarter prior to graduation. The file may contain references from faculty and past employers as well as transcripts of educational experiences. Placement files are released only when written authorization is received from the student. The file may be updated throughout the student's lifetime.

Timely completion of placement files enables the college to assist students in locating suitable employment. Assistance includes such activities as: informing students of prospective employers and their job openings, informing students of on-campus visits of employers and scheduling appointments for interested students.

## Housing

Rockingham Community College does not provide housing on campus and has no provision for assisting in locating housing off campus.

## Health Services

First aid care is available in the Physical Education Building.

## Veterans Affairs

The College cooperates with the Veterans Administration and with the North Carolina Veterans Commission in assisting veterans and in encouraging veterans to participate in guidance services and educational programs.

Children of disabled or deceased North Carolina veterans may receive assistance in payment of tuition and college fees. Application forms and information may be obtained through the Veterans Affairs Office.

Veterans enrolled under the G. I. Bill, who wish to receive full benefits, are required to carry a full class load (a minimum of 12 credit hours in all programs, with the co-requisite of at least 22 contact hours for veterans in vocational or adult high school curricula.) Lesser course loads result in proration of monthly benefits. In any quarter when the total weekly contact/credit hours listed in a vocational curriculum are fewer than 22 contact and 12 credit hours, a student may, upon request, enroll in additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to meet the needed contact/credit hour load in a vocational curriculum.

In keeping with the recommendations of the Commission of Accreditation of Service Experiences of the American Council on Education, credit is granted for study undertaken while in military service when applicable to the student's curriculum.

The College, in connection with the Veterans Administration, offers a work-study program. In this program a veteran can receive \$600 for 250 hours work during the school year.

The services of the Veterans Affairs Office are available to assist veterans in obtaining information and services pertaining to all facets of the student-veteran's campus and community life.



## LEARNING RESOURCES CENTER

The Learning Resources Center offers a wide variety of materials and services to the students and faculty of Rockingham Community College and the citizens of Rockingham County. Students are invited to come to the LRC to acquire materials needed for classes or for personal enrichment, to study, or to get assistance with special learning problems.

### LRC Materials and Services

The LRC is a multi-media center housing more than 25,000 books and an ever-expanding collection of phonograph and tape recordings, films, film loops, filmstrips, slides, microfilm, and kits. A professional staff member is always on hand to assist the student in locating the information needed and in acquiring and demonstrating equipment, if desired. In addition to books and audio-visual materials needed to reinforce classwork, there are numerous programmed materials to assist independent learners. The LRC also subscribes to more than 250 magazines and newspapers, with something of interest to almost anyone; earlier issues are often bound or on microfilm to facilitate research.

### Study Skills Lab

As a part of the LRC, the Study Skills Lab exists to help the students adjust to RCC and develop effective learning skills, either through formal classes such as Study Skills Development or through personalized programs. A reading and a math specialist are available to aid individuals or small groups in improving reading and math skills. Other members of the department seek ways to work with faculty and students in fitting instruction to individual needs.

### Audio-Visual Services

The LRC supports the instructional program of RCC with the production of AV materials such as slides, transparencies, and graphics. AV equipment is serviced and circulated through the LRC.



## THE HAROLD W. WHITCOMB STUDENT CENTER

The Whitcomb Student Center provides members of the college community the opportunity to experience creative, cultural, educational, and social activities. As one of the several college facilities and programs which contribute uniquely to human development, the Center provides an opportunity for the expression and confrontation of ideas and concepts.

Cooperating with the total college community in planning activities and providing facilities for programs, the Center provides an opportunity for students, faculty, staff, and the Rockingham County community to gather in an informal setting to become more fully involved in the life of the college.

Located in the Whitcomb Student Center are areas for lounging, meeting friends, eating, television viewing, music listening, small games playing, ping pong playing, studying, pool playing, reading, and conversing. Facilities are available for club activities, student publications, Student Government Association offices, meetings, and programs varying from films and dances to cultural activities. The Information Desk is the focal point of the Center and provides direction or aid for students and the community. The Center is the place to meet an old friend or to make a new one. The governance and programs of the Center are under the direction of the Student Center Governing Board which is comprised of representatives from the various student clubs, Student Senate, Faculty Senate, and the Director of Student Activities. All students, faculty, and staff are warmly invited to participate in the development, production, and evaluation of the Center's programs.

## STUDENT LIFE

Rockingham Community College offers students an opportunity to seek meaningful approaches to various concerns and problems. The Student Government Association provides students with a forum in which opinions and positions are formulated and crystalized. These viewpoints are conveyed to the campus community by student members on the various college committees and, through this process, college governance is influenced.

In addition to providing for creative writing, reporting, advertising and photography, the student newspaper and other student publications serve as media for student expression. Such expression is enhanced by WRCC, a student operated radio station broadcasting through the public address system of the Whitcomb Student Center.

The numerous student activities and clubs related to courses, study, academic achievement, and special interests give direction to the various activities which occur on the campus. Students join clubs which express their interests or organize other clubs which they feel to be more appropriate. Each club has membership on the Student Center Governing Board which plans campus-wide activities.

## SPORTS AND GAMES

### Inter-organizational Competition

Inter-organizational competition among RCC students and between RCC students and representatives of non-RCC organizations is permitted when participation in such activities is judged to contribute to the educational objectives of College instructional and/or student activities programs.

Inter-organizational competition refers to any organized competitive co-curricular activity involving RCC students. Such activities may include competition with representatives of other colleges, secondary schools, clubs, community organizations, intramural teams or RCC campus groups. Co-curricular competitive activities may involve team sports such as volleyball and softball, individual sports such as golf or tennis, or recreational matches such as chess and bridge.

### Intramural Sports Program

An extensive program of intramural sports is available to all RCC students—male and female—through the Physical Education Department. Participation in these sports is voluntary and college credit is not given.

Sports offered in the intramural program are correlated with those taught in required physical education courses and provide all students opportunities for competition.



### Recreational Program

The College maintains athletic fields, a physical education building, and a student center which provides students opportunities to pursue varied recreational interests. The physical education building features areas for single wall handball, rhythm activities, wrestling, gymnastic activities, and various indoor sports such as basketball, volleyball, and badminton. Activities available through the Student Center are listed on page 6. These facilities and activities are open to all Rockingham Community College students and equipment may be checked out for recreational and leisure time activities.

### Team Sport Competition

A member of the Piedmont Athletics Conference, Rockingham Community College participates in team sport competition with conference member colleges and with neighboring colleges. Areas of competition include basketball, bowling, golf, softball, tennis, and such Play Day events as archery, track, and field activities. Participation in team sport competition is open to both male and female students.

## ADMISSION PROCESS AND REQUIREMENTS

Rockingham Community College operates under an "Open Door" admission policy. Any high school graduate and any adult, whether he is a high school graduate or not, who makes application and can benefit from any of the programs may be admitted to the college.

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances of success in that course of study. These guidelines allow the counselor and the student to evaluate the student's chance of success in a particular program and thus help to prevent loss of student time and effort as a result of unsatisfactory achievement. When specific programs of study are filled, applicants for that program of study may be placed on a waiting list, enrolled in related work, or enrolled in an alternate program of study.

### COLLEGE TRANSFER, TECHNICAL AND VOCATIONAL PROGRAMS

The admission process requires that the applicant:

- (1) submit a completed admissions application/medical form,
- (2) submit a transcript of all previous education beyond the elementary school, and
- (3) report to the college for admissions counseling and appropriate testing (appointment schedules will be made as applications are processed.)
- (4) In addition *College Transfer* and *Technical\** applicants must:
  - (a) be a graduate of an accredited high school or have a State approved equivalent education (GED or Adult High School Diploma), and
  - (b) request the American College Testing Service to furnish the college with the applicants' scores on the American College Test.

\* Additional requirements are necessary for applicants who wish to enter the two-year Registered Nursing Program. Students should contact the Admissions Office for more information. (All admissions requirements for the Nursing Program must be complete by April 15 of the year in which the applicant seeks entry for the fall quarter.)

### CONTINUING EDUCATION PROGRAMS

Requirements for admission and application procedures for the numerous continuing education programs, including Adult Basic Education, are dependent upon the nature of the course desired. Interested persons should contact the Continuing Education Division for specific information.

### SPECIAL CREDIT STUDENT

Any student who wishes to register for one or more credit courses to meet an individual educational need or personal interest but who does not intend to complete a given curriculum program may be admitted as a Special Credit Student.

### REENTERING STUDENTS

A student who previously attended RCC but was not enrolled the immediately preceding quarter must make application for readmission. If he were enrolled in another college during the interval, he must request such college to send an official transcript of his academic work to the Office of Student Affairs.

## TRANSFER STUDENTS

A student transferring to RCC from another educational institution must:

- (1) be a graduate of an accredited high school or have a state approved equivalent education (GED or Adult High School Diploma),
- (2) submit a completed admissions application/medical form, and
- (3) furnish an official transcript of all previous academic work.

## REGISTRATION

RCC operates on the quarter system. All students must register each quarter. Students must have a social security number and a Permit to Register before beginning the registration process.

Each student is assigned a faculty advisor who assists in scheduling classes, dropping and adding courses, as well as offering advisement on student welfare and other problems of an educational nature. After the advisor has approved a student's course selection, the student is responsible for continuing the registration process through office of the Registrar. All students are expected to register during the time set aside for registration purpose. Applications requesting an Audit, NC/S grade option, Notice of a Repeat course, Credit by Examination and Independent Study course approvals must be completed at the time of registration or submitted to the Registrar's Office no later than the last day to add a course. Registration and drop/add dates are listed in the student calendar published in this book.

No changes in schedules will be processed until the first day of classes. Drop/add schedule changes must be initiated with the advisor before submitting them to the Registrar.

An audit cannot be changed to credit or credit to audit after the deadline for adding courses.



## EVALUATION OF EDUCATIONAL AND OTHER EXPERIENCES FOR CREDIT

Certain occupational and military training and educational experiences may be applied toward Rockingham Community College degree requirements. Students seeking degrees may request an evaluation of training and experiences which appear to match degree requirements.

In the evaluation of educational experiences, normally grades below "C" do not transfer, though there are some exceptions. In cases where grades below "C" seem particularly significant, credit may be awarded on the basis of performance on a proficiency examination.

Requests for evaluation should be submitted to the Student Affairs Office.

## TUITION AND FEES

Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses and vary according to the program of study. Effective July 1, 1975 basic fees are as follows:

### College Transfer, Technical, Vocational Programs

North Carolina Resident's tuition is \$2.75 per credit hour with a maximum tuition of \$33.00 per quarter.

### Out-of-State Students

Tuition is \$11.45 per credit hour with a maximum tuition of \$137.50 per quarter.

### Continuing Education

Fees for those programs or courses will vary according to the courses being offered. For additional information see page 8.

### Activity Fee

Fall, Winter and Spring Quarters:

Each student enrolled in twelve quarter hours or more (full-time) will pay a \$9.00 per quarter student activity fee. Part-time students will pay activity fees according to the following schedule:

- 1 - 4 Quarter Hours \$2.00
- 5 - 7 Quarter Hours \$4.00
- 8 - 11 Quarter Hours \$6.00

Summer Quarter

Each student (full-time or part-time) will pay a \$1.00 student fee.

### Refunds

Except for students receiving Veteran's Educational Assistance, the tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition and the entire activity fee will be refunded if the student withdraws within ten calendar days after the first day of classes as published in the Student Calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars or less, except if a course or curriculum fails to materialize, in which case all the student's tuition shall be refunded. When a student drops from a full-time classification

to a part-time classification within ten (10) calendar days from the beginning of the quarter, activity fee money shall be refunded in accordance with the activity fee schedule.

### Accident Insurance

Accident insurance, covering the student during hours in school and transportation to and from school, is available for \$3.50 per year.

This rate is subject to change by the insuring agency. This insurance is not required but is strongly recommended.

### Textbooks and Supplies

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study, but on the average range from \$50.00 to \$75.00 per quarter. The first quarter of enrollment is generally the most expensive.

## RESIDENCE STATUS DETERMINATION FOR TUITION PURPOSES

### N. C. RESIDENT STUDENTS

North Carolina General Statute 116-143.1(b)

"To qualify for in-state tuition a legal resident must have maintained this domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual."

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Copies of the Manual are available on request in the Office of the Dean of Instruction, Registrar's Office, and the Learning Resources Center.

CHANGE OF STATUS: The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:

- (a) in case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months, and
- (b) in the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.

RESPONSIBILITY OF STUDENTS: Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Director of Admissions. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Registrar of his circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

## STUDENT FINANCIAL AID

The college makes every effort to provide students with the appropriate type and amount of assistance once "financial need" has been demonstrated. To accomplish this objective, the following policies and principles are endorsed by the institution: (1) The purpose of the student financial aid program is to assist accepted students who, without the receipt of such aid, would be unable to begin or continue their studies at Rockingham Community College. Any monies awarded should supplement rather than duplicate the resources available from the parents and/or student. The primary responsibility for financing a college education continues to rest with the family. Educational contributions are expected according to current income and assets. The student is expected to share in this responsibility through savings, summer work, and part-time employment when necessary. (2) In selecting a student aid recipient, the college considers an applicant's demonstrated financial need as well as his academic potential in his chosen field of study. (3) Student aid received from the various programs may be used by the recipient for such concurrent direct and/or indirect educational expenses as tuition and fees, books, personal needs, travel and room and board if necessary in order for the student to maintain himself in college. Aid may not be used to repay debts previously incurred.

Students needing assistance should contact the Financial Aids Officer. Types of student financial aid available are listed below:

### 1. Grants

A. BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)—Direct grants of gift assistance awarded to eligible students who are enrolled on a full-time basis in a curriculum program with the exception of the one-year vocational programs. These monies are available to students who were not enrolled in a regular course of study (one which required the high school diploma) in a post secondary institution prior to April 1, 1973. To apply for a Basic Grant, the student must complete the Application for Determination of Basic Grant Eligibility. Copies of the application are available in the Financial Aids Office or they may be obtained from high schools, public libraries, or by writing to BEOG, Box 2468, Washington, D. C. 20013.

B. SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)—Designed for the student who has demonstrated an "exceptional financial need." If a student received an SEOG, it cannot be less than \$200 or more than \$1,500 a year provided, however, that in *no* case may the grant exceed one-half of the student's demonstrated financial need. Normally, an SEOG may be received for up to four (4) years. However, the grant may be received for five (5) years when the course of study requires the extra time. The total that may be awarded is \$4,000 for a four-year course of study or \$5,000 for a five-year course. Furthermore, the grant may be awarded *only after* the recipient agrees to accept aid monies from some other source(s) which would ensure that the grant is matched dollar for dollar.

### 2. Scholarships

A. NURSING STUDENT SCHOLARSHIP—Provides grant assistance to nursing students who have demonstrated "exceptional financial need." No scholarship may exceed \$2,000 per academic year or the amount of the student's demonstrated need, whichever is lesser.

B. THE ANNIE PENN MEMORIAL HOSPITAL AUXILIARY—Makes available annually two scholarships totaling \$300 each to be awarded to two nursing students.

C. ANNIE PENN MEMORIAL HOSPITAL NURSING SCHOLARSHIP—Beginning with Academic Year 1975-76, two annual scholarships totaling \$100 each will be awarded to two



Rockingham County residents. One recipient must, however, be enrolled in the nursing program.

D. TRUSLOW SCHOLARSHIP (In memory of Sadie A. Truslow and Grover C. Truslow)—The interest derived from the principal sum in the fund will be the source of the annual scholarship. The scholarship(s) are to be awarded to a student from Rockingham County, preferably from the Eden area, who has an interest in Textiles.

E. WILLIAM WORTH MURPHY SCHOLARSHIP—The interest derived from the principal sum in the fund will be the source of the annual scholarship. The scholarship(s) may be awarded to any legal resident of Rockingham County with preference being given to the student with an interest in medicine, nursing, or paramedical services.

F. THE WILLIAM ALEXANDER RANKIN AND WILLIAM ALEXANDER RANKIN, JR. MEMORIAL SCHOLARSHIP FUND—The interest derived from the principal sum in the fund will be the source of the annual scholarship. It is to be awarded to a student from the Wentworth Township.

G. MADISON-MAYODAN MINISTERIAL ASSOCIATION SCHOLARSHIP—Each year \$150 is made available for one scholarship. The recipient must be a western Rockingham County citizen.

H. THE FACULTY MEMORIAL SCHOLARSHIP—An annual scholarship is awarded as a memorial to a deceased RCC faculty or staff member or deceased member of a faculty or professional staff member's immediate family. The Faculty Memorial Scholarship Committee chooses the recipient and the scholarship awarded is intended to cover tuition and fees for an academic year.

I. MAYODAN ROTARY CLUB SCHOLARSHIP—The Mayodan Rotary Club provides an annual scholarship of \$150 to a student from western Rockingham County.

J. Other scholarships are awarded directly by the donor organization or individual and are disbursed by the college.

### 3. Loan Funds

A. **NURSING STUDENT LOAN**—Provides long-term low-interest loans for students enrolled in the RN degree program. No loan can exceed \$2,500 per academic year. The interest rate is 3% per annum, but does not accrue, nor is the first payment due until the student has been out of school for nine (9) months. The loan(s) can be partially canceled for nursing service.

B. **NATIONAL DIRECT STUDENT LOAN (NDSL)**—Formerly known as the National Defense Student Loan, this program was designed to provide long-term, low-interest bearing loans with cancellation provisions for certain full-time teaching service. The interest rate is 3% per annum but does not accrue during the borrower's in-school period. The first payment is not due until the borrower has been out of school for nine (9) months. The normal payment is \$30.00 per month and repayment may be deferred for up to three (3) years for military, Peace Corps or VISTA service. A maximum of \$2,500 may be borrowed during the first two years of study.

C. **ROCKINGHAM COMMUNITY COLLEGE, JAYCEE, JAYCETTE EMERGENCY LOAN FUNDS**—Small amounts may be borrowed for an emergency situation. The loan is made for a short term (one quarter) and no interest is charged. All three funds operate as a revolving account and the availability of money is totally dependent upon the borrower's cooperation in repaying all loan money within the specified time.

D. **NURSING FACULTY EMERGENCY LOAN FUND**—This loan fund is administered by the Financial Aids Officer with the authorization of a committee comprised of clinical and classroom nursing instructors. Only nursing students are eligible to be considered for a loan from this fund and awards are made by the committee. Terms of repayment are set and approved by the Student Nurse Association and the nursing faculty. The fund shall be supported by donations from future members and student nurse associations of this college.

### 4. Work-Study

The college participates in the Federal work-study program and has resources available to operate its own institutional work-study program. Under these programs, students may work on campus up to an average of sixteen hours per academic week.

The college does not make actual awards for the following programs, but information regarding these programs, and most applications, are available in the Financial Aids Office.

1. Insured or Guaranteed Loans
2. College Foundation, Inc. (Insured Student Loan Program)
3. North Carolina Prospective Teacher's Scholarship Loan
4. North Carolina Educational Loans for Medical and Related Studies

The college serves as a referral and information agency for the following resources:

1. Veterans Benefits
2. Social Security
3. Department of Social Services
4. Vocational Rehabilitation

All financial aid is awarded on the basis of demonstrated financial need. Those persons who foresee a need for financial assistance are encouraged to complete a financial aid application early in the year preceding the date of expected enrollment. Applications may be obtained either from the Financial Aids or Student Affairs Office.

Financial aid awards are NOT automatically renewable. The academic quarter covered by the awards will be shown on the student's award letter and consideration for aid beyond that time can be made *only after* an updated application has been received.



## STUDENT CALENDAR

### SUMMER QUARTER 1974-75

Monday, June 9  
Wednesday, June 11  
Monday, June 16  
Monday, June 30  
Wednesday, July 2  
Monday, July 7  
Friday, July 11  
Wednesday, July 16  
Thursday, July 17  
Thursday, July 24  
Monday, July 28  
Wednesday, July 30  
Wednesday, August 13  
Friday, August 15  
Wednesday, August 20  
Sunday, August 24

Registration (All Sessions)  
Classes Begin (10-week, 1st 5-week, 1st 3-week Sessions)  
Last Day for Adding Classes (10-week Session)  
Last Day for Dropping Classes (1st 3-week Session)  
Classes End (1st 3-week Session)  
Classes Begin (2nd 3-week Session)  
Last Day for Dropping Classes (1st 5-week Session)  
Classes End (1st 5-week Session)  
Classes Begin (2nd 5-week Session)  
Last Day for Dropping Classes (2nd 3-week Session)  
Classes End (2nd 3-week Session)  
Classes Begin (3rd 3-week Session)  
Last Day for Dropping Classes (10-week Session)  
Last Day for Dropping Classes (2nd 5-week, 3rd 3-week Session)  
Classes End (10-week, 2nd 5-week, 3rd 3-week Sessions)  
Graduation

### FALL QUARTER 1975-76

Tuesday, September 2  
Wednesday and Thursday, September 3 and 4  
Monday, September 8  
Thursday, September 11  
Friday, November 7  
Friday, November 14  
Monday, Tuesday, Wednesday, November 17, 18, 19

Faculty and Student Orientation  
Registration  
Classes Begin  
Last Day for Adding Classes  
Last Day for Dropping Classes  
Classes End  
Examination Period

### WINTER QUARTER 1975-76

Tuesday, November 25  
Thursday and Friday, November 27 and 28  
Monday, December 1  
Thursday, December 4  
Monday, December 22—Through Friday, January 2  
Monday, January 5  
Friday, February 13  
Friday, February 20  
Monday, Tuesday, Wednesday, February 23, 24, 25

Registration  
Thanksgiving Holidays  
Classes Begin  
Last Day for Adding Classes  
Christmas Vacation  
Classes Resume  
Last Day for Dropping Classes  
Classes End  
Examination Period

### SPRING QUARTER 1975-76

Wednesday, March 3  
Friday, March 5  
Wednesday, March 10  
Friday, April 16 and Monday, April 19  
Monday, May 10  
Monday, May 17  
Tuesday, Wednesday, Thursday, May 18, 19, 20  
Sunday, May 23

Registration  
Classes Begin  
Last Day for Adding Classes  
Easter Holidays  
Last Day for Dropping Classes  
Classes End  
Examination Period  
Graduation

### SUMMER QUARTER 1975-76

Monday, June 7  
Wednesday, June 9  
Monday, June 14  
Monday, June 28  
Wednesday, June 30  
Friday, July 2  
Monday, July 5  
Friday, July 9  
Wednesday, July 14  
Thursday, July 15  
Thursday, July 22  
Monday, July 26  
Wednesday, July 28  
Wednesday, August 11  
Friday, August 13  
Monday, August 16  
Wednesday, August 18  
Sunday, August 22

Registration (All Sessions)  
Classes Begin (All Sessions)  
Last Day for Adding Classes (10-week session)  
Last Day for Dropping Classes (1st 3-week session)  
Classes End (1st 3-week session)  
Classes Begin (2nd 3-week session)  
Holiday  
Last Day for Dropping Classes (1st 5-week session)  
Classes End (1st 5-week session)  
Classes Begin (2nd 5-week session)  
Last Day for Dropping Classes (2nd 3-week session)  
Classes End (2nd 3-week session)  
Classes Begin (3rd 3-week session)  
Last Day for Dropping Classes (10-week session)  
Last Day for Dropping Classes (2nd 5-week session)  
Last Day for Dropping Classes (3rd 3-week session)  
Classes End (10-week, 2nd 5-week, and 3rd 3-week sessions)  
Graduation

DAYS MISSED DUE TO INCLEMENT WEATHER SUBJECT TO MAKEUP

## ACADEMIC REGULATIONS

### AWARDS

Rockingham Community College grants a number of different awards signifying completion of courses of study. The college grants the Associate in Arts Degree or the Associate in Science Degree to students completing a college transfer program. The Associate in Applied Science Degree is granted to students who complete a two year technical program. For completion of a one-year vocational program a diploma is granted. A diploma is also granted for completion of the Adult High School Program. The college offers certificates of completion to individuals completing certain courses of study. Study for certificates may be in any area of instruction offered by the college, as developed to meet the needs of a particular student.

### SCHOLASTIC STANDARDS

Rockingham Community College students are expected to maintain satisfactory scholastic standards. At the end of each quarter an assessment shall be made of each student's total scholastic record. The academic policies are directed toward (1) prevention of failure, (2) remediation, and when other methods do not succeed, (3) exclusion from a program or the college.

### GRADING

#### PHILOSOPHY

Operating under the "Open Door" policy, Rockingham Community College accepts all adults who make application and can benefit from any of the programs offered (See admission procedures and requirements). It is believed that, given the proper program and circumstances, most students can perform satisfactorily. The overall objective is to work with students at their present level of achievement and ability and help them reach their optimum potential insofar as possible within the capabilities and limitations of the institution. To accomplish these goals the faculty and staff seek to help students understand clearly what level of achievement is expected of them and how that level may be reached. The grading system is designed to provide students with constructive feedback about their progress and goal attainment.

In order to fulfill their primary purpose of enhancing learning, grades must serve a communicating and motivating purpose. RCC's grading system seeks to fulfill this dual role. It is designed to reflect the belief that students learn better when motivated by success rather than by failure and that they should, therefore, be informed of good performances and successful results. Likewise, it is designed with the belief that students should be provided with knowledge of mistakes and how to correct them. In addition, the system attempts to accommodate the fact that different students require different time spans to master given subjects.

#### RIGHTS AND RESPONSIBILITIES

Involved in any grading system are certain rights and responsibilities of students, instructors, administrators, advisors, and counselors. The following list represents only those rights and responsibilities which relate directly to the Rockingham Community College grading system. Other rights and responsibilities are outlined in appropriate sections of this catalog and in other college publications such as the Student Handbook and the Faculty-Staff Handbook:

##### Students

1. The student has the responsibility to put forth a sincere,

conscientious effort to fulfill the objectives of courses in which he is enrolled.

2. The student has the responsibility to meet with his instructors, advisor, or counselor if he feels he is in academic difficulty.
3. The student has the right to know the basis on which he will be evaluated.
4. The student has the responsibility, with the aid of his instructors and counselor, to set realistic goals.
5. The student has the responsibility to pace himself in an open-ended course (a course in which the time allowed for completion of the objectives is flexible).
6. The student has the right to appeal a grade and the responsibility to know the correct procedure for appeal.
7. The student has the responsibility to contact his instructor regarding a grade of "I" and to make arrangements to complete the necessary work to remove the "I" within the time allowed.
8. The student has the responsibility to follow the established procedures when withdrawing from a course or from the institution.
9. When repeating a course, the student has the responsibility to complete a Repeat Card and deliver it to the Registrar during registration.
10. The student has a responsibility, prior to filing a notice with the Registrar for a degree or diploma, to review his record in consultation with his advisor to assure that all graduation requirements will be met before the proposed graduation date.
11. The student has the responsibility to be familiar with the Student Handbook, the RCC Catalog, any additional academic policies and procedures not specifically outlined in items 1 through 10 listed above, and to plan his program accordingly.
12. Additional rights and responsibilities for students are outlined in appropriate sections of this catalog and in other college publications such as the Student Handbook.

##### Instructors

1. The instructor has the right to define performance requirements for specific grades.
2. The instructor has the responsibility to state the course objectives and grading system early in the quarter.
3. The instructor has the right and the responsibility to continue his efforts in learning new and different ways to facilitate student instruction and evaluation.
4. The instructor has the right and the responsibility to determine the best methods of presenting material in his courses.
5. The instructor has the responsibility to evaluate his grading procedures periodically.
6. Additional rights and responsibilities for instructors are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.

##### Administrators

1. The administrator has the responsibility to recommend the employment of faculty and other professional staff whose philosophy is consistent with that of the institution.
2. The administrator has the responsibility to provide the time, resources, and facilities necessary for the teaching and learning process.
3. The administrator has the responsibility to provide a process for grade appeals.
4. The administrator has the responsibility to provide in-service training for the faculty.
5. The administrator has the responsibility to provide appropriate counseling and advising services.
6. The administrator has the responsibility to provide services for effective placement of students in courses.

7. The administrator has the responsibility to provide leadership in the development and continuing evaluation of a standard grading system.
8. Additional rights and responsibilities for administrators are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.

#### Advisors

1. The advisor has the responsibility to be familiar with the academic policies and procedures, degree and diploma requirements, schedule of classes, Student Handbook, and administrative-faculty-staff resources, and to advise students accordingly.
2. The advisor has the responsibility to see that the student completes the appropriate form each time he registers or makes changes in his registration.
3. The advisor shares with the counselor the responsibility to aid students in selecting a four-year transfer college or other institution capable of meeting the student's academic, technical or vocational needs.
4. The advisor has the responsibility to help the student select courses which will enable him to meet his transfer objectives.
5. The advisor has the responsibility to consult with the student's instructor and/or counselor in cases where the student's progress in a course or program is in question.
6. The advisor has a right and responsibility to take into consideration the student's goals, past performance, work load, etc. in recommending or refusing to recommend the student's course selection, load, grade option, and any changes, additions, or deletions thereof.
7. The advisor has the responsibility to keep accurate and up-to-date files on each of his advisees.
8. The advisor has the responsibility to be available for student conferences at regularly scheduled times

throughout the quarter and at additional times during and just prior to registration.

9. The advisor has the counselor-shared responsibility to assist the student in preparing grade contesting requests.
10. The advisor has the responsibility to observe the confidentiality of the advisor/advisee relationship.
11. The advisor has the responsibility to refer advisees to other professional personnel as necessary.
12. Additional rights and responsibilities for advisors are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.

#### Counselors

1. The counselor has the responsibility to be familiar with the academic policies and procedures, degree and diploma requirements, schedule of classes, Student Handbook, and administrative-faculty-staff resources, and to counsel students accordingly.
2. The counselor has the advisor-shared responsibility to aid students in selecting a four-year transfer college or other institution capable of meeting the student's academic, technical, or vocational needs.
3. The counselor has the responsibility to consult with the student's instructor and/or advisor in cases where the student's progress in a course or program is in question.
4. The counselor has the advisor-shared responsibility to assist the student in preparing grade contesting requests.
5. The counselor has the responsibility to observe the confidentiality of the counselor/counselee relationship.
6. The counselor has the responsibility to refer the student to other appropriate sources of professional help when deemed necessary.
7. Additional rights and responsibilities for counselors are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.



## GRADING SYMBOLS

Since the RCC Grading system operates on the firm belief that each student has the right to know the basis on which he will be evaluated, every effort is made to identify and define symbols used in each course. A total of ten different symbols have been identified and defined for use in the RCC Grading system. Those grading symbols which apply to specific courses are identified by appropriate instructors and departments and are reviewed by the Instructional Affairs Committee.

Since some courses do not require use of all ten symbols, the symbols to be used for each course are identified and on file in the Registrar's office and in the Learning Resources Center.

Grade	Definition	Quality Points
A	The student has, in a superior way, met the objectives established for the course by the instructor and department or departments involved.	4 per qtr. hr.
B	The student has more than adequately met the objectives established for the course by the instructor and the department or departments involved.	3 per qtr. hr.
C	The student has adequately met the objectives established for the course by the instructor and the department or departments involved.	2 per qtr. hr.
D	The student has minimally met the objectives established for the course by the instructor and department or departments involved.	1 per qtr. hr.
F	1. The student has not met the minimum objectives for the course as set by the instructor and department(s) involved. (Applies only to traditional courses.) OR 2. The student has not fulfilled his responsibilities in attempting to meet the objectives of an open-ended course (see Students Rights and Responsibilities.) Applies only to open-ended courses.	0 per qtr. hr.
I	The student has been unable to complete a minimal portion of the course because of unavoidable circumstances. This symbol does not count as hours attempted. An incomplete must be removed by the end of the eighth week or its equivalent of the quarter following the one in which it was given (see college calendar for specific dates.) If a grade is not submitted by the instructor within this time, the "I" will automatically become an "NC" unless an extension of time limit is approved by the Dean of Instruction (see Student's Rights and Responsibilities).	0 per qtr. hr.
NC	"No Credit"—Given in the following instances: 1. The student audited the course. 2. The student did not meet the requirements for removal of an Incomplete ("I") within the time allowed. (See section on Incomplete Grades and section on Students Rights and Responsibilities). 3. (a) The student has not completed the minimal objectives of an open-ended course but is continuing to work toward completion of the course. OR (b) The student attempted but did not attain the minimum objectives of a course which is not open-ended. In all cases, the "NC" does not count as hours attempted or as hours earned.	0 per qtr. hr.
S	"Satisfactory"—The student has satisfactorily met the objectives of the course. The "S" does not count as hours attempted but does as hours earned.	0 per qtr. hr.
W	"Withdraw"—The student withdrew from the course with the instructor's approval after the drop/add period and before the end of the ninth week of a regular 10-week quarter or its equivalent in an abbreviated quarter (see college calendar for specific dates and abbreviated quarters). Withdrawals may be student or instructor initiated (see sections on Withdrawals from Courses, Withdrawals from the College, Instructor Initiated Drop Policy in the College Catalog, and Student Handbook). The "W" does not count as hours attempted or hours earned.	0 per qtr. hr.
Credit By Exam	The phrase "Credit By Exam" will be printed on the student's transcript if he completes a course through proficiency examination. "Credit by Exam" gives the student hours earned only.	0 per qtr. hr.

Not more than one-half of the required credits for a degree or a diploma may be earned through a "Credit By Exam" unless otherwise approved by the Dean of Instruction.

## AUDIT

Students wishing to audit courses must officially register for such courses. Auditors receive no credit and the grade symbol "NC" will be recorded on the student's transcript. Auditors are encouraged to attend class, participate in discussions, and take examinations.

To audit a course the student should:

1. Report to his instructor, discuss the option of auditing a course, complete the proper form, and obtain his instructor's signature;
2. Officially register for the course in the normal registration process as required of any other course before the final date for adding courses in any given quarter. Fees for auditing a course are the same as for taking a course for credit.

## CREDIT BY EXAM

Credit by Exam may be defined as an evaluative procedure whereby a student professing adequate competence in a particular subject area may undertake an examination designed to measure his competence within that given subject area. Upon completion of such examination and the scoring on such test at or above a predetermined minimum score, the individual shall be given credit for such course. Such credit shall be recorded on the individual's transcript as hours earned only. The student must apply, register, pay the required fee, and take the Credit by Exam "examination" administered by Rockingham Community College.

1. Credit by Exam "examinations" will be prepared by department chairmen in cooperation with individual instructors within departments.
2. Students will be charged a registration fee for Credit by Exam courses at the same rate as for any other course.
3. Only those courses listed in the current catalog which are approved for Credit by Exam may be taken for such credit and only in the amount of credit listed. Each department has determined which of its course offerings may be completed through Credit by Exam.
4. Credit by Exam "examinations" for approved courses may be taken during any quarter regardless of whether such courses are listed on the Schedule of Courses to be taught within any given quarter, and such examinations may be taken beginning with the first day of classes through but not later than one week prior to the beginning of final examinations.
5. Rockingham Community College will accept credit that is granted via Credit by Exam at other colleges but such credits will be included in the maximum allowed via Credit by Exam at Rockingham Community College.
6. The symbol "Credit by Exam" or equivalent abbreviation will be printed on the student's transcript if he completes a course through such proficiency examination. However, this credit will not be included in the student's grade point average. In cases where a student fails to complete the course when attempted through Credit by Exam, the symbol "NC" will be recorded on his transcript.
7. No more than one-half of the required credits for a degree or diploma may be earned through Credit by Exam unless otherwise approved by the Dean of Instruction.
8. Students are urged to inquire into the regulations of the college or university to which they intend to transfer relative to such institution's policy regarding the acceptance of Credit by Exam course credits.
9. Credit by Exam may be granted to Rockingham Community College students who are registered in college at the time the Credit by Exam course is taken and are

eligible to take the class under college regulations.

10. To attempt a course via Credit by Exam, the student must:
  - A. Secure an application from his advisor.
  - B. Furnish proof to the satisfaction of his advisor, instructor, and department chairman of the department involved that his previous experience or training will insure a reasonable measure of success on the examination.
  - C. Have the Credit by Exam application endorsed by his advisor, instructor, and department chairman of the department involved.
  - D. Officially register for the course by completing the Credit by Exam application and the normal registration process as required of any other course before the final date for adding courses in any given quarter.
  - E. If a student registers for a course to be completed via Credit by Exam within a quarter in which the course is regularly scheduled, he may attend the regularly scheduled class meetings of the course until the taking of the Credit by Exam "examination". If he completes the examination, he will have completed all requirements for the course. If the student does not successfully complete the Credit by Exam "examination", upon the instructor's approval, he may elect to stay in the regularly scheduled course and receive a grade which he earns as a result of normally fulfilling the course objectives.
11. Information concerning which departments offer Credit by Exam courses may be obtained from the Learning Resources Center and the Office of the Registrar.

## GRADE SIGNIFICANCE

Grade Point Average (GPA) is defined as the total quality points earned divided by the total number of credit hours attempted. Quality points are the numerical equivalents of the letter grades and are used to determine a student's rank in class and academic honors. A minimum GPA of 2.0 is necessary to meet grade requirements for graduation.

## GRADE CHANGES

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. Once awarded, grades may be changed, lowered, or raised only when a written explanation and authorization for the change is submitted by the instructor and approved by the Dean of Instruction.

## SATISFACTORY/NO CREDIT GRADING OPTION

The satisfactory/no credit approach is designed to recognize that some students can do better and/or are more interested in certain subjects than in others. This grading system encourages the student to explore areas of study for credit outside his primary field. Because these courses will not count in the GPA but will count toward credits earned, the possibility of failure, strong competition, etc. are removed. The student is encouraged to use his option in choosing electives where he has some interest but little or no previous experience or skill in taking courses outside his program.

### Policy

1. Courses may be taken on an S/NC basis only with the approval of the student's advisor and the instructor of the course.
2. A student may earn not more than 10 credit hours of "S" toward the total credit hours required for a diploma or a degree. Any course which is offered only on a S/NC basis will not be included in the 10 hours of "S" limitation.
3. A student may take only one course per quarter on the S/NC option. Exceptions to this must be approved by the student's advisor.
4. A grade of "S" indicates that the student has satisfactorily met the objectives of the course. The "S" does not count as hours attempted but does count as hours earned. A grade of "NC" indicates that the student did not attain the minimum objectives of the course. The "NC" does not count as hours attempted or as hours earned.
5. The student must declare his intention to take the S/NC option prior to the end of the drop/add period. In order to declare the S/NC grading option, the student must:
  - a) Report to his advisor, discuss the S/NC option, complete the proper form, and obtain his advisor's approval.
  - b) Report to the instructor, discuss the S/NC option, and obtain the instructor's approval.
  - c) Submit the form to the Registrar before the end of the drop/add period.



## GRADE CONTESTING POLICY

All students enrolled in classes at Rockingham Community College have the right to contest grades assigned to them. The following procedure will be followed by the student who desires to contest a grade:

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with him, asking him to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, schedule an appointment with a counselor or advisor, who will aid the student in the writing of the case, and schedule an appointment with the instructor's department chairman.
3. If the matter is still not resolved, a final review will be made by the Dean of Instruction in consultation with all individuals involved. Upon recommendation by the Dean of Instruction (after all steps have been followed), the grade in question may be set aside and declared invalid in which case the student will be given a comprehensive examination by the department involved to establish a grade of record.

The right to contest a grade expires at the end of the quarter following the one in which the grade is assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One (1) above does not apply.

## RECALCULATION OF GPA FOR REPEAT COURSES

A grade point average will not be recalculated unless the student completes a repeat card which is approved by his advisor and delivered to the Registrar during registration. Recalculation will occur only if the student makes an A, B, C, D, F, or S in the repeated course. All grades received will remain on the student's transcript but when a course is repeated, the grade(s) of previous enrollment(s) will not be used in the grade point calculation at Rockingham Community College.

1. If a student receives a grade of D or F in a credit course (but not A, B, or C), he will be permitted to repeat that course for credit. In so doing, he will accept the condition that the grade he makes the second time will become a grade of record. This policy will be maintained whether the second grade is higher or lower than the first.
2. If a student has taken a course twice with grades of D or F, he may take a course a third time only with the permission of his advisor [after advisor consultation with the instructor(s)] and with the approval of the Dean of Instruction. In some cases a student may be allowed to take a course for the third time on an audit basis only. If a third or subsequent enrollment for credit is permitted, the grade earned by the student enrolled a third time will be the grade of record in this course.
3. A course in which a grade of A, B, C or S has been earned may not be repeated except for audit purposes. If a student does repeat a course in which he earned a grade of A, B, C, or S, the original grade is the grade of record and the second will be entered as an "NC". In exceptional cases a repeat of a grade of B, C, or S for a higher grade may be permitted with written approval by the Dean of Instruction. If a repeat in this case is allowed, the grade earned in such repeated course will be the grade used in grade point calculations. This policy is retroactive to September, 1966.



## WITHDRAWALS FROM THE COLLEGE

A student must see a counselor and complete the necessary forms in the Student Affairs Office before he may officially withdraw from the college. Failure to do so may be damaging to the student's academic record. Grades will be assigned as outlined in the Student Initiated Course Withdrawal Policy.

Official withdrawal procedures are as follows:

1. The student reports to the Student Affairs Office for a withdrawal interview with a counselor and completes an application to withdraw.
2. The student obtains clearance on the Application to Withdraw form from the following:
  - a. Instructors, who will assign grades according to course withdrawal policy. The student withdrawing during the tenth week will receive a grade at the discretion of the instructor.
  - b. Learning Resources Center
  - c. Financial Aid Office (when applicable)
  - d. Veterans Affairs Office (when applicable)
  - e. Business Office
  - f. Registrar's Office
3. The student must leave the form with the Registrar. The student's withdrawal is not official until the form is accepted by the Registrar.
4. The Registrar notifies each instructor and the student's advisor of the completed withdrawal.
5. When applicable, the Registrar will notify such agencies as draft boards, Social Security, Veterans Administration, Vocational Rehabilitation, etc. of the completed withdrawal.

## WITHDRAWALS FROM PROGRAMS

(Transfer to a New Program of Study)

Students desiring to withdraw from a program of study should discuss the possibility of transferring to another more appropriate program of instruction within the college with their counselor. Procedures for transferring courses common to the old and the new programs assure the student of a minimum loss of course work.

## WITHDRAWALS FROM COURSES

In all cases of withdrawals from courses, a student or instructor must complete the appropriate forms through the office of the Registrar by the end of the ninth week of a quarter or its equivalent in a shorter term course.

### I. Student Initiated Course Withdrawals

A student withdrawing from a course is responsible for initiating a course withdrawal. If he does not and merely stops attending class, the instructor will initiate withdrawal, in which case the grade given may be damaging to the student's academic record. Student initiated course withdrawals are governed by the following policies:

#### A. Withdrawal before the end of the drop/add period:

If a student withdraws from a course before the end of the drop/add period, registration in the course will not appear on his record and no grade will be assigned. The student must:

1. Report to his advisor, discuss the withdrawal, and complete the proper form.
2. Submit the form to the Registrar who notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is accepted by the Registrar's office and not before.

#### B. Withdrawal after the end of the drop/add period but before the end of the ninth week of a quarter (or its equivalent in a shorter term course):

A student withdrawing from a course during this period will receive a grade of "W" if the instructor of the course approves the withdrawal. If the withdrawal is not approved, the student may still withdraw from the course but the grade given is left to the discretion of the instructor. The student must:

1. Report to his advisor, discuss the withdrawal, and complete the proper form.
2. Obtain approval of his instructor.  
(If the instructor does not approve the withdrawal, the student should discuss with the instructor the alternative of remaining in the course).
3. Submit the form to the Registrar who notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is accepted by the Registrar's office and not before.

#### C. Withdrawal after the end of the ninth week of a quarter (or its equivalent in a shorter term course):

A student withdrawing during this period must receive a grade (other than "W") in the course. The grade is left to the discretion of the instructor. In all cases the student should discuss with the instructor his reasons for wishing to withdraw and, if possible, an agreement should be reached as to the grade to be assigned.

#### D. Withdrawal at any time during the quarter for medical reasons:

A student withdrawing from a course for bona fide medical reasons will not be penalized. If withdrawal occurs before the end of the ninth week of a quarter (or its equivalent in a shorter term course), the grade of "W" will be assigned. After this period a grade other than "W" must be given. The grade of "I" is often appropriate in such cases. A student who must withdraw from a course at any time for medical reasons should immediately notify his counselor, advisor, or instructor so that appropriate steps can be taken (see B. above).

### II. Instructor Initiated Course Withdrawals

Instructor initiated course withdrawals are governed by the following policies:

#### A. Absences

Rockingham Community College does not have a policy on student class attendance which covers the whole institution. Rather, the determination of class attendance

policy is considered to be a responsibility of the instructor. There are three rules about class attendance, however, that must be followed by all:

1. The regulations require that the college maintain an accurate record of class attendance for all students drawing veterans' benefits.
2. Department of Community Colleges policy requires removing a student from membership in a class not later than the fifth unexcused absence or its equivalent in an evening class. The withdrawal notice should be sent to the Registrar at that time. Readmission to the course is left to the discretion of the instructor. Notice of readmission should be sent to the Registrar as soon as it occurs.
3. Each instructor is required to describe his policy on absences. If a student misses a class for any reason, it is his responsibility to confer with the instructor at his earliest opportunity to explain the absence. The grade assigned will be left to the discretion of the instructor when a student is withdrawn for excessive absences.

#### B. Disruption of Class

Students who disrupt class may be withdrawn from a course only after the instructor has taken corrective measures such as conferences with the student in question and/or referral to other appropriate faculty or staff. The grade assigned will be left to the discretion of the instructor when a student is withdrawn for disruption of class.

#### C. Student Achievement Limitations

In cases where student achievement limitations hamper the instructional effectiveness of a course, the instructor may initiate a withdrawal with the approval of the appropriate department chairman and the Dean of Instruction. A grade of "W" will be assigned to students withdrawing for achievement limitations.

## INDEPENDENT STUDY

Independent study at Rockingham Community College is provided to permit flexibility in the development of students' program of study, to enhance students' breadth of learning, and to develop within students a high degree of self-motivation toward academic pursuits. Such courses are equivalent in terms of quality and quantity to regularly scheduled courses appearing under course designations in the catalog.

### I. Students may follow two separate PLANS in taking independent study courses:

#### A. PLAN I

If the student wishes to engage in study for which no comparable course is offered at RCC (i.e., advanced study in chemistry, textiles, electronics, etc.) he would complete the Independent Study Approval Form and register for IST 089, 299, or 1199, depending on his student classification.

1. If the student is enrolled as an Adult High School student, he should register for:

#### IST 089 Adult High School Independent Study

This course provides opportunity for the Adult High School student to develop a study project in any area in which professionally qualified instruction is available. The student will develop a project under the guidance of the Adult High School Instructor such as study in the Learning Resources Center or in Continuing Education courses.

2. If the student is enrolled as a college parallel or technical student, he should register for:

#### IST 299 Independent Study

This course provides an opportunity for the student to develop a study project in any area in which

professionally qualified instruction is available. The student will be expected to develop a project in conference with his instructor. Credit earned generally meets elective requirements for a degree. The exact amount of credit depends on the duration and depth of the project.

3. If the student is a vocational student, he should register for:

**IST 1199 Independent Study**

This course provides an opportunity for the vocational student to develop a study project in any area in which professionally qualified instruction is available. The student will be expected to develop a project in conference with his instructor. Credit earned generally meets elective requirements for a diploma or certificate. The exact amount of credit earned depends on the duration and depth of study.

**B. PLAN II**

If the student wishes to engage in the study of subject matter for which a comparable course is offered at RCC but under special circumstances needs to meet the course requirements through Independent Study, he would complete the Independent Study Approval Form and register for the course according to the procedures outlined in the catalog.

Special circumstances under which a student may need to attempt a course through independent study under this second plan are:

1. To take a course out of the normal scheduling sequence but which is needed to meet graduation requirements or for personal interest;
2. To engage in independent study because of the nature of his learning disability;
3. To qualify for special benefits such as veteran's benefits, a scholarship, grant, or loan.

**II. Grade symbols awarded in Independent Study courses depend upon the plan under which the student engages in Independent Study.**

**A. PLAN I**

If the student engages in an Independent Study course designated as either IST 089, IST 299, or IST 1199, an S or NC grade symbol will be awarded unless otherwise approved by the Dean of Instruction.

**B. PLAN II**

If the student engages in an independent study course with a regular course designation (i.e., MAT, ENG, TEX), the grade symbols adopted and approved for that particular course will be awarded. (Symbols which

will be used are identified and on file in the Registrar's office and in the Learning Resources Center.)

- II. The college recognizes its responsibility to meet the special needs of its students who need an opportunity to earn a limited amount of college credit in a specialized area through independent study. Independent Study courses are made available subject to staffing limitations and/or instructor availability.
- IV. A student wishing to attempt a course through Independent Study must first gain approval to take such a course and then officially register for the approved course. *Approval* should be obtained before or during the registration. *Registration* must be completed before the final date for adding courses.

A student wishing to take an Independent Study Course should:

- A. Report to his advisor, discuss the option of taking a course through Independent Study and obtain the Independent Study Approval Form.
- B. Report to his instructor, discuss the option of taking a course through Independent Study, complete the appropriate sections of the Independent Study Approval Form, and secure the instructor's signature.
- C. Have the Independent Study Approval Form endorsed by his advisor and the department chairman of the department involved.
- D. Officially register for the course by completing the normal registration process as required of any other course before the final date for adding courses.
- V. A student may obtain an Independent Study Approval Form from his advisor or from his instructor.

**ACADEMIC HONORS**

A Dean's List of students who achieve academic honors is published at the end of each quarter. To be eligible for the Dean's List within any given quarter a student, part-time or full-time, must maintain a 3.0 grade point average regardless of the number of hours taken. Only grades received within a given quarter will be used to determine the grade point average for that quarter. Grades of I, S, and NC will have no effect in the computation of a quarterly grade point average.

Academic honors are awarded upon graduation based on cumulative grade point average across the student's stay at Rockingham Community College. Diplomas and degrees are marked accordingly.

- 3.0 - 3.39 Dean's List
- 3.40 - 3.69 Honors
- 3.70 - 4.0 High Honors

**COURSE LOAD**

A full-time student is one who is carrying twelve or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter hours. Course schedules and course load should be carefully planned through consultation with guidance counselors and faculty advisors. No student may carry in excess of 19 credit hours without prior approval of the Dean of Instruction.

Students who plan to work are advised to adjust their course loads proportionate to the number of hours of work.

**SCHEDULE CHANGES**

At the beginning of each quarter there is a scheduled period for students to drop and add courses. The time limit for such changes appears in the Student Calendar published on page 12 of this catalog. Students wishing to add or drop courses during this period should see their advisor.



**APPLICATION FOR AWARDS**

Students who expect to complete requirements for a degree or diploma must apply to the Director of Student Affairs. Applications must be completed by February 1 for those graduating in the spring and by June 1 for those graduating in the summer. Application for certificates may be made at any time.

**APPLICATION FOR GRADUATION**

Students who expect to complete requirements for a degree or diploma must apply to the Registrar. Applications must be completed by February 1 for those graduating in the spring and by June 1 for those graduating in the summer. Application for certificates may be made at any time.

**COMMENCEMENT EXERCISES**

Commencement exercises to award degrees, diplomas, and certificates are held at the end of the Spring and Summer Quarters. The specific dates of commencement are listed in the Student Calendar on page 12 of this catalog. All students who expect to receive degrees or diplomas are required to attend commencement exercises unless excused by the Dean of Student Affairs.

**TRANSCRIPT REQUESTS**

Transcripts can be requested in person at the Office of Student Affairs or Registrar or by sending a written request by mail. Requests are not accepted by telephone.



**ROCKINGHAM COMMUNITY COLLEGE  
TRUSTEES**

WELSFORD BISHOPRIC  
Eden, Chairman

CHARLES W. CAMPBELL  
Reidsville

DR. L. GORDON CLARKE  
Eden

CONRAD DUNCAN  
Stoneville

GARLAND S. EDWARDS  
Eden

JULIUS J. GWYN  
Reidsville

ROBERT A. HARRIS  
Eden

W. CANTEY JOHNSON  
Madison

DR. C. HUNTER MORICLE  
Reidsville

RADFORD G. POWELL  
Reidsville

STEVE J. SMITH  
Stoneville, Vice-Chairman

WILLIAM C. STOKES  
Reidsville

**ADMINISTRATIVE OFFICERS**

James, Gerald B. .... President

Bray, Gerald W. .... Vice President

Brooks, J. Bryan .... Dean of Instruction

Long, Robert W. .... Associate Dean of Instruction

Garber, Jack R. .... Dean of Student Affairs

Wrenn, Elmer A. .... Business Manager

## FACULTY AND STAFF

Aiken, Frances M. .... Business Education  
B.S., East Carolina College; M.Ed., University of North Carolina at Greensboro. Additional study at Appalachian State University.

Austin, Coleen C. .... Secretary to Business Manager  
Rockingham Community College, Averett College

Banks, Archibald L. .... Director of Continuing Education Services  
B.S., Johnson C. Smith University; M.S., North Carolina A & T. College.

Bankston, Alvin ... Superintendent of Maintenance, Buildings and Grounds  
Diploma, Rockingham Community College.

Barber, Henry ... Auto Mechanics  
North Carolina State University

Bennett, Ruth ... Secretary to Dean of Student Affairs

Blankenship, Lucille D. .... Records Clerk, Registrar's Office  
Duplicating Service  
A.A.S., Rockingham Community College

Blandenship, Lucille D. .... R cords Clerk, Registrar's Office

Booker, William ... Instructor, Electrical Installation and Maintenance  
Diploma, Electrical Technician Class A School, U.S. Navy; B.S., North Carolina State University. Additional study at N. C. State University.

Boudreaux, Robert A. .... Physical Education  
B.S., Louisiana State University; M.Ed., Northeast Louisiana State College.

Bowden, Regina ... Coordinator of Human Resources Development  
B.S., Tennessee State University; M.A., North Carolina Central University.

Bowie, Ray R. .... English  
B.A., Catawba College; M.A., Wake Forest University.

Brann, Mabel ... Secretary, Continuing Education

Bray, Gerald W. .... Vice President  
A.B., Elon College; M.Ed., Duke University; Ph.D., Purdue University.

Bray, William W. .... Vocational Related Studies  
B.C.E., North Carolina State College; M.S., Rochester Institute of Technology.

Brim, John J. .... Custodian

Brooks, J. Bryan ... Dean of Instruction  
B.S.E., North Carolina State College; Ed.M., Ed.D., North Carolina State University.

Buchan, Elizabeth L. .... English and Journalism  
B.A., Tufts College; M.A., University of Florida; Accreditation by Public Relations Society of America; Additional study at Boston University; University of Texas; University of Saint Andrews, Scotland; University of Edinburgh, Scotland; University of North Carolina at Greensboro.

Burts, Richard C. .... Music  
B.A., Duke University; M.A., University of North Carolina at Chapel Hill.

Butler, Lelia ... Mathematics  
A.B., University of North Carolina at Chapel Hill; M.A.T., Duke University; Additional study at Hebrew University.

Butler, Lindley S. .... Historian-in-Residence  
A.B., M.A., Ph.D., University of North Carolina at Chapel Hill. Additional study at Hebrew University, Jerusalem.

Byrd, Richard F. .... Cosmetology  
Continental Beauty College; Postgraduate, Bruno, Toronto, Canada, Clairol, New York.

Calvet, Ivis J. .... Coordinator of Sophomore Nursing Courses  
B.S., M.A., Columbia University; Sixth Year Certificate in Advanced Education in Human Relations, New York University. Additional Study at University of North Carolina at Greensboro.

Capps, Kenneth L. .... Biology  
A.B., Washington & Jefferson College; M.S., University of Illinois.

Carlton, Thomas D. .... Business Administration  
B.S., M.A., Appalachian State University. Additional graduate study at University of North Carolina at Greensboro.

Carroll, Mary ... Program Planner, Continuing Education Services  
B.A., Emmanuel College; Graduate Study at University of North Carolina at Greensboro and Oklahoma State University.

Carroll, Debbie ... Purchasing/Assistant Bookkeeper

Carter, Diana A. .... Secretary to Dean of Instruction

Care, Charlotte W. .... Director, Learning Resources Center  
A.B., Meredith College; A.B.L.S., University of North Carolina at Chapel Hill; M.Ed., University of North Carolina at Greensboro. Additional graduate study at University of North Carolina at Greensboro.

Chaney, Roberta C. .... Head Bookkeeper  
King's Business College; Certificate, Rockingham Community College

Cheagle, Roslyn V. .... Chairperson, Social Science Department  
B.A., Bennett College; M.A., Howard University. Additional study at University of Virginia.

Chestnut, David A. .... Management Awareness Program  
B.S., Guilford College.

City, Hugh E. .... Chairperson, Physical Education Department  
A.B., Elon College; M.Ed., University of North Carolina at Chapel Hill.

City, Joan G. .... Chairperson, Business Technology Department  
B.S., The Woman's College of the University of North Carolina at Greensboro; M.Ed., The University of North Carolina at Greensboro. Additional Graduate Study at the University of North Carolina at Greensboro.

Clark, Patty D. .... Services Coordinator  
Rockingham County Council on Aging  
B.A., Averett College

\*Claybrook, Kitty T. .... Teaching Assistant, Nursing  
Diploma, North Carolina Baptist Hospital School of Nursing; B.S., Duke University.

Clayton, Reid ... Psychology  
B.A., Texas Wesleyan College; M.Ed., Texas Christian University; Ed.D., East Texas State University.

Collie, Bob R. .... Assistant Business Manager  
A.B., Elon College; M.Ed., North Carolina State University. Additional study at North Carolina State University

Conte, Philip A. .... English  
B.A., M.Ed., Slippery Rock State College. Additional Study at the University of North Carolina at Greensboro.

Coone, Douglas N. .... Machinist Trade  
Machinist Diploma, Leaksville-Rockingham County Industrial Education Center. Additional Study at Guilford College and at North Carolina State University.

Crutchfield, John S. .... Chairperson, Science Department  
B.S., North Carolina State University, M.S., University of Cincinnati. Additional graduate work at University of North Carolina at Chapel Hill.

Cummings, Cletus V. .... Custodian

Dabbs, Elizabeth N. .... Maid

Dabbs, Nathaniel ... Custodian

Daniels, Pearl M. .... Secretary to Faculty, Vocational Building

Del Guercio, Fred ... Teaching Aide, Audiovisual Service Coordinator  
B.F.A., Maryland Institute, College of Art

Dingler, Douglas W. .... Automotive Mechanics  
Muskegon Community College

Dix, Peggy S. .... Secretary to Faculty, Physical Education Building

Dixon, Duncan P. .... Mathematics  
B.S., United States Naval Academy; Ed.M., University of Florida.

Duncan, John ... Counselor/Instructor Human Resources Development  
B.A., St. Andrews Presbyterian College; M. Div., Louisville Presbyterian Theological Seminary; M.Ed., The University of North Carolina at Greensboro.

Dunn, Mary, L. .... Secretary, Division of Student Affairs

Foeller, Robert J. .... Librarian  
B.A., University of Connecticut; Additional Study at Miami University, Ohio; M.S.L.S., University of North Carolina at Chapel Hill.

Fox, James R. .... Counselor  
A.A., University of California at Berkeley; B.A., University of California at Los Angeles; M.A., San Francisco State College. Additional Graduate Study at The University of North Carolina at Greensboro.

Futrell, Robert G., Jr. .... Biology  
B.S., M.S., North Carolina State University. Additional Study at Cornell University.

Galloway, Nettie N. .... Maid

Garber, Jack R. .... Dean of Student Affairs  
A.B., Elon College; M.Ed., University of Virginia; Ed.D., North Carolina State University.



Garrett, Doris K. .... Secretary to Financial Aid and Placement Officer

Gillispre, Peggy ..... Nursing  
R.N., Stewart Circle Hospital School of Nursing, Rockingham Community College.

Gladsky, Thomas S. .... Chairperson, English Department  
B.S., Bloomsburg State College; M.A., University of Arizona; Candidate for Ph.D., University of North Carolina at Greensboro.

Greer, Jeanne ..... Nursing  
B.S.N., Marquette University.

\*Hair, Millicent H. .... Teaching Assistant, Nursing  
Baptist School of Nursing, Boston; Nursing Diploma, New England; Rockingham Community College.

Hairston, Arthur J. .... Assistant, Supply and Duplicating Service

Hall, C. G. .... Chairperson, Mathematics Department  
A.B., Elon College; M.A., Appalachian State Teachers College. Additional study at University of North Carolina at Chapel Hill.

Hanauer, Kenneth ..... Reading Specialist  
B.S., Towson State Technical College; M.Ed., Loyola College.

Harding, Larry ..... Veterans Affairs Coordinator  
B.A., University of North Carolina at Chapel Hill.

Hardy, Barbara ..... Coordinator, Information Services/Public Relations  
B.A., Greensboro College.

Harper, Jo Carolyn ..... English/Spanish  
B.A., M.A., Texas Tech University. Candidate for the Ph.D. at Pennsylvania State University. Additional study at LaEscuela Internacional Sempere, Spain.

Hartman, Judy R. .... Program Planner, Continuing Education Services  
Radford College, Virginia Polytechnic Institute, North Carolina School of the Arts, University of North Carolina at Greensboro.

Harvey, Jo D. .... Secretary, Whitcomb Student Center

Hodgin, Bob G. .... Drafting  
B.S., Appalachian State University. Additional Study at Appalachian State University.

Hodgin, Hubert H. .... Administrative Assistant to Dean of Instruction  
A.A., Louisburg College; A.B., Wofford College; M.Div., Duke University; M.Ed., North Carolina State University. Candidate for Ed.D., North Carolina State University.

Hodgin, Sue M. .... Learning Resources Center Associate  
B.A., Greensboro College. Additional study at University of North Carolina at Greensboro.

Holland, Betty P. .... Secretary, Learning Resources Center

Hunter, Elaine A. .... Secretary to the President

Irving, Jean E. .... Chairperson, Nursing Department  
A.A., Manatee Junior College; B.S., M.N., University of Florida.

James, Gerald B. .... President  
B.S., M.S., North Carolina State College; Ed.D., University of Illinois.

Jones, Freedia ..... Program Planner,  
Continuing Education Services/Instructor, P.E.O.P.L.E. Program

Kernodle, Debbie ..... Secretary to Faculty, Lab Building

Lewis, Ed. .... Psychology and History  
B.A., University of North Carolina at Chapel Hill; M.Div., Duke University; Additional Graduate Work at University Edinburgh and Hebrew University.

Lewis, Jerry W. .... Business Administration  
B.B.A., University of Cincinnati; M.A., Ball State University.

Loflin, Phyllis S. .... Registrar  
Guilford College. Additional Study at North Carolina State University

Long, Robert W. .... Associate Dean of Instruction  
B.S., M.S., North Carolina State College; Ph.D., Florida State University

Lumma, Richard ..... Management Awareness Program  
B.S., St. Louis University; M.S., University of Michigan; Candidate for Ph.D. at the University of North Carolina at Chapel Hill.

Madriguera, Eric F. .... Artist-in-Residence  
Royal Conservatory of Music, Madrid, Spain; Artist Degree, Oscar Espla Conservatory, Alicante, Spain.

Maghan, Betty Jo ..... Coordinator, Study Skills Laboratory  
B.A., Wake Forest University; M.A., Appalachian State University. Candidate for Ed.D., Virginia Polytechnic Institute and State University

Maxey, Dale ..... Basic Electronics  
B.S., Virginia Polytechnic Institute.

Maynard, Robert L., Jr. .... Mathematics  
B.S., Appalachian State University; M.Ed., University of North Carolina at Greensboro. Additional graduate work at University of North Carolina at Greensboro.

McCanless, Imogene ..... Mathematics  
B.A., M.A., University of North Carolina at Greensboro.

McCann, Ray N. .... Maintenance Assistant

McLester, Melvin E. .... Chemistry  
B.S., Wake Forest University; M.S., University of South Florida. Additional Study at University of California at Davis.

Mitchell, George W. .... Custodian

Moore, Peggy W. .... Key Punch Operator

Morehead, Norman ..... Custodian

Neal, Itaskia L. .... Maid

Neal, James W. .... Custodian

Neal, Von ..... Evening Coordinator  
King's Business College

Nesbit, Lynn ..... Nursing  
B.S.N., East Carolina University

Nesbit, Robert P. .... Chairperson, Textile Technology  
and Management Department  
B.S., East Carolina University; M.Ed., North Carolina State University.

\*Nestor, Mary V. .... Teaching Assistant, Nursing  
East Kentucky State Teachers College; Diploma, Woodard-Herring  
Hospital, Rockingham Community College.

Nichols, Walter M. .... Custodian

Oakes, Carol ..... Receptionist/Secretary President's Office

O'Bryant, Dale S. .... Manager, Computer Center  
A.A.S., Rockingham Community College

Parker, Mable J. .... Maid

Patterson, John W. .... Biology  
B.S., M.A., Wake Forest University.

Peay, Kathy A. .... Secretary to Associate Dean of  
Instruction and Administrative Assistant

Pruitt, Phyllis B. .... English  
A.A., Stratford Junior College; B.A., The Woman's College of The  
University of North Carolina; M.A., University of North Carolina at  
Greensboro.

Putnam, James E. .... Chairperson, Vocational Department  
B.S., Appalachian State Teachers College; M.A., Appalachian State  
University.

Ramsey, John M. .... Textile Technology and Management  
B.S., Western Carolina University; Additional Study at University of  
Virginia

Ratliff, Charles R. .... Assistant Superintendent of  
Maintenance, Buildings and Grounds

Roberts, Calvin C. .... Custodian

Robertson, Margaret ..... Receptionist/Switchboard Operator

Robertson, Rebecca T. .... Bookstore Manager  
Rockingham Community College

Robinson, Grace ..... Library Technical Assistant  
Mildred Elley Secretarial School

Rothrock, Emily S. .... Counselor  
A.B., The Woman's College of The University of North Carolina; M.Ed.,  
The University of North Carolina at Greensboro; Additional Graduate  
Study, University of North Carolina at Chapel Hill and Appalachian State  
University.

Saunders, Ronald ..... Teaching Assistant, Physical Education  
Appalachian State Teachers College

Scott, F. Elizabeth ..... Admissions Counselor/Placement Coordinator  
A.A., Rockingham Community College; B.A. and M.A., Appalachian State  
University.

Sharpe, Virginia B. .... Bookstore Assistant

Shumate, Thomas D. .... Welding  
Brown University.

Simpson, Roger ..... Computer Science Terminal Operator  
A.A.S., Rockingham Community College.

Smith, Larry E. .... Assistant to Director of Student Activities  
A.A., Rockingham Community College; Additional Study at University of  
North Carolina at Greensboro.

Smothers, Jerry W. .... Physical Education  
B.S., High Point College; M.Ed., East Carolina University.

Snyder, W. Merrill ..... Math Resource Person  
B.S., State Teachers College, Clarion, Pennsylvania; Graduate Study at  
University of North Carolina at Greensboro.

Squires, William O. .... Art Coordinator  
B.A., Carson-Newman College; M.A., George Peabody College; Ph.D.,  
Florida State University.

Slark, Tom ..... Director of Student Activities  
A.A., B.A., M.Ed., University of Minnesota.

Sutton, Robert H. .... Computer Science  
A.B., Elon College.

Tesh, Don ..... Admissions Counselor  
B.A., Mars Hill College; M.Ed., University of North Carolina at Greensboro

Thagard, Sylvia A. .... Sociology  
A.A., Chipola Junior College; B.S., Florida State University; M.A.,  
Western Kentucky University.

Thompson, Joseph E. .... Business Administration  
B.S., Tennessee Polytechnic Institute; M.B.A., North Texas State  
University.

Toms, Jean L. .... Business Education  
A.B., Elon College; M.Ed., The University of North Carolina at  
Greensboro.

Turner, JoAnn V. .... Secretary, Continuing Education

Ware, Robert E. .... Custodian

White, Robert R. .... Political Science and History  
B.S., M.A., Appalachian State University. Additional Study at East  
Carolina University.

Whitten, Nancy ..... Assistant Bookkeeper  
Perry Business School

Willard, Samuel E. .... Custodian

Williams, Cathy ..... Secretary to Faculty, Classroom Building

Williams, Donald R. .... Textile Technology and Management  
B.S., North Carolina State University. M.Ed., North Carolina State  
University.

Wingate, Anna H. .... Nursing  
B.S., Winston-Salem State College. Additional Study at University of  
North Carolina at Chapel Hill.

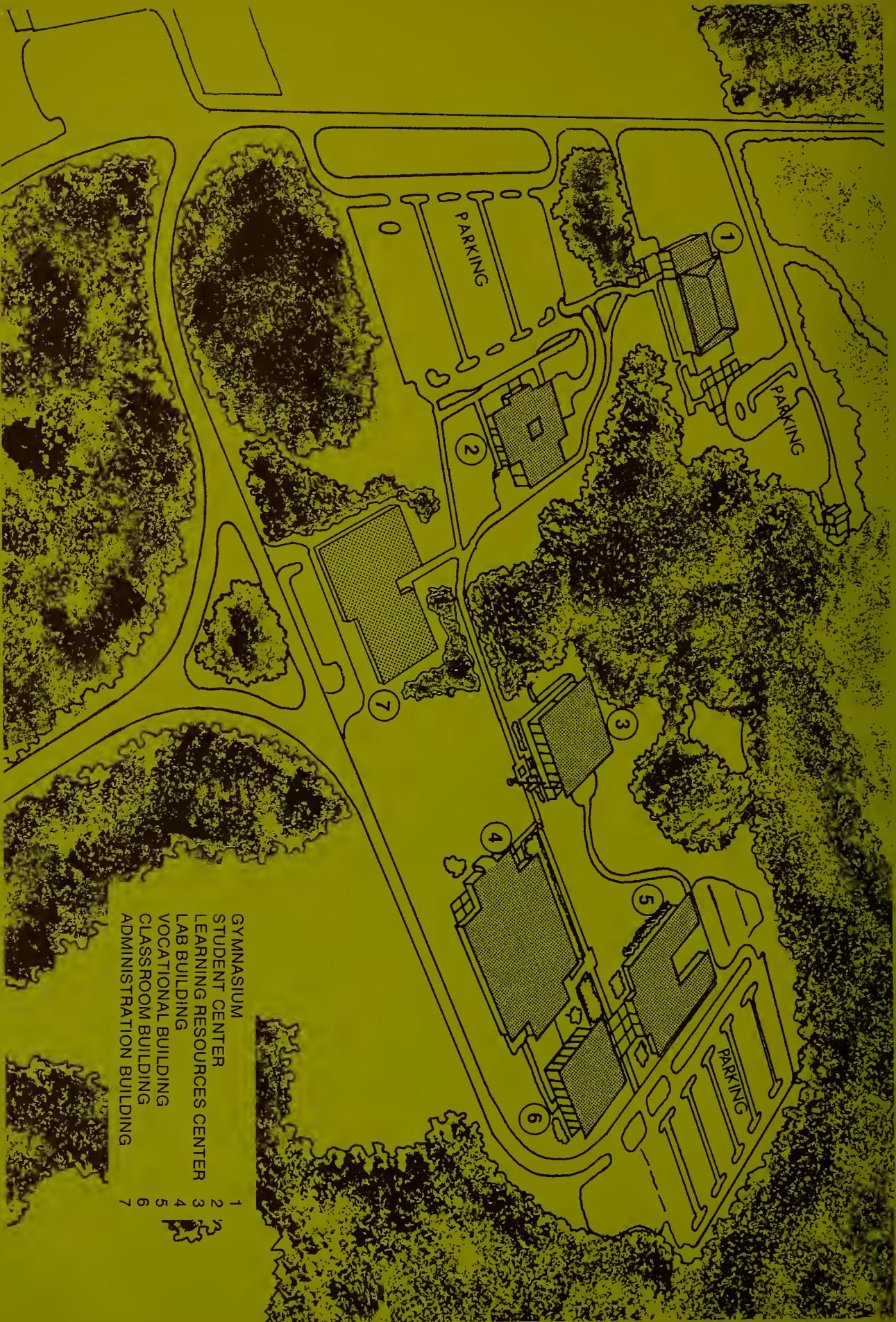
Withers, Nancy L. .... Bookstore Assistant

Wrenn, Elmer A. .... Business Manager  
B.S., University of North Carolina at Chapel Hill; M.A., George  
Washington University.

Yates, Jim W. .... Chairperson, Humanities Department  
B.S., M.A., Appalachian State University. Additional Study at the  
University of North Carolina at Greensboro.

\* Part-Time





- 1 GYMNASIUM
- 2 STUDENT CENTER
- 3 LEARNING RESOURCES CENTER
- 4 LAB BUILDING
- 4 VOCATIONAL BUILDING
- 5 CLASSROOM BUILDING
- 6 ADMINISTRATION BUILDING
- 7



**ROCKINGHAM COMMUNITY COLLEGE**  
**CONTINUING EDUCATION SERVICES**





**Believing that education is not separated from work and family but instead is a vital part of everyone's life, Continuing Education Services provides a variety of classes, workshops and special events for all adults. There are no requirements for most classes; fees are very small; and the rewards for completing Continuing Education courses may be a feeling of personal achievement and satisfaction or may be an improved job position. Continuing Education is for everyone.**

Continuing education is lifelong education. Increasing numbers of adults (whether 25 or 40 or 65 years old) are continuing educations interrupted by job or family responsibilities. Many are beginning new careers and developing new interests to enrich their lives.

Continuing Education Services at Rockingham Community College provides a variety of opportunities for adults: over 100 classes each quarter; concerts, exhibits and demonstrations; workshops and clinics.

Through the programs, people may retrain and update themselves in employment, develop leadership and civil responsibility, grow in basic knowledge, improve home and community life, increase their general education, and develop creativity in the fine arts.



Any person 18 years of age or older may enroll in a Continuing Education class. Some classes are held on the RCC campus at Wentworth; others in locations throughout Rockingham County.

A list of courses to be offered is published before the beginning of each quarter. Some classes are taught throughout the year, while others are offered only at certain times.

Continuing Education Services makes use of consulting committees to plan classes and other activities that will be of benefit and interest to area citizens. Individuals and groups may also request specific classes.

A two dollar (\$2.00) registration fee is charged for all Continuing Education Services classes. Books and supplies, which may be purchased at the RCC bookstore, are not included in the registration fee.

Regular attendance and participation is necessary in Con-

tinuing Education, as in all classes. A minimum of 75 percent attendance in each course is required to receive the Achievement Certificate.

Continuing Education Units (CEU's) are now being awarded for Continuing Education classes at the rate of one CEU for every ten hours of class. CEU's are the means by which individuals are able to document their participation in Continuing Education activities.

Many organizations are now requiring members to participate in Continuing Education activities and using CEU's as the means of reporting and recording that participation. Accepted by the Southern Association of Schools and Colleges, CEU's may be transferred from one institution to another and may be utilized in vocational development.

The CEU's listed with each course description are approximate and may vary slightly.

## ARTS and CRAFTS

### ART 2003A HOLIDAY CRAFTS 1.8

The student will be instructed in the basic methods and principles involved in making economical holiday decorations. Centerpieces for tables, candles, tree ornaments, and other home decorations will be constructed.

### ART 2003B JEWELRY ART 3.0

Jewelry art introduces students to basic techniques in designing and creating jewelry. Students will make original designs using mixed media.

### ART 2003C LEATHER CRAFT 2.4

Basic techniques in making leather belts, purses, wallets, etc., will be taught in this class. Techniques of stamping, punching, lacing and carving will be covered using techniques acquired in the class, and students will complete a project of their choice.

### ART 2003D MACRAME 3.0

This class will cover the ancient art of weaving without a loom. Students will be taught to design and create belts, bracelets, wall hangings and neck pieces. The following skills will be taught in the class: knots, headings, picots, and color selection.

### ART 2003E NATURE CRAFTS 3.0

This program is designed to assist people in converting natural objects (rocks, pine cones, etc.) into ornamental and useful objects. Expense for materials such as glue and paints will be minimal.

### ART 2005A DECOUPAGE 1.6

Instruction will be given in the Eighteenth Century French Art of permanently decorating surfaces of wooden objects. The class will include the selection and preparation of boxes, pocketbooks and plaques. The class will be opened to beginning and advanced students. Students will provide all their supplies.

### ART 2005B WOODPAINTING 1.6

This class includes instruction on painting original designs, stenciled designs, and antiquing techniques on wooden objects. Students will provide all their supplies.

### ART 2007A LAPIDARY ART 3.0

This is a beginning course in lapidary. The following skills will be taught: sawing, grinding, sanding, shaping, polishing and mounting rock material. A course designed for anyone wishing to work with and design objects of art from rocks.

### ART 2010A PAINTING: OILS OR ACRYLICS 3.0

In this course the student will be instructed in techniques involved in painting with oils or acrylics. Demonstration, work experience, basic principles, theory, and the practice of blending color will be covered in this class. Various techniques involved in applying paint to canvas will also be taught.

### ART 2011A PHOTOGRAPHY—FUNDAMENTALS 3.0

This course will begin with a study of the basic parts of the camera and the manual operation of adjustable cameras, and continue into a consideration of depth of field, lenses, and types of photography. Discussion and demonstration showing the relation of camera work to darkroom work will be handled according to time and facilities. Composition, exposure and other areas common to all makes of cameras, regardless of simplicity, will be discussed as they apply. Students will be expected to bring a camera to class.

### ART 2011B PHOTOGRAPHICS 1.8

The student will experiment in two-dimensional imagery. This course combines the basics of graphic design and photography with emphasis upon composition, color, and

imagination. Students will be expected to bring a camera to class (35 mm preferred). A course for the more advanced photographer.

### ART 2013A SCULPTURE 3.0

The fundamentals of sculpture will be included in this course. Clay, wood, and stone sculpture will be covered through lecture and demonstration. The student will construct a project of his own choice.

### ART 2018A PAINTING—WATERCOLOR 3.0

In-depth instructions in the basic techniques of using watercolors will be given in this class. Color usage, brush stroke, composition and selection of subjects to paint will be covered. Individual projects may include still life, landscape, seascape or figure study.

### ART 2019A CHINA PAINTING 2.4

The techniques involved in the art of china painting will be taught by lecture and demonstration. Students will work on individual projects.

### ART 2019B CERAMICS 1.6

The emphasis in this course is on pre-molded ceramic pieces. Attention will be given to color, glaze, and hand painting. Students will select their own projects.

### ART 2020A ARTS and CRAFTS 3.2

In this course the student is given the opportunity to acquire knowledge and skill in various arts and crafts media. The program will consist of ceramics, macrame, woodpainting, needle-work and painting.

### ART 2020B TOLE PAINTING AND DECORATIVE ART 2.1

This course is designed to instruct the student in painting stenciled or original designs on tin, wood, glass, and metal. Oils or acrylics may be used for painting designs.

### CER 3001A POTTERY 2.1

Students will work with a potter's wheel and will explore the use of hand-building methods such as slabs and coils. They will also view demonstration of various techniques of homemade pottery and briefly study history of ceramics.

### DFT 3005A FURNITURE REFINISHING 3.2

The design and construction of wooden furniture will be the subjects of this course. Students will be given an opportunity to work on individual projects of their choice. Supplies will be furnished by the students.



**DMK 3102A BASICS OF LETTERING** 3.3  
The study of the art of lettering as it is used in advertising. Size, coloring, and different forms of lettering will be stressed. This is a course designed for people who have the responsibility of advertising layout in business and industry.

**DMK 3103A COMIC ART AND ILLUSTRATION** 3.3  
A course for the student who is interested in comic strip art. Instructions will be given in layout, formation, and color degrees. Also the art of illustration in news, merchandising advertisement, and commercial ad illustration.

**WWK 3001A CHAIR CANING** 3.0  
Students will be taught basic techniques of chair caning. Several methods and styles of caning will be covered. Students are encouraged to bring their own chairs to work on in class.

**DFT 3005A FURNITURE DESIGN** 3.0  
A how-to-do course in repairing, restoring, and refinishing furniture. Attention will be focused on the proper selection, use and application of stains, pigments and finishes. Lab sessions will provide students the opportunity to work on their furniture.

**AGR 3203A TAXIDERMY** 2.1  
The student will be instructed in the basic techniques of skinning, preserving and mounting animals. Through classroom participation and demonstration, opportunities may be provided for students to work with their own specimens.



## HISTORY and POLITICS

**ANT 2008A ANTIQUES** 4.0  
Utilizing both lecture and demonstration, this class provides an opportunity for persons interested in antiques, the novice as well as the better informed, to become more familiar with the historical periods of furniture, architecture and accessories. Upon successful completion of this course, students should be able to identify and evaluate antique objects.

**HIS 2004A ROCKINGHAM COUNTY HISTORY** 3.2  
This 32-hour course will cover the period from Early Settlement to the present. Lectures and discussions will cover the physical description of the county as well as: Indian culture, early settlements and colonial life, county formation and early farm life, the political leadership, and the economic, educational and religious development of the county. A tour of historical sites in Rockingham County will be an important segment in this course.

**HIS 2009A NORTH CAROLINA HISTORY I** 3.2  
A survey of North Carolina history from the period of discovery to 1835. Among the important topics covered in lecture and discussion are the Roanoke Island settlement, the proprietary period, colonial life, the American Revolution, and the Constitutional Conventions.

**HIS 2009B NORTH CAROLINA HISTORY II** 3.2  
A survey of North Carolina history from 1835 to the present. Emphasis is given to the political, cultural, social, and economic development of the state.

**HIS 2010A BLACK STUDIES** 2.0  
Course designed for individuals who desire a more comprehensive knowledge of the contribution of Blacks to America.

**POL 2003A GREAT DECISIONS** 1.6  
Great Decisions, a program offered each spring, is designed to provide indepth study into eight foreign policy issues confronting the United States. Background information provided by Great Decisions booklets and television shows provide participants with historical, political and social factors affecting these issues. The discussion format is used exclusively. This program is designed for all persons desiring increased understanding of current foreign policy issues.

**POL 2005A WOMEN AND THE LAW** 2.1  
A course designed to acquaint women with various legal concerns which they may encounter. Examples of topics to be discussed include wills, credit, and contracts.

## EDUCATION

**BUS 3602A OBSERVATIONAL HEALTH EDUCATION** 1.6  
This program is designed to offer early detection and insight to classroom problems related to sight and hearing deficiencies, drug abuse, physical and emotional problems. Multi-media first aid for the school environment is also included in the course. This course may be taken for teacher renewal credit upon approval by local superintendents.

**BUS 3602B DRUG EDUCATION** 1.6  
Designed to inform the individual of drug abuse problems, of dangers involved in drug abuse, and of how to detect drug usage; this course is intended primarily for public school teachers. Upon approval of local school superintendents, the course may be used for certificate renewal.

**DRI 3002A DRIVER EDUCATION** 3.0  
This course is designed to familiarize the student with N. C. traffic laws and highway safety. Upon successful completion of this course, the student should be able to pass the written portion of the N. C. Drivers License Examination.

**DRI 3002B DRIVER EDUCATION—APPLIED** 1.5  
 Designed to provide the student with driving experiences. Upon successful completion of this course, the student should be able to pass the driving portion of the N. C. Drivers License Examination.



## HEALTH RELATED

**HEA 3001A STANDARD FIRST AID—BEGINNING** 1.2  
 Standard First Aid is an introductory course to lifesaving skills such as bandages, splints, treatment for shock, artificial resuscitation, etc. Correct first aid procedures will be demonstrated and students will practice these techniques. The student successfully completing this course will be able to administer first aid to persons with minor injuries.

**HEA 3001B FIRST AID—ADVANCED** 5.0  
 This is a course in intermediate and advanced first aid skills used in treating an injured person. Students will study bandages, splints, transporting the injured, and other selected techniques. Correct procedures will be demonstrated and students will execute these practices. This course is highly suggested for all emergency service personnel (law enforcement and fire service) and for industrial workers. The student successfully completing this course will be able to administer first aid to injured persons. Prerequisite: Beginning First Aid.

**HEA 3002A MULTIMEDIA FIRST AID** 1.0  
 Instruction by various media will be given in Red Cross and OSHA approved methods of First Aid. This course is designed for persons who desire to develop or improve basic First Aid skills.

**EMT 3028A EMT—EMERGENCY MEDICAL TECHNOLOGY** 9.6  
 The program is designed to instruct emergency services personnel in the curriculum based on criteria from the U. S. Dept. of Transportation, State Health Dept., American Red Cross, Ambulance Services of U. S., Public Health, and the A. M. A. Emergency Medical Technology is covered in the program. This course is designed for ambulance attendants, rescue squad members, and others who may be faced with emergency situations such as nurses, policemen, and firemen.

**NUR 3011A OCCUPATIONAL HEALTH NURSE** 9.6  
 This program offers a series of classes required for certification of occupational health nurses. The following subjects are available: 1. Introduction to Electrocardiography; 2. Vision

Conservation; 3. Endocrine System; 4. EMT for O. H. N.; 5. Occupational disease. This course is designed for occupational nurses seeking to meet certification regulations.

**NUR 3022A NURSES AIDE** 10.0  
 This course is divided into two parts—60 hours will be spent in classroom work, 40 hours of on-the-job training in a hospital or nursing home. The purpose of the class work is to teach the nurses aide the duties to be performed by them in the hospital. The purpose of the on-the-job training is to be sure these duties can be safely performed.

The classroom work will stress such subjects as the personal care of the patient; assisting with nursing care, diversional activity for the patient; nutrition; specific training for assisting with maternity cases and in the care of the aged. Applicants must be between the ages of 18 and 55, having an 8th grade education or its equivalent and must score satisfactorily on placement test to be given at the college.

**NUR 3022B HOME NURSING EDUCATION** 2.0  
 This course is designed to train individuals to work in private homes as a nurse's aide or home companion for the elderly, invalids, or shut-ins. The following topics are covered: psychology of aging, working with the invalid, and human relations. In order for a student to enter this program, he or she must complete the nurse's aide course.

**SCI 2008A HEALTH EDUCATION** 2.0  
 The course is designed to introduce women to a variety of diets and effective exercising program.

**CDE 3020A RADIOLOGICAL MONITOR TRAINING** 1.6  
 The purpose of the course is to train individuals in the fundamentals of the survey meter. It will teach the necessary mechanical skills, techniques and protective measures required of a radiological monitor. With the technical direction and guidance of a Radar Officer, or other qualified Civil Defense Officers, the individual student can provide a minimum radiological defense capability when assigned an emergency duty during a radiation accident.

## PSYCHOLOGY AND HUMAN RELATIONS

**MDP 3018A FUNDAMENTALS OF SUPERVISION** 3.3  
 This course presents selected principles of effective supervision. This course should be of interest to the prospective supervisor as well as supervisors and managers.

**PSY 2001A HUMAN RELATIONS** 3.0  
 Human Relations is designed to develop awareness in the student of himself and of others around him. It involves a brief study of psychology including the specific areas of personality, adjustment, self-concept, self-acceptance, goals, and problem-solving. Other topics include group dynamics through encounter experiences, establishing good interpersonal relationships, and communication.

This course should be of interest to everyone who desires to improve interpersonal relationships.

**PSY 2002A PASTORAL CARE** 1.5  
 Designed to acquaint pastors or ministers with the principles and techniques of counseling, this course will focus upon the following areas of pastoral counseling: divorce, alcoholism, drug abuse, death, and emotional and psychological problems.

**PSY 2003A PSYCHOLOGY OF AGING** 1.2  
 This course is designed for older adults and individuals who associate with or who plan to work with senior citizens. Topics of discussion include: problems encountered because of age, how to deal with the issue of aging, and aging as a rewarding experience.

**HEC 3003 CHILD DEVELOPMENT FOR ADULTS 1.2**

This class has been designed to train adults in the growth and development of the pre-school child and elementary school age child. The role of adults in providing atmosphere conducive to optimum development is emphasized. Course should be of particular interest to grandparents, parents, sitters, and senior citizens.

**NUR 3005A SOCIOLOGY OF AGING 3.3**

Sociology of aging will include discussion of the physical, psychological and social aspects of aging and is designed for those who provide services to the aging or individuals interested in learning more about the special problems of the elderly.

**SOC 2009A MARRIAGE ENRICHMENT 1.5**

This course is designed to assist married couples in communication, in gaining insight into what each partner may feel during a conflict, and in discovering methods which may be used to resolve conflicts.

## HOME ECONOMICS

**HEC 3101A ADVANCED SEWING 6.0**

Advanced Sewing, the next phase for a professional touch, introduces the newest techniques for working with bias, sleeves, collars, interfacing, etc. Prerequisite: Beginning Sewing and Intermediate Sewing or equivalent skills.

**HEC 3103A BEGINNING SEWING 6.0**

This course is designed to teach the beginning student the basic construction techniques of a sleeveless, collarless dress. Personal figure analysis is emphasized for pattern selection. Proper use of pressing and sewing equipment is stressed for better garment construction and finishing.

**HEC 3104A INTERMEDIATE SEWING 6.0**

The Intermediate Sewing class is designed to teach the beginning seamstress more difficult sewing techniques. Construction of a basic dress with any type of collar and set-in sleeves and pattern design lines as related to personal figure problems are covered. Special sewing techniques for knits and other fabrics are explained and demonstrated for more professional garment results.

**HEC 3104B SEWING: PATTERNS 6.0**

This course concentrates on fitting a basic pattern to a particular figure, producing a custom pattern from which commercial patterns can be checked and new designs can be created.

**HEC 3105A CROCHETING I 3.3**

Crocheting I is a beginning course which introduces basic techniques, stitches, and principles of color blending. Students will be asked to supply needles and patterns but the instructor should be consulted before purchasing either.

**HEC 3106A SEWING: MEN'S TAILORING 6.0**

Men's Tailoring is a lecture and demonstration class concerning the construction of a man's suit. Students will be working with several different types of fabrics, pad-stitching, taping breakline, roll line of collars and lapels, new handsewing stitches, correct way to press wool and various pocket designs.

**HEC 3107A DRAPERY MAKING 3.3**

Draperies add greatly to home decor, and this course offers the homemaker a chance to create inexpensive window treatments with information on current fashion trends, color schemes, fabrics and short cuts for unusual effects.

**HEC 3109A KNITTING 3.3**

A basic course in knitting for beginners, this class stresses yarn selection, basic stitches, color blending and design. The goal for each student is to complete a basic sweater during the quarter.

**HEC 3112A QUILTING 3.0**

In quilting, students learn by doing. They are introduced to the techniques and fundamentals of quilting, stitching and blending of colors and materials, and then use these skills in making a quilt.

**HEC 3113A RUG HOOKING 2.4**

Design and execution of hooking a rug for the floor, wall or decoration. Students will learn to draw a wool strip through a burlap backing and will develop their own designs for hot mats, wall hangings, rugs, etc.

**HEC 3113B WEAVING 2.4**

Instruction will include basic techniques in hand weaving, color blending methods and designs involved in weaving. This class will include both lectures and demonstrations. Each person enrolled will complete one project.

**HEC 3114A STRETCH SEWING 2.0**

Use of polyester double knits in garment construction can present unique problems. This course is offered to acquaint the student with those techniques and skills that will yield a fine quality finished garment.

**HEC 3203A CAKE DECORATING—BEGINNING 1.6**

Beginning students are taught how to use decorating utensils, the art of forming decorative designs, and writing on cakes. Decorating utensils and supplies are to be purchased by students but should not be purchased before the first class meeting.

**HEC 3203B CAKE DECORATING—ADVANCED 1.8**

Only experienced cake decorators and students who have completed a beginning cake decorating course may take this class. The students will be taught to decorate wedding cakes and tier cakes.

**HEC 3302A NEEDLEPOINT 1.2**

This course will introduce the student to basic techniques, color blending, stitches, and the selection and use of needlepoint kits. Students may choose their own projects.

**HEC 3305A WALLPAPER HANGING 3.0**

This class is designed to give participants an introduction to the fundamentals of hanging wallpaper. They will be introduced to proper selection of wall coverings and will use various decorating materials and equipment. The class in-



cludes actual lab sessions where students get hands-on experience in the proper installation of wallpaper.

**HEC 3305B INTERIOR DECORATING 3.0**

This course covers the following subjects: styles and periods of furniture, window treatments, carpets, wall coverings, color combinations, and the grouping and mixing of various periods of furniture.

**TEX 3014A UPHOLSTERY 3.3**

Upholstery equips the student to re-upholster most household furniture. The course will cover basic techniques of upholstery, measurement and selection of fabric, color blendings, etc. Students may bring their own furniture as a lab project.

**TEX 3014B SLIP COVERS 6.0**

The measuring of a chair, computation of yardage, suitability of fabrics and actual construction of a slipcover will be covered in this course.



## AGRICULTURE

**AGR 3001A VEGETABLE GARDENING 3.3**

This course is designed for the person who would like to raise vegetables in their back yard. High yield vegetables, companion planting, pesticides, germination of seeds, compost and earth preparation will be discussed.

**AGR 3301A GARDEN & LAWN CARE 3.0**

Intended for the home "gardener" this course will include lectures, demonstrations, and field trips. Topics to be included are: soil, fertilizers, mulches, watering, pruning, lawns, plant propagation, planting, transplanting, and insect and disease control.

**AGR 3303A LANDSCAPE DESIGN: HOME 3.0**

A study of the many facets of home landscaping. Close attention will be given to design and placement of shrubs and flowers. When and how to plant is also considered in this course. This course should be of interest to the do-it-yourselfer.

**AGR 3303B DEVELOPMENT AND CARE OF RECREATIONAL GROUNDS 3.0**

Development and Care of Recreational Grounds will include lectures, demonstrations and field trips as appropriate on topics such as soils, fertilizers, mulches, watering, planting, and insect and disease control. This course should be of interest to persons involved in establishment and care of recreational grounds such as playing fields.

**AGR 3303C TURF MAINTENANCE 3.3**

This course is designed for those individuals responsible for

the proper care and fertilization of park grounds, golf courses, and athletic fields.

**AGR 3401 HORSE MANAGEMENT 3.0**

With an emphasis upon management practices and basic horsemanship skills, this course will include nutrition, growth, development, health care, and general training procedures. Class work will be supplemented by live animal demonstrations. Class is designed for the horse owners and prospective owners.



## VOCATIONAL

**AUT 3002A AUTO TUNE-UP/DO-IT-YOURSELF 3.3**

This course is designed to provide the car owner instruction on how to do minor motor tune-ups using timing light and dwell meters.

**AUT 3502A MOTORCYCLE REPAIR & MAINTENANCE 3.0**

The course is designed for motorcycle owners and beginning motorcycle repairmen. Course content includes preventive maintenance and repair of the motorcycle.

**AUT 3504A SMALL GASOLINE ENGINES 3.3**

This course is especially designed for those people interested in servicing lawn mowers, small generator units, and other small gasoline engines. Students who complete this course should be able to repair their own lawn mower and other small gas engines.

**CDE 3010A AMATEUR HAM RADIO COMMUNICATION 3.3**  
This course is designed for the amateur Ham Radio operator. The fundamentals of electronic theory and F.C.C. rules and regulations governing the operation of an amateur radio station as it applies to all classifications of amateur radio operators will be covered. Morse Code will also be offered in this course.

**ELC 3001A NATIONAL ELECTRICAL CODE 6.0**  
This course is designed to give a student a working knowledge of the National Electrical Code, to prepare him to make a passing score on the state test for the Electrical Contractors License.

**ELC 3003A SMALL APPLIANCE REPAIR 3.0**  
The course will teach basic construction, operating principles, testing, and servicing of small electric home appliances. Appliances to be studied will include irons, toasters, roasters, waffle irons, coffee makers, mixers, electric heaters, fans, hair dryers, and electric drills. In addition, photo-electric light controls and small electric motors will be studied. Both classroom and workshop experience will be made available. Designed to equip the handyman to make minor repairs and diagnose appliance troubles.

**MAS 3001A BRICKLAYING I 6.0**  
This course gives the student the basic fundamentals of bricklaying: spreading mortar and keeping mortar in good working condition, bonding bricks for beauty as well as strength, and computation of brick and block material requirements for various jobs. Laymen as well as those seeking these skills for obtaining a job as a mason are welcomed in this class.

**MAS 3001B BRICKLAYING II 6.0**  
Continuation of Bricklaying I, with instruction directed toward commercial masonry.

**WLD 3003A WELDING SPECIALTIES 4.0**  
This course provides the farmer, the small business owner or the amateur welder opportunity to increase his skills and knowledge in special phases of welding.



## **BUSINESS, FINANCE and OFFICE RELATED**

**BUS 3001A BASIC ACCOUNTING 4.4**  
A course designed to instruct students in the fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers, facilitating determination of income. Preparation and analysis of financial statements.

**BUS 3002A BOOKKEEPING I 4.0**  
Beginning bookkeeping will introduce the student to the fundamentals of accounting and will emphasize the accounting cycle in its simplest form. The general journal, cash journal, general ledger, six-column work sheet, income statement, and balance sheet will be covered.

**BUS 3002B BOOKKEEPING II 4.0**  
Continuation of Bookkeeping I with an emphasis on the fundamentals of accounting and on actual record-keeping in double entry practice sets.

**BUS 3101A BUSINESS ENGLISH 4.0**  
A course designed to strengthen the secretary's skills in business office English by reviewing the following: (1) parts of speech, (2) spelling, (3) word division, (4) punctuation, and (5) language of business.

**BUS 3104A LEGAL TERMINOLOGY 2.0**  
A course designed to develop a basic vocabulary in legal terminology and office procedures in a law office. This course will be of help to persons who are employed as legal secretaries and persons who wish to be employed in that capacity.

**BUS 3201A FILING 4.0**  
This course provides instruction and practice in various filing procedures such as card filing, alphabetic, numeric, geographic and subject correspondence filing. This course provides students an opportunity to upgrade filing skill or to be introduced to filing.

**BUS 3302A OFFICE MACHINES 4.0**  
This course provides a general survey of business and office machines including training in techniques, processes, operation and application of the 10 key adding machine, full-keyboard adding machine, calculator, and duplicating equipment.

**BUS 3403A SHORTHAND I 4.0**  
Shorthand I will also include in its course of study, business vocabulary, similar word drills, spelling families and common word roots. Student should be able to write 20 to 40 words per minute upon successful completion of this course.

**BUS 3403B SHORTHAND II 4.0**  
In this course emphasis is placed on speed and new phrases. Students should be able to write 40 to 60 wpm. upon successful completion of this course. Recommended for students wishing a review.

**BUS 3406A SHORTHAND ADVANCED 4.0**  
A continuation of Shorthand II with an emphasis on speed and accuracy of dictation and transcription. Students should be able to write 60 to 80 wpm. upon successful completion of this course. Prerequisite: Shorthand II.

**BUS 3406B MACHINE TRANSCRIPTION 4.4**  
Beginning study of machine transcription with emphasis on efficient operation of the equipment and good transcription techniques.

**BUS 3502A TYPING I 4.0**  
Introduction to the touch typewriting system with emphasis on correct techniques, simple business correspondence, etc.

Student should be able to type 20 words per minute upon successful completion of this course.

**BUS 3502B TYPING II** 4.0  
This course emphasizes the development of speed and accuracy and further mastery of correct typing techniques. Student should be able to type 30 words per minute upon completion of this course.

**BUS 3503A TYPING III** 4.0  
This course emphasizes production, typing problems and speed building. The production units are tabulation, manuscript, correspondence, and business forms. The student should be able to type 40 wpm upon completion of this course.

**BUS 3503B TYPING IV** 4.0  
A continuation of Typing III, this course provides the student an opportunity to develop speed. Student should be able to type 50 words per minute upon successful completion of this course.

**BUS 3603A PERSONAL IMPROVEMENT** 1.8  
A course designed to teach the proper use and application of make-up, diet and exercise, wardrobe and physical poise.

**DMK 3502A REAL ESTATE MATH** 3.0  
A class designed to assist the student in preparing for the Real Estate Brokers License Examination.

**DMK 3504A REAL ESTATE PRINCIPLES** 3.0  
A course designed to provide the student with a basic knowledge of Real Estate. It includes Real Estate Finance, brokerage, appraising real property, law, and mechanics of closing. A course for those people who plan to seek employment in real estate and for those who desire the knowledge for personal transactions.

**ECO 2007A PLANNING FOR THE FUTURE** 3.3  
The following subjects will be covered in this course: Investments, insurance, budgeting, purchasing, housing, employment after retirement, hobbies, and psychological preparation for retirement. This course is designed for adults of all ages who are interested in more adequately planning for the future.

**ECO 2008A STOCKS AND BONDS** 2.4  
This course is designed for the layman, introduces him to stocks and bonds, investments, and the market and its functions. Instruction includes lectures, discussions, and field trips to brokerage houses.

**ECO 2009A DEEDS, WILLS, AND TRUSTS**  
Have you taken proper legal steps in planning for the disposition of your personal belongings? This course will be a study of the "do's" and "don'ts" of estate planning.

**EDP 3003A KEY PUNCH** 4.0  
This course introduces students to the parts of the key punch machine and its functions. Students are taught the key board, how to punch cards, how to make program cards. This course is designed for individuals interested in seeking employment as key punch operators.

**MDP 3020A SPEED READING** 2.4  
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used in class drills to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Principles of vocabulary building are stressed.

**MDP 3026A MOTION AND TIME STUDY** 1.2  
This course is designed to acquaint the student with basic

information and knowledge which will assist him in understanding the purpose and uses of time and motion study. Production standards, job standards and time and motion study techniques will also be discussed. Through this course the student will be trained to initiate and carry out simple motion and time studies. Managers and supervisors at various levels should find this course to be helpful.

## HOSPITALITY

**HOS 3001A FOOD SERVICE** 36.0  
This course is designed to acquaint the student with menus, recipes, measurements and other data relative to the cooking profession. Techniques in preparation and serving of foods, purchasing food, and sanitation in food handling will also be covered. This class will be of interest to those persons who plan for and/or prepare food in large quantities.

**HOS 3004A WAITER OR WAITRESS TRAINING** 2.0  
This course is designed to instruct individuals in the duties and psychology of food service handling. Topics will include job attitude, efficiency, and public relations. The curriculum includes the study of table service, language of food service handling, and customer/employer relations.

## SAFETY

**SAF 3002A BOATING SAFETY AND SEAMANSHIP** 2.0  
The course covers martinspike seamanship, aids to navigation, piloting, safe motorboat operation and boating and navigation laws. Those successfully completing this course are awarded a certificate by the U. S. Coast Guard Auxiliary.

**SAF 3002B SAFETY FOR THE OUTDOOR SPORTSMAN** 2.2  
This course is designed for the outdoor sportsman and will include boating and firearm safety; hunting and fishing techniques will also be covered.



## ADULT BASIC EDUCATION

Adult Basic Education (ABE) is elementary-level education for adults who have not yet completed the eighth grade. The first step in insuring a continuing, lifelong education, ABE helps adults perform better the responsibilities of family, community and the work force.

ABE stresses reading, writing, speaking, listening and arithmetic skills. Family budgeting, banking, shopping and job orientation are included in the program.

Adults between 18 and 72 are now enrolled in ABE classes which meet in communities throughout Rockingham County. Classes are held during morning, afternoon and evening hours so that adults who work may attend at their convenience.

ABE instruction is designed to meet each student's needs and interests, and to make possible progress at an individual rate.

### ABE 2001A ADULT BASIC EDUCATION—Level 1

A course of study based on individual needs and interests of adults who function at less than a fourth grade level in reading, math, and/or English. In class, each student works at his own rate.

### ABE 2002A ADULT BASIC EDUCATION—Level 2

Each student works at his own rate. At this level attention is given to consumer education including such topics as wise buying practices, credit buying, job advancement, etc.

## ADULT HIGH SCHOOL

Anyone 18 years of age or older may enter the Adult High School and, upon successful completion of the program, receive a diploma.

Students must show proficiency in six areas to graduate: written communications, oral communications, reading comprehension, American history, general mathematics and general science. Four elective subjects, usually in the areas of self-improvement or job advancement, must also be taken. Adult High School diplomas are awarded in May and August.

Under certain circumstances, students 16 and 17 years old may be admitted if they present written permission from their previous school administration. A student whose age is in doubt must show either a driver's license or a birth certificate.

Attendance and interest are important factors in Adult High School, as in all classes. A minimum of 75 percent attendance in each course is required to receive a diploma. Qualified students may earn credit in other college programs while working toward their high school diploma.

## ADULT HIGH SCHOOL

### AHS 2001A ENGLISH I

6.6

This course is a basic study of English grammar including sentence structure, punctuation, spelling, capitalization, proper usage and the parts of speech.

### AHS 2001B ENGLISH II

6.6

A continuation of English I with emphasis on grammar and composition. The student will develop skills in organization and expression of ideas through essays.

### AHS 2001C READING

6.6

This course is a study and practice of the skills necessary to read rapidly with maximum comprehension. Stressing vocabulary development and such comprehension skills as following directions, finding information, using the library, understanding the main idea, finding facts and making the right conclusions.

### AHS 2001D SPEECH AND VOCABULARY

6.6

A course designed to develop effective oral communications through vocabulary development, word pronunciation and grammar.

### AHS 2001E GENERAL SCIENCE

6.6

A survey of basic principles of sound, light, electricity, and energy. An introduction to human biology and a brief introduction to physics and chemistry are also included.

### AHS 2001F GENERAL MATHEMATICS

6.6

This course is a study of fractions, percentages, decimals, ratio, and proportion. Also included is a basic introduction to algebra.

### AHS 2001G SOCIAL STUDIES

6.6

A study of basic principles of American government based on a general survey of American history. Special emphasis is given to topics such as court systems and current events in order that adults may develop a keen sense of civic responsibility.



## COMMUNITY SERVICES

Rockingham Community College works with numerous agencies and organizations within Rockingham County to provide services and assistance to special populations. Personnel and facilities of the college are utilized in response to the needs of Rockingham County citizens.

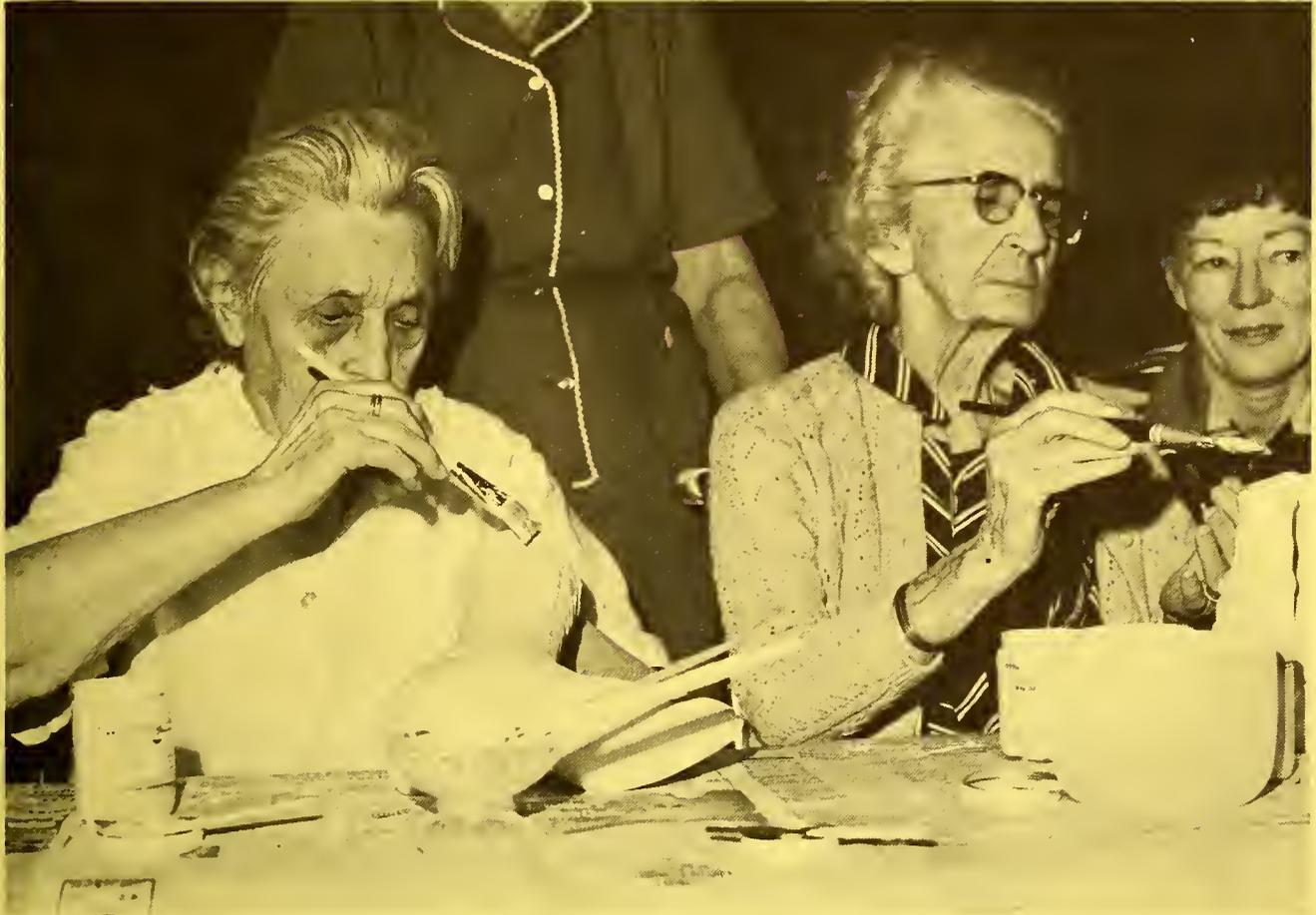
Certificate renewal classes are made available to public school teachers in the four school districts. Under the coordination of Continuing Education Services, the courses are varied and open to all teachers.

Training sessions for coaches, officials, and others who work with youth sports are organized in cooperation with recreation departments, YMCA's, Boys' Club and schools.

Whenever needs are felt, RCC assists agencies as well as individuals in providing educational experiences to meet those needs.

The Program of Educational Opportunity to Prepare for Lasting Employment (P.E.O.P.L.E.) attempts to reduce job turnover among those who have trouble finding a job or keeping a job. A Human Resources Development program funded by the North Carolina legislature, P.E.O.P.L.E. offers eight weeks of training in basic communication skills, basic education and self-confidence, with emphasis on job expectations and responsibilities.

The college works with the Council on Aging to provide special services, programs and assistance to county residents over the age of 60. A few of the services, which are free to all citizens 60 or over, include a monthly newsletter, information and referral in conjunction with agencies, free transportation for those who need it, and a discount program in cooperation with over 60 businesses.



Continuing Education Services, in cooperation with the Department of Community Colleges, offers specialized training to law enforcement and fire service agencies. A list of the types of classes offered follows.

#### Law Enforcement

- PSC 3050 Abnormal Persons
- PSC 3060 Alcoholic Beverage Control Laws
- PSC 3070 Arrest
- PSC 3100 Arson Investigation
- PSC 3105 Auto Thefts
- PSC 3080 Auxiliary Law Enforcement Officer's Training
- PSC 3110 Bomb Disposal
- PSC 3120 Bomb Threats
- PSC 3450 Burglary
- PSC 3610 Chemical Tests for Alcohol Operator's School
- PSC 3620 Chemical Tests for Alcohol Retraining School
- PSC 3630 Chemical Tests for Alcohol Recertification School
- PSC 3640 Chemical Tests for Alcohol Supervisor's School
- PSC 3130 Civil Law
- PSC 3140 Communications for Police Dispatchers and Patrol Officers
- PSC 3150 Community Relations
- PSC 3650 Computerized Speed Detection—Radar
- PSC 3651 Computerized Speed Detection—TDS
- PSC 3652 Computerized Speed Detection—Vascar
- PSC 3160 Constitutional Law
- PSC 3660 Coping with the Drinking Driver
- PSC 3170 Court Structures and Procedures
- PSC 3180 Courtroom Demeanor and Testimony
- PSC 3190 Criminal Investigation
- PSC 3200 Criminal Law
- PSC 3210 Defensive Tactics
- PSC 3220 Description of Persons and Property
- PSC 3230 Drugs and Narcotics
- PSC 3240 Ethics of Law Enforcement
- PSC 3250 Evidence
- PSC 3670 Fingerprinting
- PSC 3260 Firearms
- PSC 3270 First Aid for Law Enforcement Officers
- PSC 3280 Forgery and Questioned Documents
- PSC 3290 Gambling
- PSC 3300 History of Law Enforcement
- PSC 3310 Homicide
- PSC 3340 Instructor's Training for Law Enforcement Officers
- PSC 3320 Interview and Interrogations
- PSC 3330 Introduction to Police Science
- PSC 3340 Jail and Detention Services

- PSC 3360 Jail Security Techniques
- PSC 3370 Juveniles
- PSC 3380 Motor Vehicle Laws
- PSC 3390 Patrol Operations
- PSC 3680 Photography for Law Enforcement Officers
- PSC 3400 Police Organization and Administration
- PSC 3690 Polygraph
- PSC 3420 Records System
- PSC 3430 Report Writing and Notetaking
- PSC 3440 Riot Control and Civil Disturbances
- PSC 3090 Robbery
- PSC 3460 Search and Seizure
- PSC 3470 Sex Crimes
- PSC 3480 Shoplifting
- PSC 3490 Specialized Training
- PSC 3500 Supervision for Law Enforcement
- PSC 3510 Surveillance
- PSC 3520 Traffic
- PSC 3530 Vice Investigation

#### Firemanship

- FIP 3003 Area Fire Schools
- FIP 3004 Arson Detection
- FIP 3026 Bombing and Bomb Threats
- FIP 3027 Care of Burns
- FIP 3005 Civil Disorder
- FIP 3006 Compressed Gas Emergencies
- FIP 3007 Fire Apparatus Practices
- FIP 3008 Fire Brigade Training
- FIP 3009 Firefighting Procedures
- FIP 3010 Fire Stream Practices
- FIP 3028 First Aid for Firemen
- FIP 3011 Forcible Entry
- FIP 3012 Home Fire Safety
- FIP 3013 Hospital Fire Safety
- FIP 3014 Hose Practices
- FIP 3015 Introduction to Firefighting
- FIP 3016 Ladder Practices
- FIP 3017 Officer Training
- FIP 3018 Portable Fire Extinguishers
- FIP 3019 Protective Breathing Equipment
- FIP 3020 Rescue Practices
- FIP 3021 Rope Practices
- FIP 3022 Salvage and Overhaul Practices
- FIP 3023 School Bus Evacuation
- FIP 3024 Ventilation
- FIP 3025 Teacher Education



**ROCKINGHAM COMMUNITY COLLEGE**  
**VOCATIONAL PROGRAMS**





Vocational programs teach the skills that people need to find a job or to advance in a job. The objective of each program is immediate employment.

While the programs may be completed in one year (12 months) by full-time students, some are offered on a part-time schedule of evening classes requiring more than one year.

Rockingham Community College offers eight vocational programs:

AUTOMOTIVE MECHANICS  
BASIC ELECTRONICS  
CHILD CARE WORKER  
COSMETOLOGY

ELECTRICAL INSTALLATION AND MAINTENANCE  
MACHINIST  
MECHANICAL DRAFTING  
WELDING



- 1 GYMNASIUM
- 2 STUDENT CENTER
- 3 LEARNING RESOURCES CENTER
- 4 LAB BUILDING
- 5 VOCATIONAL BUILDING
- 6 CLASSROOM BUILDING
- 7 ADMINISTRATION BUILDING

Tuition for North Carolina residents who enroll in vocational classes which begin before July 1, 1975, is \$2.50 per credit hour. The maximum tuition charge is \$32 per quarter. After July 1, 1975, a uniform fee of \$2.75 per credit hour will be charged North Carolina residents who enroll in any program at Rockingham Community College—vocational, technical, or liberal arts and sciences.

During the fall, winter and spring quarters, a \$9 activity fee is charged full-time students (those enrolled in 12 quarter hours or more). Part-time students pay activity fees at the following rate:

- 1 - 4 quarter hours, \$2
- 5 - 7 quarter hours, \$4
- 8 - 11 quarter hours, \$6

Each student (full or part time) pays a \$1 activity fee during the summer quarter.

Tuition and fees should be paid at the time of registration.

Textbooks and supplies, which may be purchased from the college bookstore, are other expenses for which students should plan. The cost will vary with each program, but expenses for vocational courses average between \$30 and \$60 each quarter.

Financial aid is available to students who qualify. Full information on grants, scholarships and loan funds, as well as applications, may be obtained from the Financial Aids Officer.

Veterans attending the college are assisted by a Veterans Affairs Officer, who helps veterans, children of disabled or deceased veterans, and wives and children of MIA's or POW's, to obtain the benefits they are due.

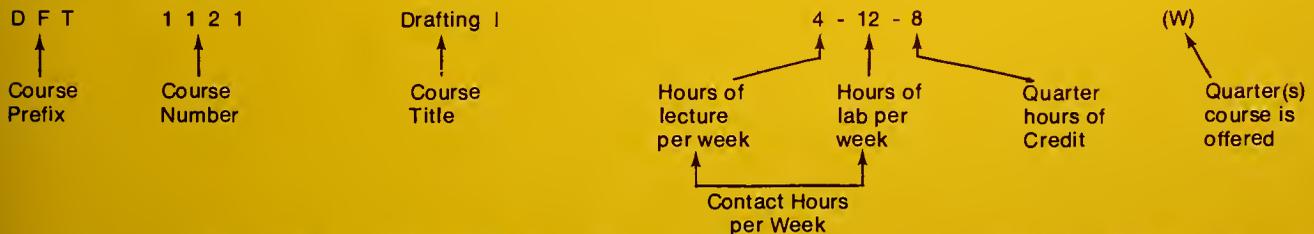
A full range of counseling and guidance services is offered by the Student Affairs Office. Counseling and necessary testing begins when a student first applies and continues throughout enrollment. While the college does not guarantee job placement, assistance in finding suitable jobs is given to graduates.

The Learning Resources Center (LRC) offers an attractive, relaxed place for study, research, browsing and self-improvement. Students have access to over 22,000 books, numerous magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. Located in the center of the campus, the LRC is open to students 65 hours a week. A Study Skills Laboratory offers tutorial services in reading and mathematics and assists students in developing effective learning skills.



## COURSE NUMBERING SYSTEM

### Sample Course Listing



(The letters F,W,S, and SS should be interpreted as: F—Fall, W—Winter, S—Spring, SS—Summer. Upon request—when student interest and institutional resources permit.)

A regular full-time vocational course offered on a part-time basis carries an appropriate letter designation of A,B, or C. For example, if DFT 1121 is offered on a part-time basis, it would be listed as DFT 1121A and DFT 1121B. This designation indicates that DFT 1121A is the equivalent to one-half of DFT 1121. If a regular course is divided into thirds, it is so designated by A,B, and C.



Co-curricular activities are encouraged as part of the total educational experience at Rockingham Community College. The Student Government Association, class-related activities, publications, and clubs give students the opportunity to develop leadership skills and to pursue individual interests.

College policy makes it possible for students to participate competitively not only in sports, but in many games such as billiards, chess, bridge and pool. Basketball, tennis, volleyball and archery are just a few of the sports students may enjoy for recreation or competition.



Social activities at Whitcomb Student Center include dances, concerts, cookouts, films and special events developed by student committees. Since these are supported by the activity fees paid at registration, they are generally free to college students.

Ping pong, pool, air hockey, television, records and tapes, quiet rooms to study or talk with friends —Whitcomb Student Center is "a place to be" between and after classes.



Automotive Mechanics trains students in the upkeep and repair of gasoline-powered automobiles, trucks, buses, and tractors. Instruction includes various types of repair work including transmissions, alignment and steering, air conditioning, engine overhaul, carburetion, and ignition systems. Safety practices, tool maintenance and shop management are stressed. Graduates of the Automotive Mechanics program are skilled mechanics.

*GROUP I				*GROUP II			
Course Title	Lec Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
MEC 1511 Metrology	1	2	2	MEC 1511 Metrology	1	2	2
AUT 1101 Int Combustion Engrs	4	12	8	AUT 1102 Eng Elec/Fuel Systems	4	12	8
MAT 1101A Fund of Math	3	0	3	MAT 1101A Fund of Math	3	0	3
PHY 1101 Applied Science I	3	2	4	PHY 1101 Applied Science I	3	2	4
ISA 101 Industrial Safety	1	0	1	ISA 101 Industrial Safety	1	0	1
SSD 100 Study Skills Development	1	0	1	SSD 100 Study Skills Development	1	0	1
	<u>13</u>	<u>16</u>	<u>19</u>		<u>13</u>	<u>16</u>	<u>19</u>
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
AUT 1102 Eng Elec/Fuel Systems	4	12	8	AUT 1101 Int Combustion Engrs	4	12	8
MAT 1101B Fund of Math	2	1	2	MAT 1101B Fund of Math	2	1	2
PHY 1102 Applied Science II	3	2	4	PHY 1102 Applied Science II	3	2	4
WLD 1101 Basic Welding	0	3	1	WLD 1101 Basic Welding	0	3	1
	<u>9</u>	<u>18</u>	<u>15</u>		<u>9</u>	<u>18</u>	<u>15</u>
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
AUT 1103 Brks/Chassis/Suspensn	5	12	8	AUT 1103 Brks/Chassis/Suspensn	5	12	8
AHR 1101 Auto Air Cond	2	3	3	AHR 1101 Auto Air Cond	2	3	3
MEC 1512 Prac Mch Operatns	1	3	2	MEC 1512 Prac Mch Operations	1	3	2
ENG 1102 Communication Skls	3	1	3	ENG 1102 Communication Skls	3	1	3
	<u>11</u>	<u>19</u>	<u>16</u>		<u>11</u>	<u>19</u>	<u>16</u>
<b>SUMMER QUARTER</b>				<b>SUMMER QUARTER</b>			
AUT 1104 Servcng/Power Train	4	18	10	AUT 1104 Servcng/Power Train	4	18	10
PSY 1101 Human Relations	3	0	3	PSY 1101 Human Relations	3	0	3
BUS 1103 Bus Operations	3	0	3	BUS 1103 Bus Operations	3	0	3
	<u>10</u>	<u>18</u>	<u>16</u>		<u>10</u>	<u>18</u>	<u>16</u>
TOTAL QUARTER HOURS CREDIT (GROUP I)	66			TOTAL QUARTER HOURS CREDIT (GROUP II)	66		

\* Group I and Group II indicate two separate one year programs of study. The student may choose to follow either of these two groups. An equal number of credit hours must be completed in either program.



## AUTOMOTIVE MECHANICS



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**MEC 1511 METROLOGY 1-2-2 (W)**

The purpose of this course is (1) to teach the various systems and standards as related to the science of measurements; and (2) to teach the care, construction, and use of the various measuring instruments as related to these standards.

This course is required in certain vocational programs but may be taken by any individuals who have a need for or an interest in such training.

**MEC 1512 PRACTICAL MACHINING OPERATIONS 1-3-2 (S)**

To teach the student proper selection, use, care, and storage of the following tools; hacksaws, files, reamers, grinders, lathes, drills, taps, dies, milling machine and lapping equipment.

This course is designed to be taken by any individuals who have a need for or an interest in such training.

**AUT 1101 INTERNAL COMBUSTION ENGINES 4-12-8 (F,W)**

This course is concerned with the theory of operation, design and construction, disassembly and assembly of internal combustion engines. The use and care of hand tools and power equipment are stressed. Prerequisite: permission of instructor.

**AUT 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 4-12-8 (F,W)**

A thorough study of the electrical and fuel systems such as starting, charging, and ignition systems, the accessories and wiring of automobile body, fuel pump, and all types of carburetors. Basic theory relating to operation of the above items will be provided so as to enable the student to apply the theory to the use of testing equipment and to procedures for repair used during his laboratory experience. Prerequisite: AUT 1101 or permission of the instructor.

**AUT 1103 AUTOMOTIVE BRAKES, CHASSIS, AND SUSPENSION SYSTEMS 5-12-8 (S,SS)**

A complete study of braking systems, frames, and suspension systems to include conventional brakes, disc brakes, shocks, torsion bars, leaf and coil springs, manual and power steering systems. Emphasis in system diagnosis, use of proper service tools and machines, proper adjustment of brakes, torsion bars, front and rear suspension systems. Prerequisite: AUT 1102 or permission of instructor.

**AUT 1104 AUTOMOTIVE SERVICING AND POWER TRAIN SYSTEMS 4-18-10 (S,SS)**

This course is concerned with the study of power flow from the automobile's power plant to the drive wheels and shop procedures necessary for diagnosis and repair of all automotive systems. To include manual and automatic transmissions, clutches, drive shafts and universal joints, differential and rear axles, with experience in overall diagnosis and repair using advanced testing equipment on all systems of the automobile. Prerequisite: AUT 1103 or permission of instructor.

**MAT 1101 FUNDAMENTALS OF MATHEMATICS 5-1-5 (F,S)**

This course includes the following: review of common fractions, decimal fractions, and percent. Algebraic operations substituting in formulas and equations, using equations in shop problems, exponents, square root, formulas, ratio and proportion are also studied.

**MAT 1101A(3-0-3) and MAT 1101B(2-1-2) (F,W,S,SS, Upon Request)**

MAT 1101A (Part One of MAT 1101) and MAT 1101B (Part Two of MAT 1101) are the equivalent of MAT 1101.

**PHY 1101 APPLIED SCIENCE I 3-2-4 (F,S)**

An introduction to physical principles and their application in industry. Topics in this course include measurements, properties of matter, machines, forces and work. Prerequisite or corequisite: MAT 1101.

**PHY 1102 APPLIED SCIENCE II 3-2-4 (W,SS)**

Second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry and electricity. Prerequisite: PHY 1101.

**ISA 101 INDUSTRIAL SAFETY 1-0-1 (F,W,S)**

Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.

**SSD 100 STUDY SKILLS DEVELOPMENT 1-0-1 (F,W,S)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

**WLD 1101 BASIC WELDING 0-3-1 (W,S,SS)**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

**AHR 1101 AUTOMOTIVE AIR CONDITIONING 2-3-3 (S,SS)**

General introduction to the principles of air conditioning systems including study of the assembly of components and connections necessary for proper operation of these systems. Principles of operations, controls, trouble shooting, adjustments, and general servicing procedures are included. Safety and proper handling of refrigerants used in charging the system are stressed.

**ENG 1102 COMMUNICATION SKILLS 3-1-3 (W,S,SS)**

This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

**PSY 1101 HUMAN RELATIONS 3-0-3 (W,S,SS)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

**BUS 1103 BUSINESS OPERATIONS 3-0-3 (SS)**

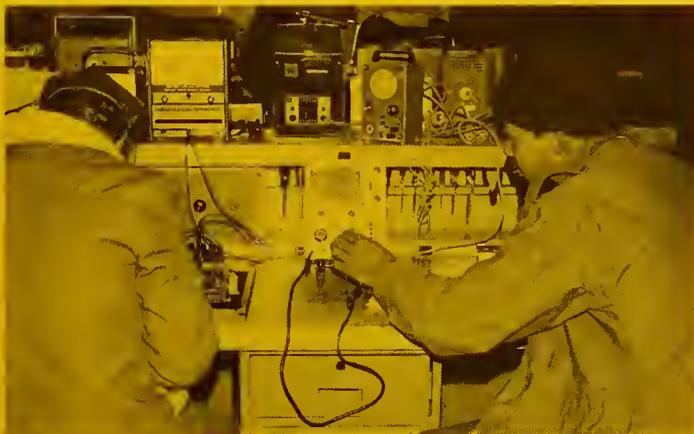
An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

The Basic Electronics program trains students to repair and service many types of electronic equipment. Graduates are qualified and competent technicians who may find jobs in many businesses and industries throughout the area.

An option during the fourth quarter gives students a choice of training: television servicing to become radio and television servicemen, or industrial applications leading to a job in the electronics industry.

The Basic Electronics program gives students the basic knowledge needed to be successful in the field. A large portion of time is spent in laboratory work, developing skills and gaining experiences.

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>			
ELN 1112 Dir/Alter Current	5	10	10
ISA 101 Industrial Safety	1	0	1
MAT 1115 Electrical Mathematics	5	1	5
SSD 100 Study Skills Development	1	0	1
	<hr/>	<hr/>	<hr/>
	12	11	17
<b>WINTER QUARTER</b>			
ELN 1122 Vacuum Tubes/Circuits	4	8	8
ELN 1123 Amplifier Systems	2	4	4
MAT 1116 Electrical Mathematics	5	1	5
	<hr/>	<hr/>	<hr/>
	11	13	17
<b>SPRING QUARTER</b>			
ELN 1125 Communication Systems	2	4	4
ELN 1126 Transistor Theory	5	10	10
ENG 1102 Communication Skills	3	1	3
	<hr/>	<hr/>	<hr/>
	10	15	17
<b>SUMMER QUARTER</b>			
ELN 1127 TV Receiver Circuits/Service *			
OR			
ELN 1128 Ind Applications Electrician *	6	12	12
PSY 1101 Human Relations	3	0	3
BUS 1103 Business Operations	3	0	3
	<hr/>	<hr/>	<hr/>
	12	12	18
<b>TOTAL QUARTER HOURS CREDIT 69</b>			
* Student chooses either ELN 1127 or ELN 1128.			



## BASIC ELECTRONICS



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**BUS 1103 BUSINESS OPERATIONS 3-0-3 (SS)**

An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

**ELN 1112 DIRECT AND ALTERNATING CURRENT 5-10-10 (F)**

A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's Law; sources of direct current potentials. Fundamental concepts of alternating current; a study of reactance, impedance, phase, resonance and alternating current circuit analysis.

**ELN 1122 VACUUM TUBES AND CIRCUITS 4-8-8 (W)**

An introduction to vacuum tubes and their developments; the theory, characteristics and operation of vacuum diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisites: ELN 1112; MAT 1115.

**ELN 1123 AMPLIFIER SYSTEMS 2-4-4 (W)**

An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Each student will build an amplifier on which he will practice servicing techniques.

**ELN 1125 COMMUNICATIONS SYSTEMS 2-4-4 (S)**

A study of principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of location, faulty stages and components and the alignment of AM and FM receivers. Each student will build a radio on which to practice servicing techniques. Prerequisite: ELN 1122; ELN 1123.

**ELN 1126 TRANSISTOR THEORY AND CIRCUITS 5-10-10 (S)**

Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.

**ELN 1127 TELEVISION RECEIVER CIRCUITS AND SERVICING 6-12-12 (SS)**

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing

techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisite: ELN 1125, ELN 1126.

**ELN 1128 INDUSTRIAL APPLICATIONS OF ELECTRONICS 6-12-12 (SS)**

A study of application of both thermionic and semiconductor devices. Included are the thyatron, silicon controlled rectifier, zener diode, unijunction transistor and various other control devices. Industrial control applications will be stressed. Prerequisites: ELN 1125, ELN 1126.

**ENG 1102 COMMUNICATION SKILLS 3-1-3 (W,S,SS)**

This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

**ISA 101 INDUSTRIAL SAFETY 1-0-1 (F,W,S)**

Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.

**MAT 1115 ELECTRICAL MATHEMATICS 5-1-5 (F)**

An introductory algebra course with trigonometry and vector, needed in alternating current; algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.

**MAT 1116 ELECTRICAL MATHEMATICS 5-1-5 (W)**

A working knowledge of the powers of ten. Ohm's Law for series and parallel circuits, quadratic equations. Kirchhoff's Laws, trigonometric functions, plane vector algebra and circuit solutions. Prerequisite: MAT 1115.

**PSY 1101 HUMAN RELATIONS 3-0-3 (W,S,SS)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

**SSD 100 STUDY SKILLS DEVELOPMENT 1-0-1 (F,W,S)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

The child care worker assists professional personnel in carrying out a planned program of activities. This requires understanding of a wide variety of activities: how to prepare materials, how to assist children to participate and how to care for materials at the completion of an activity. The worker must be able to perform these functions and carry out routine procedures while continuously observing the children and relating to each child's needs.

Graduates of the Child Care Worker program may find employment in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps and recreation centers.

ONE YEAR PROGRAM**				PART-TIME NIGHT PROGRAM							
Course Title				Course Title							
	Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.				
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>							
EDU 1001	The Nature and Scope of Care for Young Children	3	0	3	EDU 1001	The Nature and Scope of Day Care for Young Children	3	0	3		
EDU 1002	Health and Safety of Young Children	3	0	3	EDU 1002	Health and Safety of Young Children	3	0	3		
EDU 1003	Creative Activities for Young Children	3	3*	4	EDU 1003	Creative Activities for Young Children	3	3*	4		
EDU 1005	Working With the Young Child	3	6*	5							
EDU 1006	Communicating Effectively With the Young Child	3	0	3							
		<u>15</u>	<u>9</u>	<u>18</u>		<u>9</u>	<u>3</u>	<u>10</u>			
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>							
EDU 1007	Music in the Early Childhood Program	3	3*	4	EDU 1005	Working With the Young Child	3	6*	5		
EDU 1008	Science in the Early Childhood Program	3	3*	4	EDU 1006	Communicating Effectively With the Young Child	3	0	3		
EDU 1009	Art in the Early Childhood Program	3	3*	4	EDU 1007	Music in the Early Childhood Program	3	3*	4		
EDU 1010	Special Problems in Early Childhood Programs	3	0	3							
EDU 1011	Conceptual and Language Development	3	0	3							
		<u>15</u>	<u>9</u>	<u>18</u>		<u>9</u>	<u>9</u>	<u>12</u>			
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>							
EDU 1012	Literature in the Early Childhood Program	3	0	3	EDU 1008	Science in the Early Childhood Program	3	3*	4		
EDU 1013	Parent Education	3	0	3	EDU 1009	Art in the Early Childhood Program	3	3*	4		
EDU 1014	Administrative and Supervision in a Pre-school Facility	3	0	3	EDU 1010	Special Problems in Early Childhood Programs	3	0	3		
EDU 1015	Group Care of Infants	3	0	3							
EDU 1016	Field Experiences in Child Care Facilities	0	6*	2							
		<u>12</u>	<u>6</u>	<u>14</u>		<u>9</u>	<u>6</u>	<u>11</u>			
				<b>SUMMER QUARTER</b>							
				EDU 1011				Conceptual and Language Development	3	0	3
				EDU 1012				Literature in the Early Childhood Program	3	0	3
				EDU 1013				Parent Education	3	0	3
									<u>9</u>	<u>0</u>	<u>9</u>
				<b>FALL QUARTER</b>							
				EDU 1014				Administration and Supervision in a Pre-school Facility	3	0	3
				EDU 1015				Group Care of Infants	3	0	3
				EDU 1016				Field Experiences in Child Care Facilities	0	6*	2
									<u>6</u>	<u>6</u>	<u>8</u>

\* All lab work will be arranged in Day Care Centers. Lab work will be directed by the class instructors in cooperation with the director of the center.

\*\* Resources do not permit the offering of this curriculum on a full-time basis this year.



## CHILD CARE WORKER



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- EDU 1001 THE NATURE AND SCOPE OF DAY CARE FOR YOUNG CHILDREN 3-0-3 (F)**  
 Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustments, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course.
- EDU 1002 HEALTH AND SAFETY OF YOUNG CHILDREN 3-0-3 (F)**  
 Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on teaching of health habits is emphasized throughout the course.
- EDU 1003 CREATIVE ACTIVITIES FOR YOUNG CHILDREN 3-3-4 (F)**  
 Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups.
- EDU 1005 WORKING WITH THE YOUNG CHILD 3-6-5 (W)**  
 An introduction to the relationship of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively.
- EDU 1006 COMMUNICATING EFFECTIVELY WITH THE YOUNG CHILD 3-0-3 (W)**  
 Study of language development in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children.
- EDU 1007 MUSIC IN THE EARLY CHILDHOOD PROGRAM 3-3-4 (W)**  
 Study of music which is appropriate for young children and ways of integrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups.
- EDU 1008 SCIENCE IN THE EARLY CHILDHOOD PROGRAM 3-3-4 (S)**  
 Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out a simple science program which could be used as an integral component of the overall program for young children in group care.
- EDU 1009 ART IN THE EARLY CHILDHOOD PROGRAM 3-3-4 (S)**  
 Study of art media in relation to the creative process in young children, of the educational component that each medium reinforces, and of the ways a variety of low-cost art activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of activities which could be incorporated into a program for young children.
- EDU 1010 SPECIAL PROBLEMS IN EARLY CHILDHOOD PROGRAMS 3-0-3 (S)**  
 Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and improved interpersonal skills.
- EDU 1011 CONCEPTUAL AND LANGUAGE DEVELOPMENT 3-0-3 (SS)**  
 Study of means of helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication.
- EDU 1012 LITERATURE IN THE EARLY CHILDHOOD PROGRAM 3-0-3 (SS)**  
 Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling.
- EDU 1013 PARENT EDUCATION 3-0-3 (SS)**  
 Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations, and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community.
- EDU 1014 ADMINISTRATION AND SUPERVISION IN A PRE-SCHOOL FACILITY 3-0-3 (F)**  
 Designed to assist students to develop a philosophy of pre-school education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff.
- EDU 1015 GROUP CARE OF INFANTS 3-0-3 (F)**  
 Study of development from birth to age three and of the problems specific to group care of children under three. Each student will develop a plan of care for a group of five children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers.
- EDU 1016 FIELD EXPERIENCES IN CHILD CARE FACILITIES 0-6-2 (F)**  
 Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, group discussions, and conferences.

Trained beauticians are in constant demand in many beauty shops in the community. The Cosmetology program trains students to provide a variety of beauty services for customers.

Today's cosmetologist advises men and women on problems of makeup, diet and care of the hair, skin, and hands, including nails. Cosmetology has become a science through the use of cosmetics based on scientific principles.

Instruction is offered in manicuring, shampooing, permanent waving, chemical relaxing, facials, massages, scalp treatments, hair cutting and styling, hair coloring, pressing, marcel waving and curling.

Upon completion of 1200 hours of attendance in Cosmetology, students may take the State Board of Cosmetics Arts exam certification; and upon completion of the prescribed curriculum, students are awarded a diploma.

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>			
COS 1150 Cosmetology I	5	0	5
COS 1151 Cosmetology I Lab	0	24	8
SSD 100 Study Skills Development	1	0	1
	<hr/>	<hr/>	<hr/>
	6	24	14
<b>WINTER QUARTER</b>			
COS 1160 Cosmetology II	5	0	5
COS 1161 Cosmetology II Lab	0	25	8
	<hr/>	<hr/>	<hr/>
	5	25	13
<b>SPRING QUARTER</b>			
COS 1170 Cosmetology III	5	0	5
COS 1171 Cosmetology III Lab	0	21	7
ENG 1102 Communication Skills	3	1	3
	<hr/>	<hr/>	<hr/>
	8	22	15
<b>SUMMER QUARTER</b>			
COS 1180 Cosmetology IV	5	0	5
COS 1181 Cosmetology IV Lab	0	25	8
	<hr/>	<hr/>	<hr/>
	5	25	13
<b>TOTAL QUARTER HOURS CREDIT 56</b>			



## COSMETOLOGY



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- COS 1150 COSMETOLOGY I** 5-0-5 (F)  
Introduction to Cosmetology. Study of bacteriology, sanitation, and first-aid. Theory of shampoo and rinses, finger waving, and pin curling. The care of hands and nails. Students are guided toward the development of a pleasing personality, charm and poise.
- COS 1151 COSMETOLOGY I LAB** 0-24-8 (F)  
Orientation to use and care of equipment, supply dispersal, and lab procedures. Demonstrations and practice in methods of applying shampoo, rinses, finger waves, and pin curl patterns. The application of scientific principles to manicuring and hand make-up.
- COS 1160 COSMETOLOGY II** 5-0-5 (W)  
Theory and practice of hair shaping, styling, tinting, and bleaching. The care and use of natural and artificial hair wigs.
- COS 1161 COSMETOLOGY II LAB** 0-25-8 (W)  
Demonstrations and practice in cutting, shaping, and styling natural hair, wigs, and hairgoods. Chemistry and application of tints and bleaches.
- COS 1170 COSMETOLOGY III** 5-0-5 (S)  
Provides a foundation of the practical art of permanent waving. An introduction to anatomy concerning the structure and function of bones, muscles, and nerves applied to facial and scalp treatment.
- COS 1171 COSMETOLOGY III LAB** 0-21-7 (S)  
Application of permanent waving solutions and heat waving. Manipulation of facial treatments and the proper application of basic and theatrical make-up.
- COS 1180 COSMETOLOGY IV** 5-0-5 (SS)  
A study of the principles, techniques and materials used in scalp treatments. A continuation of anatomy with increased emphasis of application to cosmetology procedures. Body chemistry and electricity and disorders of skin, nails and hair are included. Operational management is introduced.
- COS 1181 COSMETOLOGY IV LAB** 0-25-8 (SS)  
Application of principles of body electricity and chemistry to beauty culture processes. Hair and scalp types, treatments, and products.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.
- ENG 1102 COMMUNICATION SKILLS** 3-1-3 (W,S,SS)  
This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

Qualified people to install and maintain electrical equipment are needed in the face of the increasing development of new electrical products. The Electrical Installation and Maintenance program trains students in the basic knowledge of motors and motor control systems; industrial electronic control systems; business procedures, organization and practices; and communicative skills.

The program provides the necessary background for students to advance through on-the-job experience and training, as well as by taking additional courses offered by the college.

Graduates are qualified to enter an electrical trade as an on-the-job trainee or apprentice to assist in the planning, layout, installation, check out and maintenance of electrical systems in residential, commercial and industrial plants.

ONE YEAR PROGRAM (Full-time Day Curriculum)			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>			
ELC 1801 Direct and Alternating Electricity	4	12	10
MAT 1824 Electrician's Math	8	0	8
DFT 1110 Blueprint Reading: Building Trades	1	2	2
SSD 100 Study Skills Development	1	0	1
PSY 1101 Human Relations	3	0	3
	<u>17</u>	<u>14</u>	<u>24</u>
<b>WINTER QUARTER</b>			
ELC 1821 Electrical Wiring	4	12	10
DFT 1813 Electrical Blueprint Reading	2	6	4
ISA 101 Industrial Safety	1	0	1
ENG 1102 Communications Skills	3	1	3
DFT 1823 Electrical Control Circuits: Blueprint Reading	1	2	2
	<u>11</u>	<u>21</u>	<u>20</u>
<b>SPRING QUARTER</b>			
ELC 1841 Electrical Machines I	2	6	4
ELC 1851 Electrical Controls I	4	12	10
ELC 1881 Electronic Devices in Electrical Controls I	4	4	6
	<u>10</u>	<u>22</u>	<u>20</u>
<b>SUMMER QUARTER</b>			
ELC 1842 Electrical Machines II	2	6	4
ELC 1852 Electrical Controls II	4	12	10
ELC 1882 Electronic Devices in Electrical Controls II	4	4	6
	<u>10</u>	<u>22</u>	<u>20</u>
TOTAL QUARTER HOURS CREDIT 84			

ELECTRICAL INSTALLATION AND MAINTENANCE (Part-time Night Curriculum)						
FIRST YEAR				SECOND YEAR		
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs. Cr. Hrs.
<b>FALL QUARTER</b>						
ELC 1801A Dir & Alt Elec'y	2	6	5	ELC 1841A Elec'l Mach I	1	3 2
MAT 1824A Electrician's Math	4	0	4	ELC 1851A Elec'l Cntrls I	2	6 5
SSD 100 Study Skills Dev	1	0	1	ELC 1881A Elec'nc Dev in Elec Cntrls I	2	2 3
PSY 1101 Human Relations	3	0	3		<u>5</u>	<u>11 10</u>
	<u>16</u>	<u>6</u>	<u>13</u>			
<b>WINTER QUARTER</b>						
ELC 1801B Dir & Alt Elec'y	2	6	5	ELC 1841B Elec'l Mach I	1	3 2
MAT 1824B Electrician's Math	4	0	4	ELC 1851B Elec'l Cntrls I	2	6 5
DFT 1110 Blprt Rdng: Bldg. Trades	1	2	2	ELC 1881B Elec'nc Dev in Elec Cntrls I	2	2 3
ISA 101 Ind Safety	1	0	1		<u>5</u>	<u>11 10</u>
	<u>8</u>	<u>8</u>	<u>12</u>			
<b>SPRING QUARTER</b>						
ELC 1821A Elec'l Wiring	2	6	5	ELC 1842A Elec'l Mach II	1	3 2
DFT 1813A Elec'l Blprt Rdng	1	3	2	ELC 1852A Elec'l Controls II	2	6 5
ENG 1102 Com Skills	3	1	3	ELC 1882A Elec Dev/Elec Cntrls II	2	2 3
	<u>6</u>	<u>10</u>	<u>10</u>		<u>5</u>	<u>11 10</u>
<b>SUMMER QUARTER</b>						
ELC 1821B Elec'l Wiring	2	6	5	ELC 1842B Elec'l Mach II	1	3 2
DFT 1813B Elec'l Blprt Rdng	1	3	2	ELC 1852B Elec'l Cntrls II	2	6 5
DFT 1823 Elec'l Cntrl Cir: Blprt Rdng	1	2	2	ELC 1882B Elec'nc Dev in Elec Cntrls II	2	2 3
	<u>4</u>	<u>11</u>	<u>9</u>		<u>5</u>	<u>11 10</u>
QUARTER HOURS CREDIT 44				QUARTER HOURS CREDIT 40		



## ELECTRICAL INSTALLATION AND MAINTENANCE



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- ELC 1801 DIRECT AND ALTERNATING ELECTRICITY** 4-12-10 (F)  
A study of the fundamental concepts of direct and alternating electricity used in the electrical field. Emphasis will be placed on the practical application of direct and alternating electricity by experiments and electrical mock-ups with particular emphasis placed on current, voltage, resistance, power, inductance, capacitance and electromagnetism, as well as instruction on test equipment usage and application.
- ELC 1801A (2-6-5) and ELC 1801B (2-6-5)**  
ELC 1801A (Part One of ELC 1801) and ELC 1801B (Part Two of ELC 1801) are the equivalent of ELC 1801.
- ELC 1821 ELECTRICAL WIRING** 4-12-10 (W)  
This is an introductory course that provides the following: instruction and application in the fundamentals of blueprint reading, physical planning, physical layout, physical installation of electrical wiring in a building mock-up as well as instruction in the use of hand tools, power tools, and related equipment that will be used in the electrical field. The course will also focus on the advanced installation of electrical loads, control centers, voltage feeders and substations.
- ELC 1821A (2-6-5) and ELC 1821B (2-6-5)**  
ELC 1821A (Part One of ELC 1821) and ELC 1821B (Part Two of ELC 1821) are the equivalent of ELC 1821.
- ELC 1841 ELECTRICAL MACHINES I** 2-6-4 (S)  
A study of the various types of machines that generate direct and polyphase current, their principles, characteristics, and maintenance procedures. This course will also focus on the necessary concepts and provide hands-on experience with polyphase and direct current motors, practical experience of the components and circuits, and the electrical and mechanical measurements common to motors.
- ELC 1841A (1-3-2) and ELC 1841V (1-3-2)**  
ELC 1841A (Part One of ELC 1841) and ELC 1841V (Part Two of ELC 1841) are the equivalent of ELC 1841.
- ELC 1842 ELECTRICAL MACHINES II** 2-6-4 (SS)  
An applied study of the development of three-phase electrical circuits and machines, the treatment of three-phase transformers, phase sequencing, frequency conversion, reactance and frequency transformation and multi-phase transformation.
- ELC 1842A (1-3-2) and ELC 1842B (1-3-2)**  
ELC 1842A (Part One of ELC 1842) and ELC 1842B (Part Two of ELC 1842) are the equivalent of ELC 1842.
- ELC 1851 ELECTRICAL CONTROLS I** 4-12-10 (S)  
A study of motor controls and generator regulation, pilot devices, controllers, sequential operations, and typical control circuits. Laboratory activities will include the construction of simple control circuits on which the student will practice servicing techniques.
- ELC 1851A (2-6-5) and ELC 1851B (2-6-5)**  
ELC 1851A (Part One of ELC 1851) and ELC 1851B (Part Two of ELC 1851) are the equivalent of ELC 1851.
- ELC 1852 ELECTRICAL CONTROLS II** 4-12-10 (SS)  
This course provides a systematic coverage of the components and circuits for controlling three-phase machines. Further practical experience will be provided in starting, breaking, controlling, jogging, and plugging.
- ELC 1852A (2-6-5) and ELC 1852B (2-6-5)**  
ELC 1852A (Part One of ELC 1852) and ELC 1852B (Part Two of ELC 1852) are the equivalent of ELC 1852.
- ELC 1881 ELECTRONIC DEVICES IN ELECTRICAL CONTROLS I** 4-4-6 (S)  
The study of the physical and electrical characteristics of electron tubes used in electrical control circuits. Emphasis will be placed on reading circuit diagrams, troubleshooting and repairing circuits.
- ELC 1881A (2-2-3) and ELC 1881B (2-2-3)**  
ELC 1881A (Part One of ELC 1881) and ELC 1881B (Part Two of ELC 1881) are the equivalent of ELC 1881.
- ELC 1882 ELECTRONIC DEVICES IN ELECTRICAL CONTROLS II** 4-4-6 (SS)  
**ELC 1882A (2-2-3) and ELC 1882B (2-2-3)**  
ELC 1882A (Part One of ELC 1882) and ELC 1882B (Part Two of ELC 1882) are the equivalent of ELC 1882.  
The study of the physical and electrical characteristics of solid-state devices used in electrical controls. Emphasis will be placed on reading circuit diagrams, troubleshooting and repairing circuits.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.
- PSY 1101 HUMAN RELATIONS** 3-0-3 (W,S,SS)  
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
- MAT 1824 ELECTRICIAN'S MATH** 8-0-8 (F)  
A study of those mathematical areas employed in the electrician's field. Emphasis will be placed on whole numbers; fractions, decimals; percentage; powers and roots; ratio and proportions; simple formulas, measurements and triangles. Practical application and problems furnish the trainee with experience in surface measurement, wire size, electrical loads, mechanics, and simple electrical formulas.
- MAT 1824A (4-0-4) and MAT 1824B (4-0-4)**  
MAT 1824A (Part One of MAT 1824) and MAT 1824B (Part Two of MAT 1824) are the equivalent of MAT 1824.
- DFT 1110 BLUEPRINT READING: BUILDING TRADES** 1-2-2 (W)  
A study of the principles of interpreting blueprints and trade specifications common to the building trades. Also, development of proficiency in making three view and pictorial sketches.
- DFT 1813 ELECTRICAL BLUEPRINT READING** 2-6-4 (W)  
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic, commercial, and industrial buildings.  
Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.
- DFT 1813A (1-3-2) and DFT 1813B (1-3-2)**  
DFT 1813A (Part One of DFT 1813) and DFT 1813B (Part Two of DFT 1813) are the equivalent of DFT 1813.
- DFT 1823 ELECTRICAL CONTROL CIRCUITS: BLUEPRINT READING** 1-2-2 (W)  
This course provides a study of the basic techniques of drawing and lettering, device symbols, block diagrams, and schematic diagrams of electrical and electronic control circuits.
- ISA 101 INDUSTRIAL SAFETY** 1-0-1 (F,W,S)  
Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.
- ENG 1102 COMMUNICATION SKILLS** 3-1-3 (W,S,SS)  
This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

People with mathematical ability and an interest in mechanics find many employment opportunities in modern industrial society. The machinist program, providing students with machine shop theory as well as practical shop experience, trains students in developing the mechanical skill and patience needed for successful job performance.

Some of the manufacturing industries which employ machinist graduates are textiles, furniture, cigarettes, transportation and communication equipment, heavy equipment, and plastics.

For students who are unable to attend classes full-time, a part-time program which takes two years to complete is offered.

ONE YEAR PROGRAM (Full-Time Day Curriculum)			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>			
MEC 1101 Machine Shop Theory/Practice I	3	12	7
MAT 1101 Fundamentals of Mathematics	5	1	5
DFT 1104 Blueprint Reading: Mechanical I	1	2	2
ISA 101 Industrial Safety	1	0	1
PHY 1101 Applied Science I	3	2	4
SSD 100 Study Skills Development	1	0	1
	<hr/>	<hr/>	<hr/>
	14	17	20
<b>WINTER QUARTER</b>			
MEC 1102 Machine Shop Theory/Practice II	3	12	7
PHY 1102 Applied Science II	3	2	4
MAT 1103 Geometry	3	0	3
DFT 1101 Industrial Specifications	1	0	1
DFT 1105 Blueprint Reading: Mechanical II	1	2	2
	<hr/>	<hr/>	<hr/>
	11	16	17
<b>SPRING QUARTER</b>			
MEC 1103 Machine Shop Theory/Practice III	3	12	7
ENG 1102 Communication Skills	3	1	3
MAT 1104 Trigonometry	3	0	3
DFT 1106 Blueprint Reading: Mechanical III	1	2	2
MEC 1115 Properties of Metals	3	2	4
	<hr/>	<hr/>	<hr/>
	13	17	19
<b>SUMMER QUARTER</b>			
MEC 1104 Machine Shop Theory/Practice IV	3	12	7
PSY 1101 Human Relations	3	0	3
MAT 1123 Machinist Mathematics	3	0	3
WLD 1101 Basic Welding	0	3	1
MEC 1116 Treatments of Metals	3	2	4
	<hr/>	<hr/>	<hr/>
	12	17	18
<b>TOTAL QUARTER HOURS CREDIT 74</b>			

MACHINIST'S TRADE (Part-time Night Curriculum)							
FIRST YEAR			SECOND YEAR				
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>							
MEC 1101A Mch Shp Thry/ Prac	2	6	4	MEC 1103A Mch Shp Thry/Prac	2	6	4
DFT 1104 Blprt Rdnng; Mech I	1	2	2	MAT 1104 Trigonometry	3	0	3
MAT 1101A Fund of Mathematics	3	0	3	ENG 1102 Communication Skills	3	1	3
SSD 100 Study Skills Development	1	0	1		<hr/>	<hr/>	<hr/>
ISA 101 Industrial Safety	1	0	1		8	7	10
	<hr/>	<hr/>	<hr/>	<b>WINTER QUARTER</b>			
	8	8	11	MEC 1103B Mch Shp Thry/Prac	1	6	3
<b>WINTER QUARTER</b>							
MEC 1101B Mch Shp Thry/Prac	1	6	3	MAT 1123 Machinist Math	3	0	3
MAT 1101B Fund of Mathematics	2	1	2	MEC 1115 Prop of Metals	3	2	4
DFT 1105 Blprt Rdnng; Mech II	1	2	2		<hr/>	<hr/>	<hr/>
WLD 1101 Basic Welding	0	3	1		7	8	10
	<hr/>	<hr/>	<hr/>	<b>SPRING QUARTER</b>			
	4	12	8	MEC 1104A Mch Sho Thry/Prac	2	6	4
<b>SPRING QUARTER</b>							
MEC 1102A Mch Shp Thry/Prac	2	6	4	MEC 1116 Treatment of Metals	3	2	4
DFT 1106 Blprt Rdnng; Mech III	1	2	2	PSY 1101 Human Relations	3	0	3
PHY 1101 Applied Science I	3	2	4		<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>		8	8	11
	6	10	10	<b>SUMMER QUARTER</b>			
<b>SUMMER QUARTER</b>							
MEC 1102 Shp Thry/Prac	1	6	3	MEC 1104B Mch Shp Thry/Prac	1	6	3
PHY 1102 Applied Science II	3	2	4		<hr/>	<hr/>	<hr/>
MAT 1103 Geometry	3	0	3				
DFT 1101 Indus Specifications	1	0	1				
	<hr/>	<hr/>	<hr/>				
	8	8	11	<b>TOTAL QUARTER HOURS CREDIT 74</b>			



## MACHINIST TRADE



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- MEC 1101 MACHINE SHOP THEORY AND PRACTICE I** 3-12-7 (F)  
An introduction to the machinist trade. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the drill press and lathe will be introduced in both theory and practice. Prerequisite or corequisite: MAT 1101; DFT 1104.
- MEC 1101A (2-6-4) and MEC 1101B (1-6-3)**  
MEC 1101A (Part One of MEC 1101) and MEC 1101B (Part Two of MEC 1101) are the equivalent of MEC 1101.
- MEC 1102 MACHINE SHOP THEORY AND PRACTICE II** 3-12-7 (W)  
Advanced operations in the use of layout tools and procedures, power sawing, drill press, surface grinder, milling machine, shaper, and selected projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101. Prerequisite or corequisite: MAT 1103; DFT 1105; DFT 1101 or permission of instructor.
- MEC 1102A (2-6-4) and MEC 1102B (1-6-3)**  
MEC 1102A (Part One of MEC 1102) and MEC 1102B (Part Two of MEC 1102) are the equivalent of MEC 1102.
- MEC 1103 MACHINE SHOP THEORY AND PRACTICE III** 3-12-7 (S)  
Advanced work on the engine lathe, grinders, milling machine, and shaper. Introduction to basic indexing and the calculating, cutting, and measuring of spur, helical, and worm gears. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercise will be given on the turret lathe. Prerequisite: MEC 1102. Prerequisite or corequisite: MAT 1104, DFT 1106 or permission of instructor.
- MEC 1103A (2-6-4) and MEC 1103B (1-6-3)**  
MEC 1103A (Part One of MEC 1103) and MEC 1103B (Part Two of MEC 1103) are the equivalent of MEC 1103.
- MEC 1104 MACHINE SHOP THEORY AND PRACTICE IV** 3-12-7 (SS)  
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedure, and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103. Prerequisite or corequisite: MAT 1123 or permission of instructor.
- MEC 1104A (2-6-4) and MEC 1104B (1-6-3)**  
MEC 1104A (Part One of MEC 1104) and MEC 1104B (Part Two of MEC 1104) are the equivalent of MEC 1104.
- MEC 1115 PROPERTIES OF METALS** 3-2-4 (S,SS,W)  
A study of the chemical and physical metallurgy of ferrous and non-ferrous metals from extraction to application. Laboratory experience in methods of determining physical properties through the use of impact testing, tensile testing, and preparation of specimen for microscopic analysis. Identification and classification of metals by chemical and physical characteristics.
- MEC 1116 TREATMENT OF METALS** 3-2-4 (S,SS)  
Principles, methods, and techniques of heat treating processes for ferrous and non-ferrous metals. Heat treating terminology, testing procedures, and equipment will also be covered in classroom and laboratory situations. Principal attention will be focused on the characteristic changes in the physical properties of steel and its alloys as they are affected by various heat treating processes. Prerequisite: MEC 1115.
- MEC 1900 SPECIAL PROBLEMS IN MACHINE SHOP AND MATERIALS TESTING** 1-3-2 (F,W,S,SS)  
Directed study to provide individualized study, practice, and analysis in specialized areas of machine shop and materials testing.
- MAT 1101 FUNDAMENTALS OF MATHEMATICS** 5-1-5 (F,S)  
This course includes the following: review of common fractions, decimal fractions, and percent. Algebraic operations substituting in formulas and equations, using equations in shop problems, exponents, square root, formulas, ratio and proportion are also studied.  
MAT 1101A (3-0-3) and MAT 1101B (2-1-2)  
MAT 1101A (Part One of MAT 1101) and MAT 1101B (Part Two of MAT 1101) are the equivalent of MAT 1101.
- MAT 1103 GEOMETRY** 3-0-3 (W,S,SS)  
Fundamental properties and definition, plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1101.
- MAT 1104 TRIGONOMETRY** 3-0-3 (F,S,SS)  
Trigonometric ratios, solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law and sines and law of cosines; graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics are applied to practical problems. A study of logarithmic computations will be included. Prerequisite: MAT 1103.
- MAT 1123 MACHINIST MATHEMATICS** 3-0-3 (SS)  
Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric problems. Prerequisite: MAT 1104.
- DFT 1101 INDUSTRIAL SPECIFICATIONS** 1-0-1 (W,SS)  
A study of the structure and content of Machinery's Handbook with practice in the use of the handbook as an aid in solving practical machine shop and elementary design problems.
- DFT 1104 BLUEPRINT READING: MECHANICAL I** 1-2-2 (F)  
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures, and notes. Prerequisite or corequisite: MAT 1101.
- DFT 1105 BLUEPRINT READING: MECHANICAL II** 1-2-2 (W)  
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information, and processes. Prerequisite: DFT 1104.
- DFT 1106 BLUEPRINT READING: MECHANICAL III** 1-2-2 (S)  
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanism for features of fabrication construction, and assembly. Prerequisite: DFT 1105.
- ISA 101 INDUSTRIAL SAFETY** 1-0-1 (F,W,S)  
Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.
- PHY 1101 APPLIED SCIENCE I** 3-2-4 (F,S)  
An introduction to physical principles and their application in industry. Topics in this course include measurements, properties of matter, machines, forces, and work. Prerequisite or corequisite: MAT 1101.
- PHY 1102 APPLIED SCIENCE II** 3-2-4 (W,SS)  
Second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry and electricity. Prerequisite: PHY 1101.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.
- WLD 1101 BASIC WELDING** 0-3-1 (W,S,SS)  
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.
- PSY 1101 HUMAN RELATIONS** 3-0-3 (W,S,SS)  
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
- ENG 1102 COMMUNICATION SKILLS** 3-1-3 (W,S,SS)  
This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

The program in Mechanical Drafting gives students specialized training needed for preparing detailed scale drawings for designers, engineers, inventors, or architects.

Persons who can draw, who have mathematical skill, who desire to be accurate, and who have an orderly, logical mind are most successful in this field. Other qualities that help draftsmen to be successful are patience, imagination, originality, initiative, resourcefulness, and common sense.

A part-time night curriculum is suggested for students who are unable to undertake the full-time day curriculum program. Students should note that this part-time program requires two years of study.

ONE YEAR PROGRAM (Full-Time Day Curriculum)			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>			
DFT 1121 Drafting I	4	12	8
MAT 1101 Fundamentals of Mathematics	5	1	5
ISA 101 Industrial Safety	1	0	1
PHY 1101 Applied Science I	3	2	4
SSD 100 Study Skills Development	1	0	1
	14	15	19
<b>WINTER QUARTER</b>			
DFT 1122 Drafting II	4	12	8
PHY 1102 Applied Science II	3	2	4
MAT 1103 Geometry	3	0	3
ENG 1102 Communication Skills	3	1	3
	13	15	18
<b>SPRING QUARTER</b>			
DFT 1131 Mechanical Drafting I	5	12	9
MAT 1104 Trigonometry	3	0	3
MEC 1115 Prop of Metals	3	2	4
PSY 1101 Human Relations	3	0	3
	14	14	19
<b>SUMMER QUARTER</b>			
DFT 1132 Mechanical Drafting II	5	12	9
MEC 1113 Shop Processes	2	3	3
MEC 1116 Treatment of Metals	3	2	4
	10	17	16
TOTAL QUARTER HOURS CREDIT 72			

MECHANICAL DRAFTING (Part-time Night Curriculum)							
FIRST YEAR			SECOND YEAR				
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>							
DFT 1121A Drafting I	2	6	4	DFT 1131A Mech Drafting I	3	6	5
MAT 1101 Fundamentals of Mathematics	5	1	5	PHY 1101 Applied Science I	3	2	4
	7	7	9		6	8	9
<b>WINTER QUARTER</b>							
DFT 1121B Drafting I	2	6	4	DFT 1131B Mech Drafting I	2	6	4
ENG 1102 Communication Skills	3	1	3	PHY 1102 Applied Science II	3	2	4
SSD 100 Study Skill's Devlpmt	1	0	1		5	8	8
	6	7	8	<b>SPRING QUARTER</b>			
<b>SPRING QUARTER</b>							
DFT 1122A Drafting II	2	6	4	DFT 1132A Mech Drafting II	3	6	5
MAT 1103 Geometry	3	0	3	MEC 1116 Treatment of Metals	3	2	4
PSY 1101 Human Relations	3	0	3		6	8	9
ISA 101 Industrial Safety	1	0	1	<b>SUMMER QUARTER</b>			
	9	6	11	DFT 1132B Mech Drafting II	2	6	4
<b>SUMMER QUARTER</b>							
DFT 1122B Drafting II	2	6	4	MEC 1113 Shop Processes	2	3	3
MAT 1104 Trigonometry	3	0	3		4	9	7
MEC 1115 Prop of Metals	3	2	4	TOTAL QUARTER HOURS CREDIT 72			
	8	8	11				



# MECHANICAL DRAFTING



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**DFT 1121 DRAFTING I 4-12-8 (F,W,S,SS)**

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use, and care of instruments; lettering, applied geometry freehand sketching consisting of orthographic and pictorial drawings. The student then proceeds into the basic forms of orthographic projection with use of his instruments. As the quarter progresses he becomes more involved with advanced drawings, using the principle views with emphasis on dimensioning, lettering, overall neatness and locating views. Methods of reproducing prints will be included during the first quarter. Prerequisite or corequisite: MAT 1101.

**DFT 1121A (2-6-4) and DFT 1121B (2-6-4)**

**DFT 1121A (Part One of DFT 1121) and DFT 1121B (Part Two of DFT 1121)** are the equivalent of DFT 1121.

**DFT 1122 DRAFTING II 4-12-8 (F,W,S,SS)**

In the second quarter the student proceeds into more complex three view drawings which originate from given pictorial views. Also during this time period, section and auxiliary views are introduced into the course. Toward the end of this period descriptive geometry is integrated into the existing course work with emphasis on graphic analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Prerequisite: DFT 1121.

**DFT 1122A (2-6-4) and DFT 1122B (2-6-4)**

**DFT 1122A (Part One of DFT 1122) and DFT 1122B (Part Two of DFT 1122)** are the equivalent of DFT 1122.

**DFT 1131 MECHANICAL DRAFTING I 5-12-9 (F,W,S,SS)**

Using the information covered in the previous quarters, the student will be introduced to tolerancing, threads, fasteners, and springs. He will also become familiar with piping and pipe schematics, intersections and developments, gearing, cams and welding representation. By the end of this quarter the integrated course in Descriptive Geometry will be completed. The student will also become fairly proficient in the area of checking prints. Prerequisite: DFT 1122.

**DFT 1131A (3-6-5) and DFT 1131B (2-6-4)**

**DFT 1131A (Part One of DFT 1131) and DFT 1131B (Part Two of DFT 1131)** are the equivalent of DFT 1131.

**DFT 1132 MECHANICAL DRAFTING II 5-12-9 (F,W,S,SS)**

In this course the student will develop a complete set of working drawings of a tool, jig, fixture, or simple machine while utilizing the drafting principles acquired in the earlier quarters. The student will make up a complete bill of materials and use catalogs which will be pertinent to his particular project. Upon completion each student will thoroughly check another student's prints for all factors involved in the previous course. Prerequisite: DFT 1131.

**DFT 1132A (3-6-5) and DFT 1132B (2-6-4)**

**DFT 1132A (Part One of DFT 1132) and DFT 1132B (Part Two of DFT 1132)** are the equivalent of DFT 1132.

**MAT 1101 FUNDAMENTALS OF MATHEMATICS 5-1-5 (F,S)**

This course includes the following: review of common fractions, decimal fractions, and percent. Algebraic operations substituting in formulas and equations, using equations in shop problems, exponents, square root, formulas, ratio and proportion are also studied.

**MAT 1103 GEOMETRY 3-0-3 (W,S,SS)**

Fundamental properties and definition, plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1101.

**MAT 1104 TRIGONOMETRY 3-0-3 (F,S,SS)**

Trigonometric ratios, solving problems with right triangles, using tables, and interpolating; solution of oblique tri-

angles using law of sines and cosines; graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics are applied to practical problems. A study of logarithmic computations will be included. Prerequisite: MAT 1103.

**ISA 101 INDUSTRIAL SAFETY 1-0-1 (F,W,S)**

Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.

**ENG 1102 COMMUNICATION SKILLS 3-1-3 (W,S,SS)**

This course, designed for the vocational student, emphasizes written and oral communications and has a laboratory in reading to meet needs of individual students. The course includes study of the principles of effective business communications and their pertinence to job application letters, job reports, order forms, memos, and routine letters. Emphasis is placed on oral communications relating to job situations and other activities as may be helpful in training the student for his occupational field.

**MEC 1113 SHOP PROCESSES 2-3-3 (S,SS)**

Study of basic machining operations of drilling, turning, milling, and grinding. Emphasis is placed on machine capabilities and limitations as well as the planning of operation sequences and control of quality. Films and field trips for observation and study of processes outside the realm of the school shop.

**MEC 1115 PROPERTIES OF METALS 3-2-4 (S,SS,W)**

A study of the chemical and physical metallurgy of ferrous and non-ferrous metals from extraction to application. Laboratory experience in methods of determining physical properties through the use of impact testing, tensile testing, and preparation of specimen for microscopic analysis. Identification and classification of metals by chemical and physical characteristics.

**MEC 1116 TREATMENT OF METALS 3-2-4 (S,SS)**

Principles, methods, and techniques of heat treating processes for ferrous and non-ferrous metals. Heat treating terminology, testing procedures, and equipment will also be covered in classroom and laboratory situations. Principal attention will be focused on the characteristic changes in the physical properties of steel and its alloys as they are affected by various heat treating processes. Prerequisite: MEC 1115.

**PHY 1101 APPLIED SCIENCE I 3-2-4 (F,S)**

An introduction to physical principles and their application in industry. Topics in this course include measurements, properties of matter, machines, forces and work. Prerequisite or corequisite: MAT 1101.

**PHY 1102 APPLIED SCIENCE II 3-2-4 (W,SS)**

Second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry and electricity. Prerequisite: PHY 1101.

**PSY 1101 HUMAN RELATIONS 3-0-3 (W,S,SS)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

**SSD 100 STUDY SKILLS DEVELOPMENT 1-0-1 (F,W,S)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

The Welding program is designed to give students a sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and the metals industry. Upon the recommendation of the instructor a student may take the third quarter as on-the-job training and complete the curriculum in three quarters; other students will be required to take an additional two quarters on campus. If the industrial evaluation is satisfactory or if the student successfully completes the four quarter curriculum, he will be awarded a diploma.

The principal duty of the welder who uses manual techniques is to control the fusion of metals by directing the heat from either an electric arc or a gas welding torch and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skills with a knowledge of jigs, mathematics, metal identification and blueprint reading.

Part-time students may enroll in the Welding Program. Upon completing the required procedures and curriculum which includes the above listed options, the student will be awarded a diploma.

WELDING (COOPERATIVE) A 9 Month Program					WELDING A One Year Program				
Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER OR SPRING QUARTER</b>					<b>FALL QUARTER OR SPRING QUARTER</b>				
WLD 1120 Welding Theory/Practice I	3	15	0	8	WLD 1120 Welding Theory/Practice I	3	15	0	8
MAT 1101 Fund of Mathematics	5	0	1	5	MAT 1101 Fund of Mathematics	5	0	1	5
ISA 101 Industrial Safety	1	0	0	1	ISA 101 Industrial Safety	1	0	0	1
SSD 100 Study Skills Development	1	0	0	1	SSD 100 Study Skills Development	1	0	0	1
DFT 1117 Blueprint Reading: Welding I	0	0	3	1	DFT 1117 Blueprint Reading: Welding I	0	0	3	1
	<u>10</u>	<u>15</u>	<u>4</u>	<u>16</u>		<u>10</u>	<u>15</u>	<u>4</u>	<u>16</u>
<b>WINTER QUARTER OR SUMMER QUARTER</b>					<b>WINTER QUARTER OR SUMMER QUARTER</b>				
WLD 1121 Welding Theory/Practice II	3	15	0	8	WLD 1121 Welding Theory/Practice II	3	15	0	8
DFT 1118 Blueprint Reading: Welding II	0	0	3	1	DFT 1118 Blueprint Reading: Welding II	0	0	3	1
PSY 1101 Human Relations	3	0	0	3	PSY 1101 Human Relations	3	0	0	3
MEC 1117 Test/Identification Metals/Analysis	<u>1</u>	<u>0</u>	<u>2</u>	<u>2</u>	MEC 1117 Test/Identification Metals/Analysis	<u>1</u>	<u>0</u>	<u>2</u>	<u>2</u>
	7	15	5	14		7	15	5	14
<b>SPRING QUARTER OR FALL QUARTER</b>					<b>SPRING QUARTER OR FALL QUARTER</b>				
WLD 1130 Welding Skills Development Industrial I	1	40	0	5	WLD 1131 Welding Theory and Practice III	3	15	0	8
<b>TOTAL QUARTER HOURS CREDIT</b>	<b>35</b>				<b>TOTAL QUARTER HOURS CREDIT</b>	<b>46</b>			



## WELDING



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**WLD 1120 WELDING THEORY AND PRACTICE I****3-15-8 (F,S)**

Orientation on all shop equipment including ARC, Oxy-acetylene, Mig and Tig units. Basic fundamentals of machine set-up, safety demonstrations, practice procedures with group, and individual demonstrations by the instructor. Basic manipulative practice by the student.

**WLD 1120A (1-5-3), WLD 1120B (1-5-3) and WLD 1120C (1-5-2)****1120A (F); 1120B (W); 1120C (F)**

WLD 1120A (part one of WLD 1120), WLD 1120B (part two of WLD 1120) and WLD 1120C (part three of WLD 1120) are the equivalent of WLD 1120 when taken on a part-time basis.

**WLD 1121 WELDING THEORY AND PRACTICE II****3-15-8 (W,SS)**

Continued practice in manipulative procedures of all equipment on a rotational basis. A study of the electrical current (polarity) and the effects, proper electrode selection and continued safety practices. Prerequisite: WLD 1120.

**WLD 1121A (1-5-3), WLD 1121B (1-5-3) and WLD 1121C (1-5-2)****1121A (W); 1121B (S); 1121C (SS)**

WLD 1121A (part one of WLD 1121), WLD 1121B (Part two of WLD 1121) and WLD 1121C (part three of WLD 1121) are the equivalent of WLD 1121 when taken on a part-time basis.

**WLD 1130 WELDING SKILL DEVELOPMENT IN INDUSTRY I****1-40-5 (F,S)**

The student is employed as a welder trainee on a full-time basis with a participating firm. Welding skills are developed through on-the-job training. Progress is evaluated jointly by the student's supervisor and his instructor. Prerequisite: WLD 1120.

**WLD 1131 WELDING THEORY AND PRACTICE III****3-15-8 (S,F)**

Development of advanced techniques in ARC, Mig, and Tig welding through continued practice and project work under supervision.

**WLD 1132 WELDING THEORY AND PRACTICE IV****3-15-8 (SS,W)**

Primarily project work that would give experience in layout, fitting, aligning and a variety of welding procedures.

**MAT 1101 FUNDAMENTALS OF MATHEMATICS****5-1-5 (F,S)**

This course includes the following: review of common fractions, decimal fractions, and percent. Algebraic operations substituting in formulas and equations, using equations in shop problems, exponents, square root, formulas, ratio and proportion are also studied.

**ISA 101 INDUSTRIAL SAFETY****1-0-1 (F,W,S)**

Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.

**SSD 100 STUDY SKILLS DEVELOPMENT****1-0-1 (F,W,S)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

**DFT 1117 BLUEPRINT READING: WELDING I****0-3-1 (F,S)**

A thorough study of trade drawings in which welding procedures are indicated. Interpretations, use and application of welding symbols, abbreviations, and specifications.

**DFT 1118 BLUEPRINT READING: WELDING II****0-3-1 (W,SS)**

Continued study of welding symbols, methods used in layout of sheet steel, sketching of projects, jigs, and holding devices involved in welding. Prerequisite: DFT 1117.

**PSY 1101 HUMAN RELATIONS****3-0-3 (W,S,SS)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

**MEC 1117 TESTING AND IDENTIFYING METALS AND ALLOYS****1-2-2 (W,SS)**

A study of the physical testing, identification and classification of metals and commercial alloys. The laboratory experience will consist both of physical testing and identification. The physical testing will consist of impact toughness, tensile, shear, compression, hardness and fatigue. Methods of identification will be color, hardness, melting temperature, specific gravity, chemical reaction, spark, and magnetic.



**ROCKINGHAM COMMUNITY COLLEGE**  
**TECHNICAL PROGRAMS**

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Technical occupations are those which usually require a high degree of specialized knowledge, a broad understanding of operational procedures, and the ability to supervise the work of others. The technical programs at Rockingham Community College prepare students for a number of basic positions in particular fields, rather than for a specific job.

The ultimate objectives of technical programs are employment, growth through occupational experience, and further education. Upon successful completion of a prescribed technical program, a student is awarded the Associate in Applied Science Degree.

Rockingham Community College offers seven two-year technical programs:

BUSINESS ADMINISTRATION  
BUSINESS ADMINISTRATION—ACCOUNTING  
COMPUTER SCIENCE—BUSINESS  
SECRETARIAL SCIENCE—SHORTHAND EMPHASIS

SECRETARIAL SCIENCE—MACHINE  
TRANSCRIPTION EMPHASIS  
TEXTILE TECHNOLOGY AND MANAGEMENT  
ASSOCIATE DEGREE NURSING



- 1 GYMNASIUM
- 2 STUDENT CENTER
- 3 LEARNING RESOURCES CENTER
- 4 LAB BUILDING
- 5 VOCATIONAL BUILDING
- 6 CLASSROOM BUILDING
- 7 ADMINISTRATION BUILDING

Tuition for North Carolina residents who enroll in technical classes which begin before July 1, 1975, is \$2.50 per credit hour. The maximum tuition charge is \$32 per quarter. After July 1, 1975, a uniform fee of \$2.75 per credit hour will be charged North Carolina residents who enroll in any program at Rockingham Community College—vocational, technical, or liberal arts and sciences.

During the fall, winter and spring quarters, a \$9 activity fee is charged full-time students (those enrolled in 12 quarter hours or more). Part-time students pay activity fees at the following rate:

- 1 - 4 quarter hours, \$2
- 5 - 7 quarter hours, \$4
- 8 - 11 quarter hours, \$6

Each student (full or part time) pays a \$1 activity fee during the summer quarter.

Tuition and fees should be paid at the time of registration.

Textbooks and supplies, which may be purchased from the college bookstore, are other expenses for which students should plan. The cost will vary with each program, but expenses for technical courses average \$50 to \$75 each quarter.

Financial aid is available to students who qualify. Full information on grants, scholarships and loan funds as well as applications, may be obtained from the Financial Aids Officer.

Veterans attending the college are assisted by a Veterans Affairs Officer, who helps veterans, children of disabled or deceased veterans, and wives and children of MIA's or POW's, to obtain the benefits they are due.

A full range of counseling and guidance services is offered by the Student Affairs Office. Counseling and necessary testing begins when a student first applies and continues throughout enrollment. While the college does not guarantee job placement, assistance in finding suitable jobs is given to graduates.

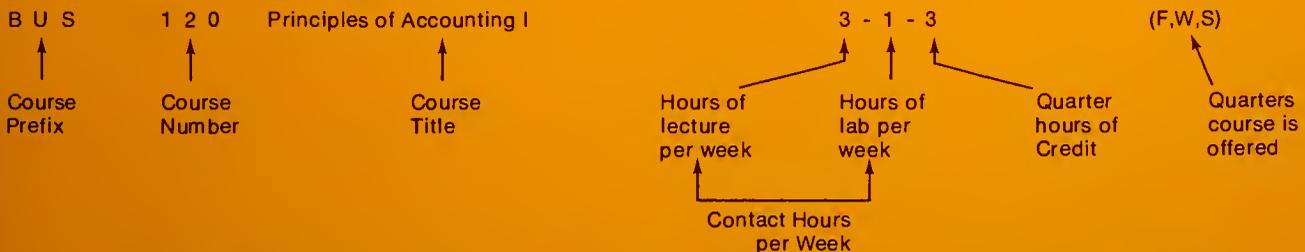
The Learning Resources Center (LRC) offers an attractive, relaxed place of study, research, browsing and self-improvement. Students have access to over 22,000 books, numerous magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. Located in the center of the campus, the LRC is open to students 65 hours a week. A Study Skills Laboratory offers tutorial services in reading and mathematics and assists students in developing effective learning skills.



### COURSE NUMBERING SYSTEM

First year courses are numbered 100-199 and second year courses are numbered 200-299. First year students, with the approval of the instructor and the advisor, may select certain second year courses during the first year. However, courses should be taken in numerical sequence with prerequisite courses taken as indicated.

#### Sample Course Listing



(The letters F,W,S, and SS should be interpreted as: F—Fall, W—Winter, S—Spring, SS—Summer. Upon Request—when student interest and institutional resources permit.)



Co-curricular activities are encouraged as part of the total educational experience at Rockingham Community College. The Student Government Association, class-related activities, publications, and clubs give students the opportunity to develop leadership skills and to pursue individual interests.

College policy makes it possible for students to participate competitively not only in sports, but in many games such as billiards, chess, bridge and pool. Basketball, tennis, volleyball and archery are just a few of the sports students may enjoy for recreation or competition.

Social activities at Whitcomb Student Center include dances, concerts, cookouts, films and special events developed by student committees. Since these are supported by the activity fees paid at registration, they are generally free to college students.

Ping pong, pool, air hockey, television, records and tapes, quiet rooms to study or talk with friends—Whitcomb Student Center is “a place to be” between and after classes.

The Business Administration program provides students with the basic background needed for one of the many occupations common to business.

The specific objectives of the Business Administration program are to develop (1) Understanding of the principles of organization and management in business operations, (2) Understanding of our economy through study and analysis of the role of production and marketing, (3) Knowledge in specific elements of accounting, finance, and business law, (4) Understanding and skill in effective communication for business, and (5) Knowledge of human relations as applied to successful business operations in a rapidly expanding economy.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
ENG 101 Freshman English I	3	1	3	ENG 121 Oral Communications	3	0	3
MAT 109 Bus Mathematics I	3	0	3	CSI 101 Data Proc Concepts I	2	0	2
BUS 101 Intro to Business	5	0	5	BUS 243 Advertising	3	0	3
ECO 261 Prin of Economics I	3	0	3	BUS 120 Prin of Accounting I	3	1	3
SSD 100 Study Skills Dev	1	0	1	Social Science Elective (Soc., Psy, or Pol Sc.)	3	0	3
	<u>15</u>	<u>1</u>	<u>15</u>		<u>14</u>	<u>1</u>	<u>14</u>
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
ENG 102 Freshman English II	3	0	3	BUS 281 Human Relations	3	0	3
ECO 262 Prin of Economics II	3	0	3	BUS 233 Personnel Management	3	0	3
BUS 255 Business Law I	3	0	3	BUS 121 Prin of Accounting II	3	1	3
MAT 110 Bus Mathematics II	3	0	3	BUS 232 Sales Devlpmt	3	0	3
BUS 239 Prin of Marketing I	3	0	3	BUS 229 Taxes I	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>	Social Science Elective (Soc., Psy., or Pol Sc.)	3	0	3
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
ENG 111 Bus Communications	3	0	3	BUS 122 Prin of Accounting III	3	1	3
ECO 263 Prin of Economics III	3	0	3	BUS 247 Business Insurance	3	0	3
BUS 256 Business Law II	3	0	3	OR			
BUS 240 Prin of Marketing II	3	0	3	BUS 270 Personal Insurance	3	0	3
BUS 264 Bus Management	3	0	3	BUS 258 Business Finance	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>	BUS 280 Bus Decision Making	1	0	1
				BUS 268 Business Seminar	6	0	6
				Electives			
					<u>19</u>	<u>1</u>	<u>19</u>
				<b>TOTAL QUARTER HOURS CREDIT 96</b>			



## BUSINESS ADMINISTRATION



ROCKINGHAM COMMUNITY COLLEGE  
Wentworth, N. C. 27375  
(919) 342-2336

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- BUS 101 INTRODUCTION TO BUSINESS** 5-0-5 (F,W,SS)  
A survey of business activities covering principles, problems, and practices related to the economic system of the United States, including organization, production, marketing, personnel administration, finance, accounting, and business law.
- BUS 120 PRINCIPLES OF ACCOUNTING I** 3-1-3 (F,W,SS)  
Fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers facilitating determination of income. Preparation and analysis of financial statements.
- BUS 121 ACCOUNTING II** 3-1-3 (W,SS)  
A study of corporations including earnings per share, dividends, paid-in capital, and investments; accounting for departments and branches; cost systems including flow of cost, factory overhead, joint and by-product costing; management reports and financial statement analysis.
- BUS 122 ACCOUNTING III** 3-1-3 (S,SS)  
A study of deferrals and accruals. Accounting for cash including bank reconciliation, cash short and over, and petty cash funds; payroll systems; partnership, including division of income and loss, dissolution and liquidation. Organization of corporation to include issue of stock, treasury stock and equity per share.
- BUS 229 TAXES I** 3-0-3 (W)  
A detailed study of Income Tax Withholding; the individual income tax return; declaration of estimated tax; with the supporting schedules and forms. Also, familiarization with the state tax returns.
- BUS 232 SALES DEVELOPMENT** 3-0-3 (W)  
This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Actual case studies in salesmanship are examined. Selling demonstrations allow students to develop individual skill in meeting selling problems encountered.
- BUS 233 PERSONNEL MANAGEMENT** 3-0-3 (W)  
Principles of organization and management of personnel, including procurement, development, compensation, labor relations, safety, and health.
- BUS 239 PRINCIPLES OF MARKETING I** 3-0-3 (W)  
Organization and functions of marketing with study of the movement of goods from producer to consumer through the various channels of distribution. A study of marketing policies involved in sales promotion, merchandising, and advertising.
- BUS 240 PRINCIPLES OF MARKETING II** 3-0-3 (S)  
A continuation of BUS 239. Prerequisite: BUS 239.
- BUS 243 ADVERTISING** 3-0-3 (F)  
The function of advertising in moving merchandise from manufacturer to consumer. Problems in advertising, selection of media, timing, and cost considerations.
- BUS 247 BUSINESS INSURANCE** 3-0-3 (F,S)  
The basic principles underlying insurance contracts and the scope of coverage under the several divisions of insurance including life, fire, marine, casualty, bonds, and automobile insurance. The subject is considered from the viewpoints of personal, business, social, and special group needs. The newer forms of coverage are given special attention.
- BUS 255 BUSINESS LAW I** 3-0-3 (W)  
A presentation of legal concepts important to business including the following: enforcement, contracts, property, bailments, sales, commercial paper, and a study of the uniform commercial code in relation to these fields.
- BUS 256 BUSINESS LAW II** 3-0-3 (S)  
Application of legal concepts presented in BUS 255 with reference to security devices, agency and employment, business organizations, real property, leases, mortgages, insurance, trusts, descendants, estates, bankruptcy, government, and business. Prerequisite: BUS 255.
- BUS 258 BUSINESS FINANCE** 3-0-3 (S)  
A study of the creation, allocation, and utilization of money and the effect of monetary policy upon individuals, businesses, national and international economics. Recommended Corequisite: ECO 263, BUS 121.
- BUS 264 BUSINESS MANAGEMENT** 3-0-3 (S)  
A basic management course emphasizing fundamental concepts, decision making and management, planning, organizing, actuating, controlling, and the process of management, in selected areas.
- BUS 268 BUSINESS SEMINAR** 1-0-1 (S)  
A course designed for those students pursuing the business curriculum. Work progress and problems directly related to the individual work activities are discussed and research projects are assigned.
- BUS 270 PERSONAL INSURANCE** 3-0-3 (Upon Request)  
A study of multiple-line insurance as it applies to the general public. Requirements of the individual policyholder, recognition and classification of hazards, and exclusions included. Special emphasis on homeowners, fire, automobile, and personal liability coverage.
- BUS 280 BUSINESS DECISION MAKING** 3-0-3 (S)  
Business simulations which stress basic business knowledge and terminology in purchasing, equipment evaluation, production, inventory control, and interviewing. Designed as a survey course for graduating students. Prerequisites: BUS 121, ECO 263, CSI 101, BUS 264.
- BUS 281 HUMAN RELATIONS IN BUSINESS** 3-0-3 (W)  
A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.
- ENG 101 FRESHMAN ENGLISH I** 3-1-3 (F,W,S,SS)  
An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.
- ENG 102 FRESHMAN ENGLISH II** 3-0-3 (F,W,S,SS)  
A continuation of ENG 101. Emphasis on augmentation, logic, style, and the research paper. Analysis of prose works in terms of the above. Prerequisite: ENG 101.
- ENG 111 BUSINESS COMMUNICATIONS** 3-0-3 (W,S)  
A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports and summaries of business conferences. Prerequisite: ENG 110.
- ENG 121 ORAL COMMUNICATIONS** 3-0-3 (F)  
A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and situation communication such as face-to-face interviews, holding conferences, and conducting meetings.
- MAT 109 BUSINESS MATHEMATICS I** 3-0-3 (F,W)  
A study of operations with numbers, exponents and logarithms, progressions, simple interest, and simple discount.
- MAT 110 BUSINESS MATHEMATICS II** 3-0-3 (W,S)  
Emphasis on mathematics of finance including topics on partial payments, compound interest, present value-compound interest, and annuities.
- ECO 261 PRINCIPLES OF ECONOMICS I** 3-0-3 (F,SS)  
A study of the fundamental concepts of economics including supply and demand, individual and family income, labor relations, national income and product.
- ECO 262 PRINCIPLES OF ECONOMICS II** 3-0-3 (W,SS)  
The banking system of the United States, business cycles and forecasting, price determination by supply and demand, imperfect competition and antitrust policy. Includes governmental influences through monetary and fiscal policy. Prerequisite: ECO 261.
- ECO 263 PRINCIPLES OF ECONOMICS III** 3-0-3 (S,SS)  
The pricing of the productive factors, international trade and finance, and comparative economic systems. Also examined are current economic problems of growth and development. Prerequisite: ECO 262.
- CSI 101 DATA PROCESSING CONCEPTS I** 2-0-2 (F)  
A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects of computers will be considered from the "systems" approach. Another objective will be an understanding of data processing terminology.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

#### SOCIAL SCIENCE ELECTIVE

#### ELECTIVES

Students interested in a career in accounting may choose to enroll in the Business Administration-Accounting program as the first step toward their goal.

The specific objectives of the Business Administration program are to develop (1) Understanding of the principles of organization and management in business operations, (2) Understanding of our economy through study and analysis of the role of production and marketing, (3) Knowledge in specific elements of accounting, finance, and business law, (4) Understanding and skill in effective communication for business, and (5) Knowledge of human relations as applied to successful business operations in a rapidly expanding economy.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
ENG 101 Freshman English I	3	1	3	ENG 121 Oral Communication	3	0	3
MAT 109 Bus. Mathematics	3	0	3	CSI 101 Data Proc Concepts I	2	0	2
BUS 101 Intro to Business	5	0	5	Social Science Elective	3	0	3
ECO 261 Prin of Economics I	3	0	3	BUS 220 Inter Accounting I	3	0	3
BUS 120 Prin of Accounting I	3	1	3	BUS 247 Business Insurance			
SSD 100 Study Skills Develpmnt	1	0	1	OR			
	<u>18</u>	<u>2</u>	<u>18</u>	BUS 270 Personal Insurance	3	0	3
					<u>14</u>	<u>0</u>	<u>14</u>
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
ENG 102 Freshman English II	3	0	3	BUS 239 Marketing I	3	0	3
ECO 262 Prin of Economics II	3	0	3	BUS 232 Sales Develpmnt	3	0	3
BUS 255 Business Law I	3	0	3	BUS 221 Inter Accounting II	3	0	3
MAT 110 Bus Mathematics	3	0	3	BUS 229 Taxes I	3	0	3
BUS 121 Prin of Accounting II	3	1	3	BUS 281 Human Relations	3	0	3
	<u>15</u>	<u>1</u>	<u>15</u>		<u>15</u>	<u>0</u>	<u>15</u>
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
ENG 111 Bus Communications	3	0	3	BUS 280 Bus Decision Making	3	0	3
ECO 263 Prin of Economics III	3	0	3	BUS 258 Business Finance	3	0	3
BUS 256 Business Law II	3	0	3	BUS 240 Marketing II	3	0	3
BUS 264 Bus Management	3	0	3	BUS 230 Taxes II	3	0	3
BUS 122 Prin of Accounting III	3	1	3	BUS 268 Business Seminar	1	0	1
BUS 110 Office Machines	1	4	3	BUS 225 Cost Accounting	3	1	3
	<u>16</u>	<u>5</u>	<u>18</u>		<u>16</u>	<u>1</u>	<u>16</u>
				TOTAL QUARTER HOURS CREDIT	96		



## BUSINESS ADMINISTRATION

### ACCOUNTING EMPHASIS



ROCKINGHAM COMMUNITY COLLEGE  
Wentworth, N. C. 27375  
(919) 342-2336

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- BUS 101 INTRODUCTION TO BUSINESS** 5-0-5 (F,W,SS)  
A survey of business activities covering principles, problems, and practices related to the economic system of the United States, including organization, production, marketing, personnel administration, finance, accounting, and business law.
- BUS 110 OFFICE MACHINES** 1-4-3 (S)  
A general survey of business and office machines. Students receive training in techniques, operation and application of the ten-key adding machines, full keyboard adding machines, rotary calculators, and electronic calculators.
- BUS 120 PRINCIPLES OF ACCOUNTING I** 3-1-3 (F,W,SS)  
Fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers facilitating determination of income. Preparation and analysis of financial statements.
- BUS 121 ACCOUNTING II** 3-1-3 (W,SS)  
A study of corporations including earnings per share, dividends, paid-in capital, and investments; accounting for departments and branches; cost systems including flow of cost, factory overhead, joint and by-product costing; management reports and financial statement analysis.
- BUS 122 ACCOUNTING III** 3-1-3 (S,SS)  
A study of deferrals and accruals. Accounting for cash including bank reconciliation, cash short and over, and petty cash funds; payroll systems; partnership, including division of income and loss, dissolution and liquidation. Organization of corporation to include issue of stock, treasury stock and equity per share.
- BUS 220 INTERMEDIATE ACCOUNTING** 3-0-3 (F-Night Only)  
Designed to follow the introductory study in accounting; accounting principles and procedures applied to analysis of financial statements. Prerequisite: BUS 122
- BUS 221 INTERMEDIATE ACCOUNTING II** 3-0-3 (W—Night Only)  
A continuation of BUS 220. Prerequisite: BUS 220.
- BUS 225 COST ACCOUNTING** 3-1-3 (S)  
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, standard cost principles and procedures; selling and distribution costs; budget and executive use of cost figures. Prerequisite: BUS 121.
- BUS 229 TAXES I** 3-0-3 (W)  
A detailed study of Income Tax Withholding; the individual income tax return; declaration of estimated tax; with the supporting schedules and forms. Also, familiarization with the state tax returns.
- BUS 230 TAXES II** 3-0-3 (S)  
A study of business and professional returns for individuals; partnership returns; corporation returns; and methods of minimizing income taxes. Prerequisite: BUS 229.
- BUS 232 SALES DEVELOPMENT** 3-0-3 (W)  
This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Actual case studies in salesmanship are examined. Selling demonstrations allow students to develop individual skill in meeting selling problems encountered.
- BUS 239 PRINCIPLES OF MARKETING I** 3-0-3 (W)  
Organization and functions of marketing with study of the movement of goods from producer to consumer through the various channels of distribution. A study of marketing policies involved in sales promotion, merchandising, and advertising.
- BUS 240 PRINCIPLES OF MARKETING II** 3-0-3 (S)  
A continuation of BUS 239. Prerequisite: BUS 239.
- BUS 247 BUSINESS INSURANCE** 3-0-3 (F,S)  
The basic principles underlying insurance contracts and the scope of coverage under the several divisions of insurance including life, fire, marine, casualty, bonds, and automobile insurance. The subject is considered from the viewpoints of personal, business, social, and special group needs. The newer forms of coverage are given special attention.
- BUS 255 BUSINESS LAW I** 3-0-3 (W)  
A presentation of legal concepts important to business including the following: enforcement, contracts, property, bailments, sales, commercial paper, and a study of the uniform commercial code in relation to these fields.
- BUS 256 BUSINESS LAW II** 3-0-3 (S)  
Application of legal concepts presented in BUS 255 with reference to security devices, agency and employment, business organizations, real property, leases, mortgages, insurance, trusts, descendants, estates, bankruptcy, government, and business. Prerequisite: BUS 255.
- BUS 258 BUSINESS FINANCE** 3-0-3 (S)  
A study of the creation, allocation, and utilization of money and the effect of monetary policy upon individuals, businesses, national, and international economics. Recommended Corequisite: ECO 263, BUS 121.
- BUS 264 BUSINESS MANAGEMENT** 3-0-3 (S)  
A basic management course emphasizing fundamental concepts, decision making, and management, planning, organizing, actuating, controlling, and the process of management, in selected areas.
- BUS 268 BUSINESS SEMINAR** 1-0-1 (S)  
A course designed for those students pursuing the business curriculum. Work progress and problems directly related to the individual work activities are discussed and research projects are assigned.
- BUS 270 PERSONAL INSURANCE** 3-0-3 (Upon Request)  
A study of multiple-line insurance as it applies to the general public. Requirements of the individual policyholder, recognition and classification of hazards, and exclusions included. Special emphasis on homeowners, fire, automobile, and personal liability coverage.
- BUS 280 BUSINESS DECISION MAKING** 3-0-3 (S)  
Business simulations which stress basic business knowledge and terminology in purchasing, equipment evaluation, production, inventory control, and interviewing. Designed as a survey course for graduating students. Prerequisite: BUS 121, ECO 263, CSI 101, BUS 264.
- BUS 281 HUMAN RELATIONS IN BUSINESS** 3-0-3 (W)  
A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.
- CSI 101 DATA PROCESSING CONCEPTS I** 2-0-2 (F)  
A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects of computers will be considered from the "systems" approach. Another objective will be an understanding of data processing terminology.
- ECO 261 PRINCIPLES OF ECONOMICS I** 3-0-3 (F,SS)  
A study of the fundamental concepts of economics including supply and demand, individual and family income, labor relations, national income and product.
- ECO 262 PRINCIPLES OF ECONOMICS II** 3-0-3 (W,SS)  
The banking system of the United States, business cycles and forecasting, price determination by supply and demand, imperfect competition and antitrust policy. Includes governmental influences through monetary and fiscal policy. Prerequisite: ECO 261.
- ECO 263 PRINCIPLES OF ECONOMICS III** 3-0-3 (S,SS)  
The pricing of the productive factors, international trade and finance, and comparative economic systems. Also examined are current economic problems of growth and development. Prerequisite: ECO 262.
- ENG 101 FRESHMAN ENGLISH I** 3-1-3 (F,W,S,SS)  
An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.
- ENG 102 FRESHMAN ENGLISH II** 3-0-3 (F,W,S,SS)  
A continuation of ENG 101. Emphasis on augmentation, logic, style, and the research paper. Analysis of prose works in terms of the above. Prerequisite: ENG 101.
- ENG 111 BUSINESS COMMUNICATIONS** 3-0-3 (W,S)  
A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports and summaries of business conferences. Prerequisite: ENG 110.
- ENG 121 ORAL COMMUNICATIONS** 3-0-3 (F)  
A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and situation communication such as face-to-face interviewing, holding conferences, and conducting meetings.
- MAT 109 BUSINESS MATHEMATICS I** 3-0-3 (F,W)  
A study of operations with numbers, exponents and logarithms, progressions, simple interest, and simple discount.
- MAT 110 BUSINESS MATHEMATICS II** 3-0-3 (W,S)  
Emphasis on mathematics of finance including topics on partial payments, compound interest, present value-compound interest, and annuities.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.
- SOCIAL SCIENCE ELECTIVE**

The Computer Science curriculum is planned and organized to provide the student with the training and experience necessary for immediate employment. The purpose of the program is to train qualified computer programmers and to provide an overall understanding of the computer field. Other job opportunities exist to graduates of the program in the areas of computer operations and systems analysis.

Programmers have the responsibility for converting manual processes into automated applications by giving instructions to the computers in a machine-readable form. The study of programming languages and business functions provides the skills needed to achieve this objective. (Students will not be admitted into the program after January, 1975.)

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
BUS 120 Prin of Accounting I	3	1	3	ENG 120 Fund of Speech I	3	0	3
ENG 101 Fresh English I	3	1	3	OR			
CSI 101 Data Processing Concepts I	2	0	2	ENG 121 Oral Communications	3	0	3
CSI 104 Intro to Programming	1	2	2	CSI 108 Scientific Programm'g	3	4	5
MAT 106 Prin of Math I	5	2	5	CSI 201 Systems Analysis and Techniques I	2	4	4
SSD 100 Study Skills Dev	1	0	1	Elective	3	0	3
	15	6	16		11	8	15
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
BUS 121 Prin of Accounting II	3	1	3	CSI 202 Systems Analysis and Techniques II	2	4	4
CSI 102 Data Processing Concepts II	1	2	2	BUS 281 Human Relations	3	0	3
CSI 105 Assembler Programming	3	4	5	Electives	6	0	6
MAT 107 Prin of Math II	5	0	5		11	4	13
	12	7	15				
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
BUS 122 Prin of Account'g III	3	1	3	CSI 211 RPG Programming	1	4	3
CSI 106 Bus Programming I	3	4	5	CSI 216 Research Project	1	8	5
MAT 122 Computer Math	5	0	5	BUS 264 Bus Management*	3	0	3
ENG 112 Technical Writing	3	0	3	BUS 268 Bus Seminar	1	0	1
	14	5	16		6	12	12
<b>SUMMER QUARTER</b>				<b>TOTAL QUARTER HOURS CREDIT 98</b>			
CSI 107 Business Programm'g II	2	4	4				
CSI 207 Computer Systems	3	4	5				
Elective	3	0	3				
	8	8	12				

\* If the student wishes to take BUS 233 Personnel Management in lieu of BUS 264, he should contact his advisor at the beginning of the second year to schedule such change in advance.



## COMPUTER SCIENCE-BUSINESS



ROCKINGHAM COMMUNITY COLLEGE  
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**BUS 120 PRINCIPLES OF ACCOUNTING I 3-1-3 (F,W,S)**

Fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers facilitating determination of income. Preparation and analysis of financial statements.

**BUS 121 ACCOUNTING II 3-1-3 (W,SS)**

A study of corporations including earnings per share, dividends, paid-in capital, and investments; accounting for departments and branches; cost systems including flow of cost, factory overhead, joint and by-product costing; management reports and financial statement analysis.

**BUS 122 ACCOUNTING III 3-1-3 (S,SS)**

A study of deferrals and accruals. Accounting for cash including bank reconciliation, cash short and over, and petty cash funds; payroll systems; partnership, including division of income and loss, dissolution and liquidation. Organization of corporation to include issue of stock, treasury stock equity per share.

**BUS 264 BUSINESS MANAGEMENT 3-0-3 (S)**

A basic management course emphasizing fundamental concepts, decision making and management, planning, organizing, actuating, controlling, and the process of management, in selected areas.

**BUS 268 BUSINESS SEMINAR 1-0-1 (S)**

A course designed for those students pursuing the business curriculum. Work progress and problems directly related to the individual work activities are discussed and research projects are assigned.

**BUS 281 HUMAN RELATIONS IN BUSINESS 3-0-3 (W)**

A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.

**CSI 101 DATA PROCESSING CONCEPTS I 2-0-2 (F)**

A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects of computers will be considered from the "systems" approach. Another objective will be an understanding of data processing terminology.

**CSI 102 DATA PROCESSING CONCEPTS II 1-2-2 (W)**

A continuation of the fundamentals begun in CSI 101. Further study of data processing concepts with emphasis upon the basic data processing operations of recording, classifying, sorting, calculating, summarizing and reporting. A detailed study of number systems and data representation is also included. Prerequisite: CIS 101.

**CSI 104 INTRODUCTION TO PROGRAMMING 1-2-2 (F)**

An initial study of the logic of computer programming. Flow charting and programming in a problem-oriented compiler language will introduce the student to the utilization of the computer as a tool in modern society. Co-requisite: CSI 101.

**CSI 105 ASSEMBLER PROGRAMMING 3-4-5 (W)**

A detailed study of computer structure, internal data representation and symbolic programming. Emphasis is placed on instructions and instruction formats in the assembler language. An introduction to Macros, addressing techniques and job control is included. Prerequisite: CSI 104.

**CSI 106 BUSINESS PROGRAMMING I 3-4-5 (S)**

A study of the structure of the COBOL language, its commands and their use. Input, output, arithmetic, date movement and transfer of control commands are applied to the solution of typical business problems. Prerequisite: CSI 104.

**CSI 107 BUSINESS PROGRAMMING II 2-4-4 (SS)**

A continuation of CSI 106 with the emphasis on more advanced techniques in COBOL. Data types, options, and the Sort feature will be studied as will tape and direct access files. Prerequisite: CSI 106.

**CSI 108 SCIENTIFIC PROGRAMMING 3-4-5 (F)**

A study of the elements of the PL/I programming language with the emphasis upon the use of the computer as a tool in solving scientific problems. Programming exercises will include mathematical, statistical and engineering applications. Prerequisite: CSI 104, MAT 122.

**CSI 201 SYSTEMS ANALYSIS AND TECHNIQUES I**

2-4-4 (F)

Computer system structure and techniques of analysis including feasibility studies, personnel, systems design, input and output forms design, file organization techniques. Prerequisite: CSI 106.

**CSI 202 SYSTEMS ANALYSIS AND TECHNIQUES II**

2-4-4 (W)

A continuation of CSI 201, culminating with the student performing a system analysis of a practical system from feasibility study to implementation. Prerequisite: CSI 201.

**CSI 207 COMPUTER SYSTEMS**

3-4-5 (SS)

Concepts of interrupts, multiprogramming, operating systems, teleprocessing and systems programming. Job control will be considered from the viewpoint of monitor systems, basic operating systems and large operating systems. Prerequisite: CSI 105.

**CSI 211 RPG PROGRAMMING**

1-4-3 (S)

A detailed coverage of RPG as a tool to retrieve data from existing data files. Also its utilization as the primary programming language on a small computer. Prerequisite: CSI 104.

**CSI 216 RESEARCH PROJECT**

1-8-5 (S)

This course provides an opportunity for the student to combine the theory of previous courses and apply it to a practical problem. The student will determine the problem definition, gather data and perform all systems work and programming to automate a selected application. Prerequisite: CSI 202.

**ENG 101 FRESHMAN ENGLISH I**

3-1-3 (F,W,S,SS)

An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.

**ENG 112 TECHNICAL WRITING**

3-0-3 (S)

Basic instruction in technical writing, focusing primarily on business reports of various kinds. Organization, problem definition, research, use of appendices, charts, illustrations, etc. Review of style when appropriate. Prerequisite: ENG 101 or permission of instructor.

**ENG 120 FUNDAMENTALS OF SPEECH I 3-0-3 (F,W,S,SS)**

An introduction to the basic theories of speech-communication providing experience in speaking in interpersonal, group, and public situations.

OR

**ENG 121 ORAL COMMUNICATIONS**

3-0-3 (F)

A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and situation communication such as face-to-face interviewing, holding conferences, and conducting meetings.

**MAT 106 PRINCIPLES OF MATHEMATICS I**

5-2-5 (F,W,S,SS)

An axiomatic approach to logic, sets, relations. This coverage includes number systems with the development of the real numbers. The student continues in MAT 106 until he completes the program or ceases to progress. Students progressing satisfactorily at the end of the quarter, but not completing the course will receive equivalent credit.

**MAT 107 PRINCIPLES OF MATHEMATICS II**

5-0-5 (W,S,SS)

A continuation of the axiomatic approach with coverage on mathematical systems, sequences, series, induction, probability, and a brief introduction to statistics. Prerequisite: MAT 106.

**MAT 122 COMPUTER MATH**

5-0-5 (S)

A study of math concepts related to the computer. Topics include set theory, relational operators, number systems, metrics functions and algorithms. Also included is a study of basic statistics as applied to typical business decisions. Prerequisite: MAT 107.

**SSD 100 STUDY SKILLS DEVELOPMENT 1-0-1 (F,W,S,SS)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

**ELECTIVES**

Today's job market reflects the continued and ever accelerated demand for competent, well-trained secretarial personnel. Although technological changes and shifting occupational patterns have affected career opportunities in many areas of business, the need for that good right arm—the "perfect" secretary—is constantly increasing.

Career opportunities in the secretarial field do not stop at the typewriter. The many specialized areas, such as legal, educational, technical, medical, etc., all offer employment potential for office workers with those interests and aptitudes. Secretarial positions also serve as launching pads for administrative and other managerial roles.

The Secretarial Science program prepares students to become efficient secretaries, competent in oral and written communication, typing, filing, machine transcription, accounting, and business machine operation. Desirable personal habits, ability to get along with others, understanding of the language of the profession and an awareness of business procedures and trends are characteristics of a good secretary emphasized in the program.

Proficiency exams are available for students who may already demonstrate competency in specific areas.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
ENG 110 Grammar/Composition	3	1	3	ENG 121 Oral Communications	3	0	3
BUS 102 Typewriting I	2	3	3	BUS 206 Dictatn/Transcpt I	3	2	4
BUS 101 Intro to Business	5	0	5	BUS 205 Adv Typewriting	3	2	4
BUS 106 Shorthand I	3	2	4	BUS 211 Adv Office Machines	2	4	4
SSD 100 Study Skills Dev	1	0	1	Social Science Elective	3-5	0	3-5
	<u>14</u>	<u>6</u>	<u>16</u>		<u>14-16</u>	<u>8</u>	<u>18-20</u>
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
ENG 101 Freshman English I	3	1	3	BUS 119 Sec Accounting	5	1	5
BUS 103 Typewriting II	2	3	3	BUS 183 Filing	1	4	3
BUS 107 Shorthand II	3	2	4	BUS 207 Dictatn/Transcpt II	3	2	4
BUS 115 Business Law I	3	0	3	BUS 214 Sec Procedures	2	4	4
MAT 105 Bus Math for Sec	5	0	5	Humanities Elective	3-5	0	3-5
	<u>18</u>	<u>6</u>	<u>18</u>		<u>14-16</u>	<u>11</u>	<u>19-21</u>
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
ENG 111 Bus Communications	3	0	3	BUS 208 Dictatn/Transcript III	3	2	4
BUS 108 Shorthand III	3	2	4	ECO 270 Sur of Economics	3	0	3
BUS 104 Typewriting III	2	3	3	BUS 267 Secretarial Seminar	1	0	1
BUS 110 Office Machines	1	4	3	PSY 112 Personality Devlpmnt	3	0	3
BUS 112 Office Procedures	2	4	4	Elective	3	0	3
	<u>11</u>	<u>13</u>	<u>17</u>	CSI 101 Data Proc Concepts I	2	0	2
					<u>15</u>	<u>2</u>	<u>16</u>
				TOTAL QUARTER HOURS CREDIT	104-108		



## SECRETARIAL SCIENCE

### SHORTHAND EMPHASIS



ROCKINGHAM COMMUNITY COLLEGE  
Wentworth, N. C. 27375  
(919) 342-2336

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**BUS 101 INTRODUCTION TO BUSINESS 5-0-5 (F,W,SS)**

A survey of business activities covering principles, problems, and practices related to the economic system of the United States, including organization, production, marketing, personnel administration, finance, accounting, and business law.

**BUS 102 TYPEWRITING I 2-3-3 (F,S)**

Introduction to typewriting fundamentals, mastery of the keyboard, simple business correspondence, tabulation, and a minimum speed requirement of 30 words per minute.

**BUS 103 TYPEWRITING II 2-3-3 (F,W)**

Continuation of BUS 102 through intermediate levels of typewriting proficiency involving business correspondence, forms, tabulations, rough drafts, and ultimate minimum speed requirement of 40 words per minute. Prerequisite: BUS 102 or equivalent.

**BUS 104 TYPEWRITING III 2-3-3 (W,S)**

Continuation of BUS 103 to expert typewriting status involving attention to problems of production typing, speed building, producing mailable copy, and a minimum speed requirement of 50 words per minute. Prerequisite: BUS 103 or equivalent.

**BUS 106 SHORTHAND I 3-2-4 (F)**

Beginning study of Gregg shorthand theory and practice, reading and writing, emphasis on phonetics, penmanship, word families, brief forms, and phrases.

**BUS 107 SHORTHAND II 3-2-4 (F,W)**

Continuation of BUS 106 through intermediate skill level with intensifying practice in dictation and transcription to a minimum speed of 50 words per minute. Prerequisite: BUS 106 or equivalent.

**BUS 108 SHORTHAND III 3-2-4 (W,S)**

Advanced shorthand—increased emphasis on dictation and transcription with work in specialized areas. Much time is spent in increasing vocabulary and enlarging student's background. Minimum dictation speed of 60 words per minute is recommended. Prerequisite: BUS 107 or equivalent.

**BUS 110 OFFICE MACHINES 1-4-3 (S)**

A general survey of business and office machines. Students receive training in techniques, operation and application of the ten-key adding machines, full keyboard adding machines, rotary calculators, and electronic calculators.

**BUS 112 OFFICE PROCEDURES 2-4-4 (S)**

All the general office skills excluding machine operation are discussed. These include: receptionist duties, purchasing typewriting equipment and supplies, copying and duplicating processes, processing mail, taking and giving dictation, turning out quality transcription, composing assignments, postal and shipping services, basic and special telephone and telegraphic services, controlling office files, alphabetic indexing procedures, and personal problems in getting along with others on the job.

**BUS 115 BUSINESS LAW FOR SECRETARIAL STUDENTS I 3-0-3 (W)**

This course covers the following areas of business law: law and society, law and its enforcement, contracts, personal property, bailments and sales, commercial paper, and the uniform commercial code as it pertains to these fields. Prerequisite or corequisite: BUS 101.

**BUS 119 SECRETARIAL ACCOUNTING 5-1-5 (W)**

Fundamental accounting procedures including payroll preparation, banking practices, and the handling of cash. Preparation of end-of-period work-sheets and financial statements. Recommended prerequisite: MAT 105.

**BUS 183 FILING 1-4-3 (W)**

Provides instruction and actual practice in card filing, alphabetic correspondence filing, requisition and charge procedures, geographic correspondence filing, numeric correspondence filing, and subject correspondence filing.

**BUS 205 ADVANCED TYPEWRITING 3-2-4 (F,S)**

An advanced terminal course in typewriting. Production skill development is emphasized through the typing of rough drafts, reports, articles, term papers, letters, envelopes, cards, labels, tabulation, letters that include tables, business forms, and legal documents. One complete unit is devoted to executive office typing. Minimum speed requirement is 55 words per minute. Prerequisite: BUS 104.

**BUS 206 DICTATION AND TRANSCRIPTION I 3-2-4 (F)**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for five minutes on new material is recommended. Prerequisite: BUS 108.

**BUS 207 DICTATION AND TRANSCRIPTION II 3-2-4 (W)**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the secretarial requirements of business and professional offices. Minimum dictation rate of 80 words per minute for five minutes is recommended. The student is encouraged to strive for 120 words per minute. Prerequisite: BUS 206.

**BUS 208 DICTATION AND TRANSCRIPTION III 3-2-4 (S)**

Shorthand and machine transcription. A course to develop skills in the practice of correspondence direct from a recording machine and to improve production from shorthand notes into office-style material. Speed and accuracy are emphasized. The student is encouraged to strive for 120 words per minute. Prerequisite: BUS 207.

**BUS 211 ADVANCED OFFICE MACHINES 2-4-4 (F)**

Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, executive typewriter, and dictating and transcribing machines. Prerequisite: BUS 104 or equivalent.

**BUS 214 SECRETARIAL PROCEDURES 2-4-4 (W)**

A course designed to provide answers to problems of office procedure, efficiency, and human relations. Students learn the language and procedures of the business office. They are guided in the development of initiative, independent thinking and office problem solving. Prerequisite: BUS 112.

**BUS 267 SECRETARIAL SEMINAR 1-0-1 (S)**

A course designed to discuss and provide answers to questions related to office activities, job application, and the interview. A research project is assigned. Guest lecturers discuss local job possibilities.

**CSI 101 DATA PROCESSING CONCEPTS I 2-0-2 (F)**

A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects of computers will be considered from the "systems" approach. Another objective will be an understanding of data processing terminology.

**ECO 270 SURVEY OF ECONOMICS 3-0-3 (S)**

A survey of elementary economics especially designed for Secretarial Science students. Emphasis is on present day economic philosophy and problems in the United States, and how the economic tools work in the solutions to these problems.

**ENG 101 FRESHMAN ENGLISH I 3-1-3 (F,W,S,SS)**

An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.

**ENG 110 GRAMMAR AND COMPOSITION 3-1-3 (F,W,SS)**

Programmed study in functional grammar. Emphasis is on spelling, punctuation, sentence structure and vocabulary.

**ENG 111 BUSINESS COMMUNICATIONS 3-0-3 (W,S)**

A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports and summaries of business conferences. Prerequisite: ENG 110.

**ENG 121 ORAL COMMUNICATIONS 3-0-3 (F)**

A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and communication such as face-to-face interviewing, holding conferences, and conducting meetings.

**MAT 105 BUSINESS MATHEMATICS FOR SECRETARIES 5-0-5 (F,W)**

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

**PSY 112 PERSONALITY DEVELOPMENT 3-0-3 (S)**

Designed to help the secretarial student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**SSD 100 STUDY SKILLS DEVELOPMENT 1-0-1 (F,W,S)**

An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

**HUMANITIES ELECTIVE****SOCIAL SCIENCE ELECTIVE****ELECTIVE**

Today's job market reflects the continued and ever-accelerated demand for competent, well-trained secretarial personnel. The Secretarial Science program prepares students to become efficient secretaries, competent in oral and written communication, typing, filing, machine transcription, accounting, and business machine operation. Desirable personal habits, ability to get along with others, understanding of the language of the profession and an awareness of business procedures and trends are characteristics of a good secretary emphasized in the program.

Many specialized secretarial areas, such as legal, educational, technical, medical, etc., offer employment potentials for office workers with those interests and aptitudes. Secretarial positions also serve as launching pads for administrative and other managerial roles.

Proficiency exams are available for students who may already demonstrate competency in specific areas.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
ENG 110 Grammar/Composition	3	1	3	ENG 121 Oral Communications	3	0	3
BUS 102 Typewriting I	2	3	3	BUS 215 Mach Transcription II	3	2	4
BUS 101 Intro to Business	5	0	5	BUS 205 Adv Typewriting	3	2	4
MAT 105 Business Math for Secretaries	5	0	5	BUS 211 Adv Office Machines	2	4	4
SSD 100 Study Skills Dev	1	0	1	Social Science Elective	3-5	0	3-5
	<hr/>	<hr/>	<hr/>		<hr/>	<hr/>	<hr/>
	16	4	17		14-16	8	18-20
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
ENG 101 Freshman English I	3	1	3	BUS 183 Filing	1	4	3
BUS 103 Typewriting II	2	3	3	BUS 216 Mach Transcriptn III	3	2	4
BUS 119 Sec Accounting				BUS 214 Sec Procedures	2	4	4
OR				Humanities Elective			
BUS 120 Prin of Accounting I	3-5	1	3-5	OR			
BUS 115 Business Law I	3	0	3	BUS 121 Prin of Accounting II	3-5	0-1	3-5
Electives	3	0	3		<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>		9-11	10-11	14-16
	14-16	5	15-17	<b>SPRING QUARTER</b>			
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
BUS 109 Mach Transcriptn I	3	2	4	BUS 217 Mach Transcriptn IV	3	2	4
BUS 110 Office Machines	1	4	3	ECO 270 Sur of Economics	3	0	3
BUS 104 Typewriting III	2	3	3	BUS 267 Secretarial Seminar	1	0	1
BUS 112 Office Procedures	2	4	4	CSI 101 Data Proc Concepts I	2	0	2
ENG 111 Bus Communications	3	0	3	Elective	3	0	3
	<hr/>	<hr/>	<hr/>	PSY 112 Personality Devlpmnt	3	0	3
	11	13	17		<hr/>	<hr/>	<hr/>
					15	2	16
				<b>TOTAL QUARTER HOURS CREDIT 97-103</b>			



## SECRETARIAL SCIENCE

### MACHINE TRANSCRIPTION EMPHASIS



**ROCKINGHAM COMMUNITY COLLEGE**  
 Wentworth, N. C. 27375  
 (919) 342-2336

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**BUS 101 INTRODUCTION TO BUSINESS** 5-0-5 (F,W,SS)  
A survey of business activities covering principles, problems, and practices related to the economic system of the United States, including organization, production, marketing, personnel administration, finance, accounting, and business law.

**BUS 102 TYPEWRITING I** 2-3-3 (F,SS)  
Introduction to typewriting fundamentals, mastery of the keyboard, simple business correspondence, tabulation, and a minimum speed requirement of 30 words per minute.

**BUS 103 TYPEWRITING II** 2-3-3 (F,W)  
Continuation of BUS 102 through intermediate levels of typewriting proficiency involving business correspondence, forms, tabulations, rough drafts, and ultimate minimum speed requirement of 40 words per minute. Prerequisite: BUS 102 or equivalent.

**BUS 104 TYPEWRITING III** 2-3-3- (W,S)  
Continuation of BUS 103 to expert typewriting status involving attention to problems of production typing, speed building, producing mailable copy, and a minimum speed requirement of 50 words per minute. Prerequisite: BUS 103 or equivalent.

**BUS 109 MACHINE TRANSCRIPTION I** 3-2-4 (S)  
Beginning study of machine transcription with emphasis on efficient operation of the equipment and good transcribing techniques.

**BUS 110 OFFICE MACHINES** 1-4-3 (S)  
A general survey of business and office machines. Students receive training in techniques, operation and application of the ten-key adding machines, full keyboard adding machines, rotary calculators, and electronic calculators.

**BUS 112 OFFICE PROCEDURES** 2-4-4 (S)  
All the general office skills excluding machine operation are discussed. These include: receptionist duties, purchasing typewriting equipment and supplies, copying and duplicating processes, processing mail, taking and giving dictation, turning out quality transcription, composing assignments, postal and shipping services, basic and special telephone and telegraphic services, controlling office files, alphabetic indexing procedures, and personal problems in getting along with others on the job.

**BUS 115 BUSINESS LAW FOR SECRETARIAL STUDENTS I** 3-0-3 (W)  
This course covers the following areas of business law: law and society, law and its enforcement, contracts, personal property, bailments and sales, commercial paper, and the uniform commercial code as it pertains to these fields. Prerequisite or corequisite: BUS 101.

**BUS 119 SECRETARIAL ACCOUNTING** 5-1-5 (W)  
Fundamental accounting procedures including payroll preparation, banking practices, and the handling of cash. Preparation of end-of-period work sheets and financial statements. Recommended prerequisite: MAT 105.

OR

**BUS 120 PRINCIPLES OF ACCOUNTING I** 3-1-3 (F,W,S)  
Fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers facilitating determination of income. Preparation and analysis of financial statements.

**HUMANITIES ELECTIVE**  
OR

**BUS 121 PRINCIPLES OF ACCOUNTING II** 3-1-3 (W,SS)  
Continuation of BUS 120 including study of the voucher system, the corporation, cost, budget accounting, and the analysis and interpretation of various financial statements. Prerequisite: BUS 120.

**BUS 183 FILING** 1-4-3 (W)  
Provides instruction and actual practice in card filing, alphabetic correspondence filing, requisition and charge procedures, geographic, correspondence filing, numeric correspondence filing, and subject correspondence filing.

**BUS 205 ADVANCED TYPEWRITING** 3-2-4 (F,S)  
An advanced terminal course in typewriting. Production skill development is emphasized through the typing of rough drafts, reports, articles, term papers, letters, envelopes, cards, labels, tabulation, letters that include tables, business forms and legal documents. One complete unit is devoted to executive office typing. Minimum speed requirement is 55 words per minute. Prerequisite: BUS 104.

**BUS 211 ADVANCED OFFICE MACHINES** 2-4-4 (F)  
Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, executive typewriter, and dictating and transcribing machines. Prerequisite: BUS 104 or equivalent.

**BUS 214 SECRETARIAL PROCEDURES** 2-4-4 (W)  
A course designed to provide answers to problems of office procedure, efficiency, and human relations. Students learn the language and procedures of the business office. They are guided in the development of initiative, independent thinking and office problem solving. Prerequisite: BUS 112.

**BUS 215 MACHINE TRANSCRIPTION II** 3-2-4 (F)  
Continuation of BUS 109 through intermediate skill level with emphasis on setting up letters, manuscripts, etc., and firming transcription competencies. Prerequisite: BUS 109 or equivalent.

**BUS 216 MACHINE TRANSCRIPTION III** 3-2-4 (W)  
Advanced transcription to give further training in the fundamentals of machine transcription as well as emphasis on spelling, grammar, punctuation, etc., which are of basic importance for a good transcriptionist. Prerequisite: BUS 215.

**BUS 217 MACHINE TRANSCRIPTION IV** 3-2-4 (S)  
The terminal course in machine transcription designed to develop production skill as a transcriptionist with emphasis on business terminology and the various kinds of business communications. Speed and accuracy are emphasized. Prerequisite: BUS 216.

**BUS 267 SECRETARIAL SEMINAR** 1-0-1 (S)  
A course designed to discuss and provide answers to questions related to office activities, job application, and the interview. A research project is assigned. Guest lecturers discuss local job possibilities.

**CSI 101 DATA PROCESSING CONCEPTS I** 2-0-2 (F)  
A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects will be considered from the "systems" approach. Another objective will be understanding of data processing terminology.

**ECO 270 SURVEY OF ECONOMICS** 3-0-3 (S)  
A survey of elementary economics especially designed for Secretarial Science students. Emphasis is on present day economic philosophy and problems in the United States and how the economic tools work in the solutions to these problems.

**ENG 101 FRESHMAN ENGLISH I** 3-1-3 (F,W,S,SS)  
An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.

**ENG 110 GRAMMAR AND COMPOSITION** 3-1-3 (F,W,SS)  
Programmed study in functional grammar. Emphasis is on spelling, punctuation, sentence structure and vocabulary.

**ENG 111 BUSINESS COMMUNICATIONS** 3-0-3 (W,S)  
A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports and summaries of business conferences. Prerequisite: ENG 110.

**ENG 121 ORAL COMMUNICATIONS** 3-0-3 (F)  
A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and situational communication such as face-to-face interviewing, holding conferences, and conducting meetings.

**MAT 105 BUSINESS MATHEMATICS FOR SECRETARIES** 5-0-5 (F,W)  
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

**SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

**PSY 112 PERSONALITY DEVELOPMENT** 3-0-3 (S)  
Designed to help the secretarial student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**ELECTIVES**

**SOCIAL SCIENCE ELECTIVE**

The Textile Technology and Management program prepares individuals to assume technician and pre-supervisory jobs in the area's major employer, the textile industry. The curriculum features local textiles and emphasizes the development of supervisory skills. Manufacturing and testing laboratories are available for practical application.

The curriculum of the Textile program is flexible to accommodate students on a full-time basis as well as employees in industry on a part-time basis. There's no pre-test requirement for admission, and students may enroll at the beginning of any quarter.

Upon successful completion of the two-year program, graduates receive the Associate in Applied Science degree and qualify for employment in: pre-supervisory, production planning, industrial engineering and quality control areas; or as laboratory technicians and assistant training coordinators.

A diploma is awarded to students who complete 48 credit hours, at least 15 of which are in textile manufacturing. An advisor assists students in identifying courses required for a diploma.

Students seeking neither a degree nor a diploma may receive a certificate for completion of less than 48 credit hours. Advisors aid students in selecting an appropriate group of courses for a certificate.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				<b>FALL QUARTER</b>			
SSD 100 Study Skills Dev.	1	0	1	TEX 215 Tex Test/Dual Cont	4	2	5
MAT 115 Tex Mathematics I*	3	1	3	TEX 206 Weaving	2	2	3
MAT 116 Tex Mathematics II*	3	1	3	TEX 205 Oral Commcnctns/Supervisors	3	0	3
ENG 110 Grammar/Composition	3	1	3	TEX 120 Human Aware/Relation	0	2	1
TEX 100 Intro to Textiles	5	0	5		9	6	12
ISA 101 Industrial Safety	1	0	1				
	16	3	16	<b>WINTER QUARTER</b>			
<b>WINTER QUARTER</b>				<b>WINTER QUARTER</b>			
TEX 104 Tex Fibers/Raw Materials	3	2	4	BUS 265 Mgt Supervisory Prin	5	0	5
PSY 120 Applied Psychology	3	0	3	TEX 207 Prin of Throwing/Tex	2	2	3
TEX 101 Tex Mechanics	4	2	5	TEX 221 Dyeing/Finishing	3	2	4
ENG 111 Bus Communications	3	0	3	TEX 213 Work and Methods Studies	2	0	2
	13	4	15		12	4	14
<b>SPRING QUARTER</b>				<b>SPRING QUARTER</b>			
TEX 102 Spun Yarn Manufctg.	4	2	5	BUS 266 Mgt Supervisory Prac	5	0	5
PHY 108 Textile Physics	4	2	5	TEX 208 Prin of Knitting	2	2	3
ECO 201 Textile Economics	5	0	5	TEX 214 Mfg Contrlrs/Standrds	5	0	5
	13	4	15		12	2	13
<b>SUMMER QUARTER</b>				<b>TOTAL QUARTER HOURS CREDIT 98</b>			
CHM 120 Textile Chemistry	4	2	5	* Depending on student's performance on the mathematics placement test, he may be enrolled in both MAT 115 and 116 or he may be enrolled only in MAT 116.			
TEX 110 Fabric Design/Analys	2	2	3				
SOC 121 Industrial Sociology	3	0	3				
TEX 118 Problem Solving	2	0	2				
	11	4	13				



## TEXTILE TECHNOLOGY AND MANAGEMENT



ROCKINGHAM COMMUNITY COLLEGE  
Wentworth, N. C. 27375  
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The course of study leading to an Associate Degree in Nursing is designed to prepare students to serve effectively in one of the more critical shortage areas—general duty nursing in hospitals and other comparable settings.

The program consists of the study of nursing theory and clinical nursing practices interwoven with appropriate college level subjects from the biological, physical, and social sciences, communication skills, and the humanities. Nursing experiences are continued in hospitals and health agencies in Rockingham County and other specialized areas. Upon completion of the program, the student is eligible to take the North Carolina State Examination of licensure for Registered Nursing.

Nursing students must meet the academic standards as outlined in the General Information book. Additional standards are: (1) a grade of "C" or better must be maintained in all nursing courses; (2) An overall "C" average or better must be maintained in all related required courses; (3) A grade of "S" (satisfactory) must be maintained in the clinical laboratories.

In order to participate in the clinical activities, students will need to purchase uniforms. The cost of the uniforms, which must be purchased at the beginning of the first quarter, will be approximately \$45. Malpractice insurance is required of all students. Costs range between \$5 and \$10 depending upon the insurance plan chosen by the student.

FIRST YEAR				SECOND YEAR			
Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.	Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
<b>SUMMER QUARTER</b>				<b>FALL QUARTER</b>			
SSD 100 Study Skills Development	1	0	1	NUR 201 Care Phy/Mntl Illness I	4	16	9
MAT 104 Nursing Math	2	1	2	Approved Elective*	5	0	5
NUR 100 Pre-Nursing Seminar	3	0	3	ENG 120 Fund. of Speech	3	0	3
ENG 101 Freshman English I	3	1	3				
BIO 104 Microbiology	3	4	5				
	—	—	—		12	16	17
	12	6	14	<b>WINTER QUARTER</b>			
<b>FALL QUARTER</b>				<b>SPRING QUARTER</b>			
NUR 101 Fundamentals of Nursing	4	9	7	NUR 202 Care Phy/Mntl Illness II	4	16	9
BIO 105 Human Anat/Physlgy	3	3	4	PSY 215 Abnormal Behavior	3	0	3
PSY 211 Gen. Psychology I	3	0	3	SOC 201 Intro. to Soc. I	3	0	3
	—	—	—		—	—	—
	10	12	14		10	16	15
<b>WINTER QUARTER</b>				<b>TOTAL QUARTER HOURS CREDIT 109</b>			
NUR 102 Fund. of Nursing II	4	9	7	(* Approved Electives may be taken from among the following areas: Art, Music, History, Religion, Philosophy, Political Science, Literature, Drama, or Journalism.)			
ENG 102 Freshman English II	3	0	3				
BIO 106 Human Anat/Physlgy II	3	3	4				
PSY 212 Gen. Psychology II	3	0	3				
	—	—	—				
	13	12	17				
<b>SPRING QUARTER</b>							
ENG 103 Freshman Eng III	3	0	3				
NUR 103 Maternal/Child Care	4	16	9				
PSY 214 Psy of Infncy/Childhd	3	0	3				
BIO 107 Human Anatomy/Physiology III	2	1	2				
	—	—	—				
	12	17	17				



## ASSOCIATE DEGREE NURSING



ROCKINGHAM COMMUNITY COLLEGE  
Wentworth, N. C. 27375  
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- ENG 101 FRESHMAN ENGLISH I** 3-1-3 (F,W,S,SS)  
An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.
- ENG 102 FRESHMAN ENGLISH II** 3-0-3 (F,W,S,SS)  
A continuation of ENG 101. Emphasis on augmentation, logic, style, and the research paper. Analysis of prose works in terms of the above. Prerequisite: ENG 101.
- ENG 103 FRESHMAN ENGLISH III** 3-0-3 (F,W,S,SS)  
Like ENG 101 and 102 this is essentially a writing course. In this case the writing is about literature however. Students will be introduced in a formal way to the various genres, particularly the short story, poetry, and the novel as well. Prerequisite: ENG 102.
- ENG 120 FUNDAMENTALS OF SPEECH I** 3-0-3 (F,W,S,SS)  
An introduction to the basic theories of speech-communication providing experience in speaking in interpersonal, group, and public situations.
- BIO 104 MICROBIOLOGY** 3-4-5 (F,SS)  
A study of various aspects of microscopic organisms, including: structure and activities, control, sources and modes of infection and immunity, pathogenic bacteria, pathogens other than bacteria. Prerequisite: BIO 103 and instructor's permission, except for nursing curriculum students.
- BIO 105 HUMAN ANATOMY AND PHYSIOLOGY I** 3-3-4 (W)  
A study of the structure and functions of the human body. Prerequisite: BIO 103 and instructor's permission, except for nursing curriculum students.
- BIO 106 HUMAN ANATOMY AND PHYSIOLOGY II** 3-3-4 (S)  
A continuation of BIO 105. Prerequisite: BIO 105.
- BIO 107 HUMAN ANATOMY AND PHYSIOLOGY III** 2-0-2 (S)  
A study of the structure and functions of the human body. A continuation of BIO 105-106. Prerequisite: BIO 106.
- MAT 104 NURSING MATHEMATICS** 2-1-2 (W,SS)  
This course emphasizes the arithmetic skills required for successful performance in nursing. Topics include fractions, decimals, percentage, ratio and proportion, the metric system, the apothecaries system, and dosages and solutions.
- PSY 211 GENERAL PSYCHOLOGY I** 3-0-3 (F,S,SS)  
An introduction to general psychology with emphasis on the scientific aspects of psychology, physiological psychology, learning growth and development, perception, and emotion.
- PSY 212 GENERAL PSYCHOLOGY II** 3-0-3 (W,S,SS)  
A continuation of Psychology 211 with an emphasis on emotional development, motivation, personality development, psychological testing, mental illness, and therapeutic processes. Prerequisite: PSY 211—General Psychology I.
- PSY 214 PSYCHOLOGY OF INFANCY AND CHILDHOOD** 3-0-3 (S)  
A survey of development and behavior from infancy to adolescence. Included are theories related to developmental stages and intellectual growth. Prerequisite: PSY 212.
- PSY 215 ABNORMAL BEHAVIOR** 3-0-3 (S)  
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders and psychosomatic reactions are included as well as various therapeutic approaches to each disorder. Prerequisite: PSY 212 for College Parallel students, PSY 214 for Nursing students.
- NUR 100 PRE-NURSING SEMINAR** 3-0-3 (SS)  
This course is designed to present the pre-nursing student with a nonclinical overview of the general field of nursing and the nursing program at Rockingham Community College.
- NUR 101 FUNDAMENTALS OF NURSING I** 4-9-7 (F)  
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. These experiences are directed toward aiding in the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological components and/or hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Nursing Program and how it is related to other patterns in basic nursing education.
- NUR 102 FUNDAMENTALS OF NURSING II** 4-9-7 (W)  
Nursing 102 is a continuation of Nursing Fundamentals I, and is a sequence of planned experiences designed to develop the basic understandings, knowledge, and skills of nursing care. These include rehabilitation as an aspect of comprehensive care, administration of therapeutic agents, asepsis in relation to the care of wounds and application of dressings and in controlling communicable diseases, nursing measures in an emergency and care of the terminally ill patient. Prerequisite: NUR 101.
- NUR 103 MATERNAL AND CHILD CARE** 4-16-9 (S)  
Maternal and Child Care Nursing 103 deals with the physiological, psychological, emotional, social and spiritual factors involved in the care of mothers and infants. The family-centered approach is used, and the family unit serves as the framework for the study of the nursing care of mothers during the maternity cycle and of infants. The normal aspects of infant care are stressed. Adaptations are stressed. Adaptations are made to include complications commonly occurring during the maternity cycle. Basic principles common to the nursing care of infants who are ill are included in the course. In addition, the effects of acute and long-term illnesses on the normal patterns of growth and development of infants are discussed; also the study of drugs commonly used in the care of maternity patients and infants as well as therapeutic agents commonly used in medical and surgical patients. Prerequisite: NUR 102.
- NUR 201 NURSING CARE IN PHYSICAL/MENTAL ILLNESS I** 4-16-9 (F)  
Begins the learning experiences involving patients with advanced nursing problems in all age groups. Nursing care problems in surgical intervention and oncology are considered. The concepts of mental and physical health will be integrated throughout the course content. Prerequisite: NUR 103.
- NUR 202 NURSING CARE IN PHYSICAL/MENTAL ILLNESS II** 4-16-9 (W)  
Continuation of NUR 201, involving patients in all age groups with advanced nursing problems in mental illness, cardio-vascular disorders, and communicable disease. The concepts of mental and physical health will be integrated throughout the course content. Prerequisite: NUR 201.
- NUR 203 NURSING SEMINAR** 3-0-3 (S)  
Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse. Presented concurrently with NUR 204. Prerequisite: NUR 202.
- NUR 204 NURSING CARE IN PHYSICAL/MENTAL ILLNESS III** 4-16-9 (S)  
Based on knowledge accrued from previous nursing courses, and includes complex problems in planning, implementing, and evaluating nursing care for a group of patients. Students will have clinical experience participating as members of the nursing team. Nursing in metabolic, endocrine, and nutritional disorders, as well as disaster—emergency nursing will be presented. Prerequisite: NUR 202, presented concurrently with NUR 203.
- SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.
- SOC 201 INTRODUCTION TO SOCIOLOGY I** 3-0-3 (F,W,SS)  
An introduction to the scientific study of human interaction, including social relations, social organization, social institutions, and social dynamics.
- SOC 202 INTRODUCTION TO SOCIOLOGY II** 3-0-3 (W,S,SS)  
Continuation of SOC 201, with emphasis on the major social institutions and certain social problems related specifically to those institutions. Prerequisite: SOC 201.
- APPROVED ELECTIVE**

## ADMISSION PROCEDURES AND REQUIREMENTS ASSOCIATE DEGREE NURSING PROGRAM

**Admission Requirements:** The student must:

- (1) be a graduate of an accredited high school or have a State approved equivalent education.
- (2) request the American College Testing Service to furnish the College with the applicant's scores on the American College Test.
- (3) complete the Rockingham Community College mathematics test.
- (4) request the Employment Security Commission to furnish the College with the applicant's scores on the General Aptitude Test Battery.
- (5) complete all required medical and dental forms,
- (6) be interviewed if required.

### **Admission Procedures:**

Enrollment into the first year of the nursing program is limited due to available resources and faculty. Available openings will be filled according to date of application and residency priority of the applicants who have met the above requirements. The residency priority is as follows:

- first priority—Rockingham County residents
- second priority—residents of Stokes and Caswell Counties
- third priority—other North Carolina residents
- fourth priority—Virginia residents
- fifth priority—other out-of-state residents

The deadline for application for the Fall Quarter is April 15. All testing and admission requirements (numbers 1, 2, 3, 4, and 6 above), must be met by April 15. Applicants will be notified of the status of their application not later than May 1. Final acceptance is contingent upon completion of all medical and dental forms (requirement number 5 above) being completed between May 1 and the time of enrollment in the program. If openings in the nursing program are not filled after considering eligible applicants according to the admission priorities, the process will be repeated to fill remaining openings.

Students denied admission on the April 15 date must submit a letter of intent to the Admissions Counselor prior to May 15 if they wish to be considered for future enrollment.

### **Admission to Related Work:**

All students who do not gain admission to the nursing program may be accepted as Rockingham Community College students and allowed to take required related work if they desire. Related work refers to any required course or elective listed in the nursing program curriculum and any required

developmental studies work. All students who need developmental studies work must:

1. Successfully complete any required developmental studies work or show potential for successfully completing developmental studies work by the end of the Spring Quarter.
2. Successfully complete SSD 100 for nursing students or an approved substitution as determined by the Dean of Instruction on recommendation of the Director of Student Affairs and the Chairman of the Nursing Department.

Students who do not need developmental studies work may enroll for other related work and they must have an overall 2.0 grade point average prior to the April 15 date of application deadline or expect to achieve an overall 2.0 grade point average at the end of the Spring Quarter.

Both developmental studies and related work students who meet the criteria specified above will be subject to admission to the nursing program according to the date of application requirements and residency criteria. Students in this classification will receive priority consideration for admission over new applicants for the nursing program openings.

### **Readmission Policy:**

Any student who withdrew from nursing courses may apply for readmission to the program. When a student withdraws, his advisor, counselor, and other appropriate personnel will assist if possible in correcting limitations which caused the withdrawal.

### **Readmission Procedures:**

- A. Readmission of students who withdrew for hardship reasons: If a student in good academic standing withdrew due to personal illness, family illness, or other personal hardship reasons, the student should prepare a written request to the Chairman of the Nursing Department at least one quarter prior to the desired date of return. This written request must state the desired quarter of return. In the event of personal illness the student must submit a statement from his physician regarding his health status and ability to continue study. Readmission to the nursing program for hardship cases must be approved by the Chairman of the Nursing Department and appropriate nursing faculty members. A student may appeal the readmission decision to the Dean of Instruction.
- B. Readmission of students who withdraw for academic or reasons other than stated in "A". A committee comprised of the Dean of Instruction and representatives of the Department of Nursing shall be responsible for the approval

of readmission of students who withdraw for academic or reasons other than stated in "A". The student will file a formal written request for readmission with the Admissions Counselor not later than April 15, stating his rationale for further pursuance of his selected goal and the date of desired return. Students who withdraw during or at the end of the Spring Quarter will receive priority consideration for readmission to the Nursing Program for the following academic year. The Admissions Counselor will forward the request for readmission to the Chairman of the Nursing Admissions Committee. The student may request that his counselor assist him in making his request to the Committee. If a student has been taking related work, he must have an overall 2.0 grade point average or expect to achieve an overall 2.0 grade point average at the end of the Spring Quarter.

The Readmission Committee will carefully study the student's reason for the initial withdrawal from a course, academic progress past and present (since the withdrawal), and attempt to determine motivational and attitudinal changes related to successful readmission.

A student's readmission in the Nursing Program or courses may be denied if, in the judgment of the Readmissions Committee, the student does not give evidence of possessing the prerequisite requirements for successful completion of the Nursing Program.

For students who withdraw from NUR 101 or NUR 201 the quarter of readmission will generally be the subsequent Fall Quarter. Students who withdraw from NUR 102 are required to audit NUR 101. Students who withdraw from NUR 103 are required to audit NUR 101 and 102. Students auditing nursing courses must make equivalent "C" grades in theory and "S" grades in clinical nursing. All readmission cases for NUR 101 in the Fall Quarter must be considered by the April 15 deadline. Students applying for readmission under these circumstances will be subject to readmission under the residency priorities and according to date of application requirements. In this case, date of application is defined as the date of the formal written request for readmission.

A student may appeal the decision of the Committee to the Vice President of the College.

## ELECTIVES

### ANTHROPOLOGY

**ANT 201 GENERAL ANTHROPOLOGY** 5-0-5 (W)  
An introduction to the field of anthropology including the evolutionary process, archaeological studies of prehistoric man, major biological stocks of mankind and their characteristics, and man's cultural growth.

### ART

**ART 111 BASIC DESIGN I** 2-2-3 (F,W,S,SS, Upon Request)  
A study of the elements and principles of two and three dimensional design with problems in various artistic media. (Formerly ART 102.)

**ART 112 BASIC DESIGN II** 2-2-3 (W,SS)  
A continuation of ART 111 with emphasis on exploration in a wide variety of media. Prerequisite: ART 111.

**ART 113 BASIC DESIGN III** 0-6-3 (S,SS)  
An exploration of three dimensional design with problems in various media. Prerequisite: ART 111 or permission of instructor.

**ART 121 DRAWING I** 0-6-3 (F,W,S)  
Fundamentals of drawings in black and white and color using a variety of media. Emphasis on developing a sense of structure and composition through understanding of perspective and exploration of drawing techniques. (Formerly ART 104.)

**ART 121A (0-3-1) end ART 121B (0-3-2)** 121-A(F) 121-B(W)  
ART 121A (Part One of ART 121) and ART 121B (Part Two of ART 121) are the equivalent of ART 121.

**ART 122 DRAWING II** 0-6-3 (W,SS)  
A continuation of ART 121. (Formerly ART 105) Prerequisite: ART 121 or permission of instructor.

**ART 123 DRAWING III** 0-6-3 (F,W,S,SS, Upon Request)  
A continuation of ART 121 and 122. Prerequisite: ART 122 or permission of instructor.

**ART 201 SURVEY OF ART** 5-0-5 (F,W,S,SS)  
A study of the elements and principles of artistic expression as they are revealed in the styles of various periods of history.

**ART 205 PRINTMAKING** 1-4-3 (S)  
Study of the relief process printing through woodcut, wood engraving and linocut. Prerequisite: ART 111 or permission of instructor.

**ART 231 STUDIO PAINTING I** 0-6-3 (F,W,S,SS, Upon Request)  
Development of creative ability and technical skill in oil and/or polymer. (Formerly ART 203.) Prerequisite: ART 111 or permission of instructor.

**ART 231A(0-3-1) and ART 231B(0-3-2)** (F,W,S,SS, Upon Request)  
ART 231A (Part One of ART 231) and ART 231B (Part Two of ART 231) are the equivalent of ART 231.

**ART 232 STUDIO PAINTING II** 0-6-3 (F,W,S,SS, Upon Request)  
A continuation of ART 231. Prerequisite: ART 231.

**ART 232A(0-3-1) end ART 232B(0-3-2)** (F,W,S,SS, Upon Request)  
ART 232A (Part One of ART 232) and ART 232B (Part Two of ART 232) are the equivalent of ART 232.

**ART 233 STUDIO PAINTING III** 0-6-3 (S,SS)  
Development of creative ability and technical skill in water color. Prerequisite: ART 111 or permission of instructor.

**ART 233A(0-3-1) end ART 233B(0-3-2)** (F,W,S, Upon Request)  
ART 233A (Part One of ART 233) and ART 233B (Part Two of ART 233) are the equivalent of ART 233.

### BIOLOGY

**BIO 110 CONCEPTS IN HUMAN ECOLOGY** 3-0-3 (W)  
A study of man and his environment, designed to give the student an understanding of world-wide environmental problems related to population.

**BIO 111 INTRODUCTION TO LIFE CHEMISTRY** 2-0-2 (SS)  
A study of some basic concepts dealing with the Chemistry of Life. General topics to be studied include: atomic structure, atoms in combination, chemical reactions, and a survey of the biologically important molecules—carbohydrates, lipids, proteins, and nucleic acids.

**BIO 120 FIELD NATURAL HISTORY** 2-2-3 (S)  
An outdoor-oriented course dealing with nature in Rockingham County and other parts of N. C. through the treatment of topics such as the following: trees, geology, wildflowers, birds, wild foods, astronomy, nature photography, pond life, and natural succession. Prerequisite: None.

### BUSINESS

**BUS 102 TYPEWRITING I** 2-3-3 (F,S)  
Introduction to typewriting fundamentals, mastery of the keyboard, simple business correspondence, tabulation, and a minimum speed requirement of 30 words per minute.

**BUS 270 PERSONAL INSURANCE** 3-0-3 (Upon Request)  
A study of multiple-line insurance as it applies to the general public.

Requirements of the individual policyholder, recognition and classification of hazards, and personal liability coverage.

### DRAMA

**DRA 151, 152, 153, 251, 252, 253 DRAMA WORKSHOP** 0-4-1 each (F,W,S)  
Practical experience in play production including acting, directing, set construction, lighting, costume, make-up, and publicity. Open to all students with permission of instructor.

### ENGLISH

**ENG 201 ENGLISH LITERATURE I** 3-0-3 (F,SS)  
A survey of English literature from Beowulf to 16th century. Emphasis on major writers. Prerequisite: ENG 103.

**ENG 202 ENGLISH LITERATURE II** 3-0-3 (W,SS)  
A study of English literature from the Romantic through the Victorian Age. Emphasis on major writers. Prerequisite: ENG 103.

**ENG 203 ENGLISH LITERATURE III** 3-0-3 (S)  
A study in modern and contemporary English literature from 1900 to the present. Emphasis on major writers. Prerequisite: ENG 103.

**ENG 205 MAJOR AMERICAN WRITERS I** 3-0-3 (F,SS)  
A study of selected American writers from 1607 to 1861.

**ENG 206 MAJOR AMERICAN WRITERS II** 3-0-3 (W,SS)  
A study of selected American writers from 1861 to 1916.

**ENG 207 MAJOR AMERICAN WRITERS III** 3-0-3 (S)  
A study of selected American writers from 1916 to the present.

**ENG 208 MODERN WORLD LITERATURE** 5-0-5 (F,S)  
An exposure to novels, short stories, and poetry from 1600 to present, with emphasis on literature other than English and American. Prerequisite: ENG 103.

**ENG 210 STUDIES IN LITERATURE** 1-0-1 (Upon Request)  
A study of selected writers, topics, genre, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective, but will not serve as a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 211 STUDIES IN LITERATURE** 2-0-2 (Upon Request)  
A study of selected writers, topics, genre, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective but will not serve as a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 212 STUDIES IN LITERATURE** 3-0-3 (Upon Request)  
A study of selected writers, topics, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective but will not serve as a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 220 CREATIVE WRITING I** 0-2-1 (Upon Request)  
The study and application of the techniques of creative writing. Emphasis on both prose, fiction and poetry. Seminar format. Prerequisite: Freshman English or recommendation of instructor.

**ENG 221 CREATIVE WRITING II** 0-2-1 (Upon Request)  
Continuation of ENG 220.

**ENG 222 CREATIVE WRITING III** 0-2-1 (Upon Request)  
Continuation of English 221.

### HISTORY

**HIS 101 WESTERN CIVILIZATION I** 3-0-3 (F,W,SS)  
A general survey of the ancient Near East, the classical civilization of Greece and Rome, and the early Middle Ages.

**HIS 102 WESTERN CIVILIZATION II** 3-0-3 (W,S,SS)  
A survey of the late Middle Ages, the Renaissance, the Age of the Reformation, Exploration and Colonization of non-European areas, the Age of Absolutism, the Age of Democratic Revolutions, and the Napoleonic Era.

**HIS 103 WESTERN CIVILIZATION III** 3-0-3 (S,SS)  
A survey of the Industrial Revolution, the political unification of Germany and Italy, European Neo-Imperialism, World War I and post-war period, the rise of European totalitarian states, World War II, and the Cold War and Communist—Free World co-existence.

**HIS 111 AMERICAN HISTORY I** 3-0-3 (F,S,SS)  
A survey of the history of the United States to 1615.

**HIS 112 AMERICAN HISTORY II** 3-0-3 (W,S,SS)  
A survey of the history of the United States from 1615 to 1900.

**HIS 113 AMERICAN HISTORY III** 3-0-3 (S,SS)  
A survey of the history of the United States from 1900.

**HIS 121 AFRO-AMERICAN HISTORY** 5-0-5 (W)  
A survey of the political, economic and social contribution of Afro-Americans to American life and culture.

**HIS 211 NORTH CAROLINA HISTORY I** 3-0-3 (F)  
A history of North Carolina from exploration through the American Revolution.

**HIS 212 NORTH CAROLINA II** 3-0-3 (W)  
A history of North Carolina from the American Revolution through the Civil War.

**HIS 213 NORTH CAROLINA HISTORY III** 3-0-3 (S)  
A history of North Carolina from Reconstruction to the present.

**HIS 220 WOMEN IN AMERICAN SOCIETY** 3-0-3 (S)  
A psychological and historical study of the role of women in American society. The historical portion of the course will present a survey of the development of women's status in the United States. Psychological topics will include: sex roles, sex differences, human sexuality, women and education, and women and mental illness. (See Psychology 220)

## JOURNALISM

**JOU 100 GATHERING AND REPORTING THE NEWS** 2-2-3 (Upon Request)  
An introduction to news writing covering the techniques of news gathering and writing, the responsibilities associated with reporting the news, and a general understanding of the mass communication process. Prerequisite: ENG 101.

**JOU 101 COLLEGE PUBLICATIONS I** 1-1-1 (F,W,S)  
A workshop to study the skills needed to produce publications on campus, including news writing, photography, page lay-out, printing, advertising, budgeting. Students are encouraged but not required to work on campus publications.

**JOU 102 COLLEGE PUBLICATIONS II** 1-1-1 (F,W,S)  
Continuation of JOU 101.

**JOU 103 COLLEGE PUBLICATIONS III** 1-1-1 (F,W,S)  
Continuation of JOU 102.

**JOU 201 COLLEGE PUBLICATIONS IV** 1-1-1 (F,W,S)  
Continuation of study of skills needed to produce campus publications. Students will be expected to contribute in some way to any of the student publications on campus on a contractual basis.

**JOU 202 COLLEGE PUBLICATIONS V** 1-1-1 (F,W,S)  
Continuation of JOU 201.

**JOU 203 COLLEGE PUBLICATIONS VI** 1-1-1 (F,W,S)  
Continuation of JOU 202.

## MATHEMATICS

**MAT 104 NURSING MATHEMATICS** 2-1-2 (W,SS)  
This course emphasizes the arithmetic skills required for successful performance in nursing. Topics include fractions, decimals, percentage, ratio and proportion, the metric system, the apothecaries system, and dosages and solutions.

**MAT 108 ARITHMETIC FOR BUSINESS** 1-6-3 (F,S)  
This course emphasizes the arithmetic skills required for successful performance in Business Administration and Secretarial Science. Topics include fractions, decimals, percentage, ratio and proportion, and business application.

## MUSIC

**MUS 101 MUSICAL RUDIMENT I** 2-1-2 (Upon Request)  
A study of how to read music and an introduction to simple theory with practice of these concepts through application to singing, keyboard, and other instruments as appropriate to the student. (formerly MUS 091).

**MUS 102 MUSICAL RUDIMENTS II** 1-1-1 (Upon Request)  
Emphasis on developing proficiency on an instrument. The primary focus of this instruction will be solo performance, but attention will also be directed to ensemble work. (formerly MUS 092).

**MUS 103 MUSICAL RUDIMENTS III** 1-1-1 (Upon Request)  
Continuation of MUS 102. Prerequisite: MUS 202 (formerly MUS 093).

**MUS 104 MUSICAL RUDIMENTS IV** 1-1-1 (Upon Request)  
Continuation of MUS 103.

**MUS 105 GUITAR I** 0-3-1 (Upon Request)  
Beginning instruction in guitar requiring no previous musical background. It includes understanding the nature of the instrument, tuning, basic chords, and some experience in reading music.

**MUS 106 GUITAR II** 0-3-1 (Upon Request)  
Continuation of MUS 105 including additional experience in reading music and also bar chords.

**MUS 107 GUITAR III** 0-3-1 (Upon Request)  
Continuation of MUS 106.

**MUS 108 CLASSICAL GUITAR I** 1-2-2 (Upon Request)  
Introduction to classical guitar techniques including study of scales, arpeggios, etudes, and basic repertoire. Prerequisite: general experi-

ence in playing and reading music on the guitar and permission of the instructor.

**MUS 109 CLASSICAL GUITAR II** 1-2-2 (Upon Request)  
Continuation of MUS 108.

**MUS 110 CLASSICAL GUITAR III** 1-2-2 (Upon Request)  
Continuation of MUS 109.

**MUS 111 BASIC MUSIC THEORY I** 3-2-4 (F)  
A study of scales, intervals, triads, four part voice leading, inversions, figured bass, harmonization of melodies, nonharmonic tones, simple modulations, and elementary form. Lab sessions focus on rhythms development, keyboard harmony, sight singing, and music dictation. (formerly MUS 101).

**MUS 112 BASIC MUSIC THEORY II** 3-2-4 (W)  
Continuation of MUS 111. Prerequisite: MUS 111 or permission of instructor. (formerly MUS 102).

**MUS 113 BASIC MUSIC THEORY III** 3-2-4 (S)  
Continuation of MUS 112. Prerequisite: MUS 112 or permission of instructor. (formerly MUS 103).

**MUS 121 APPLIED MUSIC I** 1-0-1 (F)  
One thirty-minute lesson per week with six hours practice per week. The course number will carry a suffix letter to denote the performance medium being studied. These suffix letters are:

A Voice	D Brass
B Keyboard	E Woodwind
C Strings	F Percussion

At the present time, due to lack of staff, the applied music offerings are limited. It may be possible for music majors who study off campus with teachers who meet requirements set up by the college to receive credit for this study. Prerequisite: Successful Audition. (formerly MUS 120)

**MUS 122 APPLIED MUSIC II** 1-0-1 (W)  
Continuation of MUS 121. (formerly MUS 121).

**MUS 123 APPLIED MUSIC III** 1-0-1 (S)  
Continuation of MUS 122. (formerly MUS 122).

**MUS 131 APPLIED MUSIC I** 2-0-2 (F)  
One-hour lesson per week with twelve hours practice per week. The course number will carry a suffix letter to denote the performance medium being studied. These suffix letters are:

A Voice	D Brass
B Keyboard	E Woodwind
C Strings	F Percussion

At the present time, due to lack of staff, the applied music offerings are limited. It may be possible for music majors who study off campus with teachers who meet requirements set up by the college to receive credit for this study. Prerequisite: Successful audition. (formerly MUS 120)

**MUS 132 APPLIED MUSIC II** 2-0-2 (W)  
Continuation of MUS 131. (formerly MUS 121).

**MUS 133 APPLIED MUSIC III** 2-0-2 (S)  
Continuation of MUS 132. (formerly MUS 122).

**MUS 141 GUITAR ENSEMBLE I** 0-2-1 (F,W,S,SS, Upon Request)  
Group performance experience for guitarists. Literature to be studied will include classical and popular music, both compositions originally composed for guitar and transcriptions. Presumes the ability to read music on guitar. No other prerequisite.

**MUS 142 GUITAR ENSEMBLE II** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 141.

**MUS 143 GUITAR ENSEMBLE III** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 142.

**MUS 151 CHORUS I** 0-2-1 (F)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite: (formerly MUS 150).

**MUS 152 CHORUS II** 0-2-1 (W)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite: (formerly MUS 151).

**MUS 153 CHORUS III** 0-2-1 (S)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite: (formerly MUS 152).

**MUS 200 SURVEY OF MUSIC** 5-1-5 (F,W,S,SS)  
A study of man's musical impulse as manifested in various historical periods. A survey of vocal and instrumental forms developed in the Western tradition. Inclass listening is supplemented by use of the listening laboratory to gain greater familiarity with the compositions being studied. Satisfies general humanities requirement. (formerly MUS 210).

**MUS 208 CLASSICAL GUITAR IV** 1-2-2 (Upon Request)  
Continuation of MUS 110. Prerequisite: MUS 110 or permission of instructor.

**MUS 209 CLASSICAL GUITAR V** 1-2-2 (Upon Request)  
Continuation of MUS 208.



**MUS 210 CLASSICAL GUITAR VI** 1-2-2 (Upon Request)  
Continuation of MUS 209.

**MUS 211 ADVANCED MUSIC THEORY I** 3-2-4 (F)  
A study of seventh chords, secondary dominants, altered chords, complex modulations, chromatic harmony, and form and analysis. Lab sessions continue rhythmic skills, keyboard harmony, sight singing, and musical dictation. Prerequisite: MUS 113 or permission of instructor. (formerly MUS 201).

**MUS 212 ADVANCED MUSIC THEORY II** 3-2-4 (W)  
Continuation of MUS 211. Prerequisite: MUS 211 or permission of instructor. (formerly MUS 202).

**MUS 213 ADVANCED MUSIC THEORY III** 3-2-4 (S)  
Continuation of MUS 212. Prerequisite: MUS 212 or permission of instructor. (formerly MUS 203).

**MUS 221 APPLIED MUSIC I** 1-0-1 (F)  
Continuation of MUS 123. (formerly MUS 220).

**MUS 222 APPLIED MUSIC II** 1-0-1 (W)  
Continuation of MUS 221. (formerly MUS 221).

**MUS 223 APPLIED MUSIC III** 1-0-1 (S)  
Continuation of MUS 222. (formerly MUS 222).

**MUS 231 APPLIED MUSIC I** 2-0-2 (F)  
Continuation of MUS 133. (formerly MUS 220).

**MUS 232 APPLIED MUSIC II** 2-0-2 (W)  
Continuation of MUS 231. (formerly MUS 221).

**MUS 233 APPLIED MUSIC III** 2-0-2 (S)  
Continuation of MUS 232. (formerly MUS 222).

**MUS 241 GUITAR ENSEMBLE I** 0-2-1 (F,W,S,SS, Upon Request)  
Group performance experience for guitarists. Literature to be studied will include classical and popular music, both compositions originally composed for guitar and transcriptions. Presumes the ability to read music on guitar. No other prerequisite.

**MUS 242 GUITAR ENSEMBLE II** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 241.

**MUS 243 GUITAR ENSEMBLE III** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 242.

**MUS 251 CHORUS I** 0-2-1 (F)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 250).

**MUS 252 CHORUS II** 0-2-1 (W)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 251).

**MUS 253 CHORUS III** 0-2-1 (S)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 252).

## PHILOSOPHY

**PHI 201 INTRODUCTION TO PHILOSOPHY** 5-0-5 (S)  
A survey of the basic and recurring problems of philosophy and current intellectual thinking, with alternative solutions of those problems as they have been argued by various philosophical schools and the great thinkers of the Western World.

## PHYSICAL EDUCATION

**PED 101M PHYSICAL FITNESS AND FUNDAMENTALS (MEN)** 0-2-1 (F)  
This course is designed for freshmen men. It includes information and activities related to interpretations of health and fitness, training techniques, relaxation techniques, weight control, body mechanics and posture control. Students are given an opportunity to improve their level of fitness and become acquainted with various activities, through a special orientation program. This course is recommended for new students.

**PED 101W PHYSICAL FITNESS AND FUNDAMENTALS (WOMEN)** 0-2-1 (F)  
This course is designed for freshmen women. It includes information and activities related to interpretations of health and fitness, training techniques, relaxation techniques, weight control, body mechanics and posture control. Students are given an opportunity to improve their level of fitness and become acquainted with various sports activities, through a special orientation program. This course is recommended for new students.

**PED 102W SLIMNASTICS FOR WOMEN** 0-2-1 (F,W,S,SS)  
A course designed for women interested in developing and maintaining good health. This course includes training techniques for weight control and figure control through body mechanics and diet.

**PED 112 BADMINTON (CO-EDUCATIONAL)** 0-2-1 (W)  
A course designed to give the beginner skill in the basic strokes and a general knowledge of the history, rules, and strategy of the game, and to aid in development of Physical Fitness.

**PED 114 GOLF** 0-2-1 (SS)  
A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 114M GOLF (MEN)** 0-2-1 (F,S)  
A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 114W GOLF (WOMEN)** 0-2-1 (F,S)  
A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 116 SOCIAL DANCE (CO-EDUCATIONAL)** 0-2-1 (F,W,S)  
This course includes physical fitness through demonstration and practice in the basic social dances of America, the Foxtrot, Waltz, and popular Latin America dances such as the Rumba, Cha-Cha, Tango and Samba. It also includes the Bop and other current fast dances.

**PED 117 TENNIS** 0-2-1 (SS)  
A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 117M TENNIS (MEN)** 0-2-1 (SS)  
A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 117W TENNIS (WOMEN)** 0-2-1 (SS)  
A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 118 HORSEMANSHIP (CO-EDUCATIONAL)** 0-2-1 (F,S)  
Course includes basic program in riding for the beginner—series of study, demonstration, practice, exercises of horsebackriding, and general information on care and use of tack. This course is designed to aid in the development of physical fitness through horsemanship.

**PED 121M FOOTBALL/WRESTLING (MEN)** 0-2-1 (F)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of football and wrestling.

**PED 122M SOCCER/LACROSS (MEN)** 0-2-1 (F)  
Soccer—A course designed to teach the history, rules, and strategy, as well as the fundamental skills of the game and to offer the physical fitness values of a vigorous outdoor team sport.  
Lacross—This course is designed to develop physical fitness and to teach the history and fundamental techniques of catching, passing, and shooting.

**PED 124 ANGLING/ARCHERY/RECREATION** 0-2-1 (F,S,SS)  
Angling—a course designed to teach the fundamental skills of spin, fly, and bait casting and an understanding of game fishing.  
Archery—a course designed to teach the fundamentals, skills, history, and rules.  
Recreation—this course is designed to develop physical fitness and leisure time activities. The history, rules, and strategy of table tennis, horseshoes, shuffleboard, co-recreation volleyball, darts, quoits, croquet, and paddle ball will be covered.

**PED 125M INDOOR HOCKEY/TEAM HANDBALL (MAN)** 0-2-1 (W)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of Indoor Hockey and Team Handball.

**PED 125W INDOOR HOCKEY/TEAM HANDBALL (WOMEN)** 0-2-1 (W)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, strategy of Indoor Hockey and Team Handball.

**PED 126M BASKETBALL/VOLLEYBALL (MEN)** 0-2-1 (W)  
This course is designed to develop physical fitness and to teach the history, rules, and strategy as well as the fundamental skills of beginning basketball and volleyball.

**PED 126W BASKETBALL/VOLLEYBALL (WOMEN)** 0-2-1 (W)  
This course is designed to develop physical fitness and to teach the history, rules, and strategy as well as the fundamental skills of beginning basketball and volleyball.

**PED 127 BOWLING/BILLIARDS (CO-EDUCATIONAL)** 0-3-1 (F,W,S)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of Bowling and Billiards. Bowling Fee \$7.—taught at Reidsville Bowling Lanes.

**PED 128M SOFTBALL/TRACK (MEN)** 0-2-1 (S)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of softball and track.

**PED 128W SOFTBALL/TRACK (WOMEN)** 0-2-1 (S)  
This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of softball and track.

**PED 140 TABLE GAMES (CO-EDUCATIONAL)** 0-2-1 (F,W,S,SS)  
This course is designed primarily for the physically handicapped student. The course includes instruction in table games such as chess, bridge, pool, and other non-active games. Registration in this course must be approved by the physical education department chairman.

**PED 141 TABLE GAMES (CO-EDUCATIONAL)** 0-2-1 (F,W,S,SS)  
Continuation of PED 140.

**PED 142 TABLE GAMES (CO-EDUCATIONAL)** 0-2-1 (F,W,S,SS)  
Continuation of PED 141.

**PED 151M GYMNASTICS AND TRAMPOLINE (MEN)** 0-2-1 (F,W,S,SS)  
A course designed to develop physical fitness through teaching the fundamentals of gymnastics on the trampoline, parallel bars, horizontal bar, rings, side horse, mats and vaulting.

**PED 152W GYMNASTICS AND TRAMPOLINE (WOMEN)** 0-2-1 (F,W,S,SS)  
A course designed to develop physical fitness through teaching the fundamental skills of gymnastics on the trampoline, balance beam, even parallel bars and uneven parallel bars. This course will include free exercise and vaulting.

**PED 170 PERSONAL HEALTH AND HUMAN SEXUALITY** 2-0-2 (F,S)  
Designed specifically to help the student develop a proper self concept and understanding of others through mental and physical health knowledge. The role of a healthy attitude and understanding of human sexuality will be stressed by the covering of both the mental aspects of the subject matter.

**PED 175 FIRST AID** 3-0-3 (F,W,S)  
Principles and techniques of emergency first aid, civilian defense, and related safety factors.

**PED 180 PERSONAL AND COMMUNITY HEALTH** 5-0-5 (W)  
This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society. This is a nonactivity, professional course for all students especially college parallel entering the teaching profession.

**PED 185 FOUNDATIONS OF PHYSICAL EDUCATION** 5-0-5 (S)  
Open to all students as an elective course. A study of the relationship and contribution of physical education to general education; historical background; basic biological, physiological and sociological backgrounds of the modern program.

**PED 190 SPORTS OFFICIATING** 2-2-3 (F)  
Principles of game control, rule interpretation, and laboratory experience in Football, Volleyball, Soccer, Cross-Country.

**PED 191 SPORTS OFFICIATING** 2-2-3 (W)  
Principles of game control, rule interpretation, and laboratory experience in Basketball, Wrestling, Badminton, Gymnastics.

**PED 192 SPORTS OFFICIATING** 2-2-3 (S)  
Principles of game control, rule interpretation, and laboratory experience in Softball, Baseball, Tennis, Track.

**PED 251M ADVANCED GYMNASTICS AND TRAMPOLINE (MEN)** 0-2-1 (F,W,S,SS)  
A continuation of PED 151. Prerequisite: PED 151 or permission of the instructor.

**PED 252W ADVANCED GYMNASTICS AND TRAMPOLINE (WOMEN)** 0-2-1 (F,W,S,SS)  
A continuation of PED 152. Prerequisite: PED 152 or permission of instructor.

## POLITICAL SCIENCE

**POL 201 AMERICAN GOVERNMENT I** 3-0-3 (F,S,SS)  
A study of the origin, formation, organization, and development of the national government.

**POL 202 AMERICAN GOVERNMENT II** 3-0-3 (W,SS)  
A study of the functions, powers, policies, and programs of the national government.

**POL 203 AMERICAN GOVERNMENT III** 3-0-3 (S)  
A study of the organization, function, powers, problems, and relations of state and local governments in the United States.

**POL 211 CURRENT AFFAIRS SEMINAR** 1-0-1 (F,W,S)  
A course designed primarily for prospective social science majors. Emphasis is placed on interpretation of current events in light of social science principles.

## PSYCHOLOGY

**PSY 211 GENERAL PSYCHOLOGY I** 3-0-3 (F,S,SS)  
An introduction to general psychology with emphasis on the scientific aspects of psychology, physiological psychology, learning growth and development, perception, and emotion.

**PSY 212 GENERAL PSYCHOLOGY II** 3-0-3 (W,S,SS)  
A continuation of Psychology 211 with an emphasis on emotional development, motivation, personality development, psychological testing, mental illness, and therapeutic processes. Prerequisite: PSY 211—General Psychology I.

**PSY 214 PSYCHOLOGY OF INFANCY AND CHILDHOOD** 3-0-3 (S)  
A survey of development and behavior from infancy to adolescence. Included are theories related to developmental stages and intellectual growth. Prerequisite: PSY 212.

**PSY 215 ABNORMAL BEHAVIOR** 3-0-3 (S)  
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders and psychosomatic reactions are included as well as various therapeutic approaches to each disorder. Prerequisite: PSY 212 for College Parallel students, PSY 214 for Nursing Students.

**PSY 220 WOMEN IN AMERICAN SOCIETY** 3-0-3 (S)  
A psychological and historical study of the role of women in American society. The historical portion of this course will present a survey of the development of women's status in the United States. Psychological topics will include: sex roles, sex differences, human sexuality, women and education, and women and mental illness. (See History 220).

## RELIGION

**REL 201 WORLD RELIGIONS** 5-0-5 (F,W)  
A developmental study of religion, beginning with primitive man and tracing religious thought to the active religions of today's world. Special emphasis is given to Hinduism, Buddhism, and Islam as major religions with which the western world is increasingly coming into contact.

## SOCIOLOGY

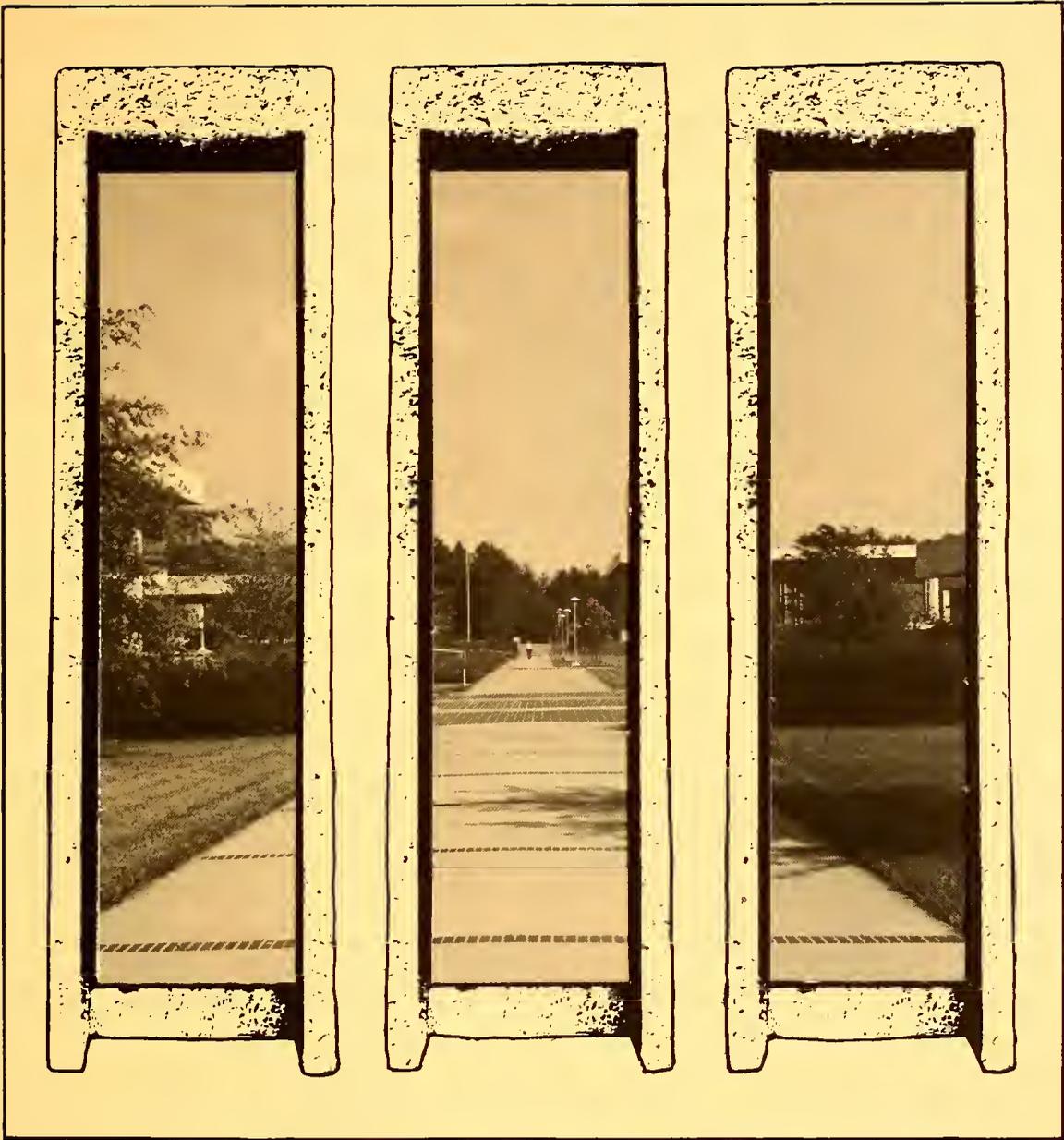
**SOC 201 INTRODUCTION TO SOCIOLOGY I** 3-0-3 (F,W,SS)  
An introduction to the scientific study of human interaction, including social relations, social organization, social institutions and social dynamics.

**SOC 202 INTRODUCTION TO SOCIOLOGY II** 3-0-3 (W,S,SS)  
Continuation of SOC 201, with emphasis on the major social institutions and certain social problems related specifically to those institutions. Prerequisite: SOC 201.

**SOC 203 SOCIAL PROBLEMS** 3-0-3 (S)  
An orientation to the scientific study of social problems and a study of some major social problems of the United States, especially as they are affected by social disorganization and social change. Prerequisite: SOC 201.

**SOC 205 MARRIAGE AND THE FAMILY** 5-0-5 (S)  
A two-fold approach to the study of dating, marriage, and the family, including the results of sociological research plus practical preparation for marriage. Prerequisite: Sophomore standing or permission of instructor.

**SOC 221 PRINCIPLES OF SOCIAL ORGANIZATIONS** 3-0-3 (F,W)  
A course for students interested in the functioning of social organizations and in planning change within organizations. Emphasis placed on interdisciplinary concepts: social systems, leadership, communication, action, conflict, authority, and power. The purpose is to equip students for more effective participation in campus, community and work organizations. Students design and complete projects related to a social organization of their choice.



**ROCKINGHAM COMMUNITY COLLEGE**  
**LIBERAL ARTS AND SCIENCES**

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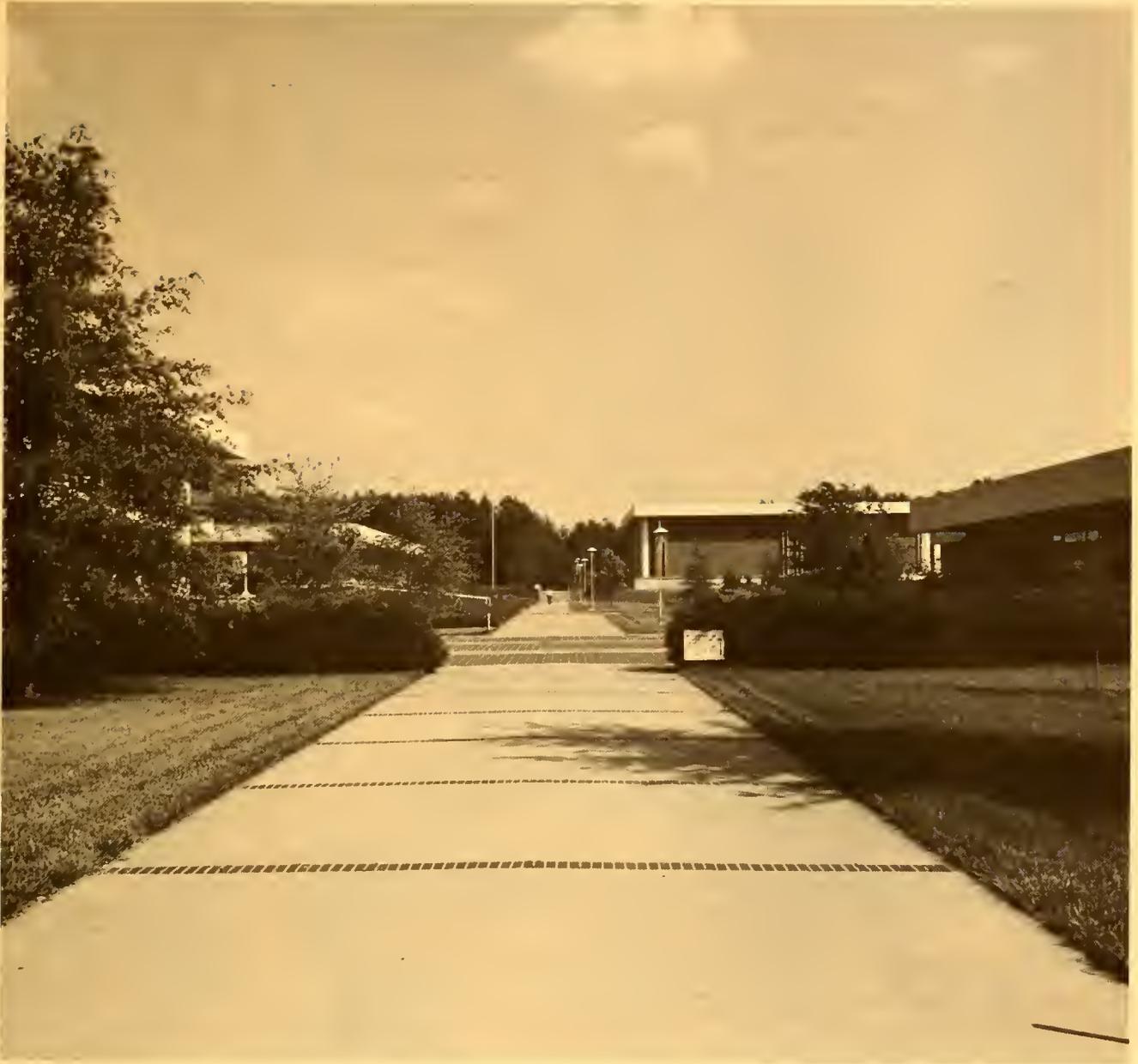
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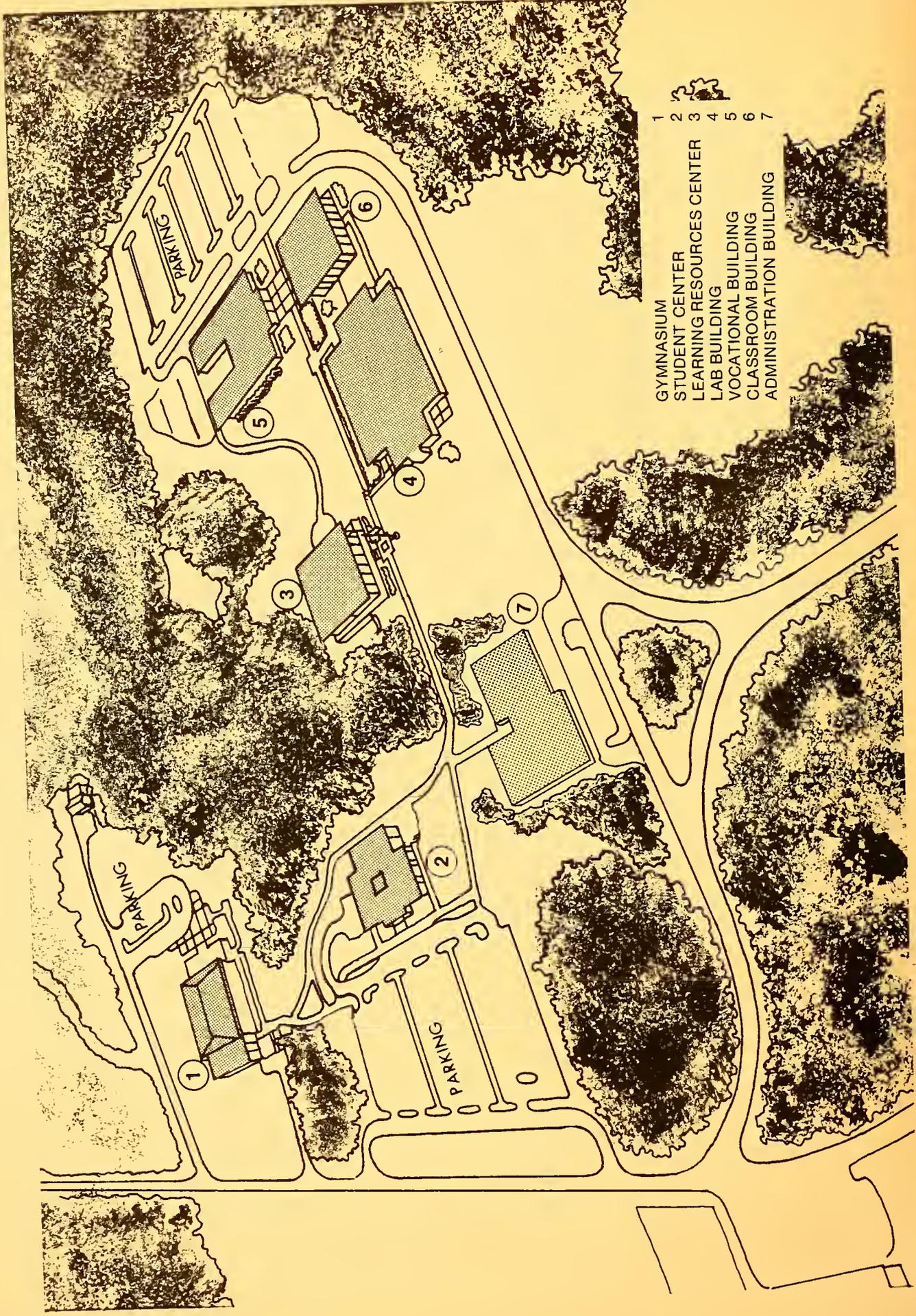
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Rockingham Community College offers two years of liberal arts and sciences college transfer courses in such areas as social science, English, humanities, natural science, physical education and mathematics. An Associate in Arts or Associate in Science degree is awarded upon successful completion of a two-year program.



- 1 GYMNASIUM
- 2 STUDENT CENTER
- 3 LEARNING RESOURCES CENTER
- 4 LAB BUILDING
- 5 VOCATIONAL BUILDING
- 6 CLASSROOM BUILDING
- 7 ADMINISTRATION BUILDING

## **LIBERAL ARTS AND SCIENCES COLLEGE TRANSFER PROGRAMS**

Rockingham Community College offers a variety of educational opportunities at the freshman and sophomore levels for students planning to seek a degree at a senior college or university. It is important for a student who plans to transfer to a four year college or university to decide as early as possible the senior institution to which he plans to transfer. Having decided this, he should obtain a catalog and check sheet for that institution and seek the assistance of counselors and faculty advisors in planning his studies at RCC in accordance with the requirements to transfer to a four year institution without loss of time or credit.

Universities and colleges vary in the required courses which should be taken during the freshman and sophomore years. Each transfer student's program is developed from either of two bases of general education requirements. One base is appropriate to a science-mathematics emphasis of study and the other is appropriate to a social and artistic emphasis of study. In addition, elective courses are selected to meet the transfer requirements of the senior college or university which one plans to attend. Students who successfully complete the general education requirements of Rockingham Community College for a degree may be awarded either the Associate in Science Degree or the Associate in Arts Degree.

### **General Education Requirements**

General Education is the part of a program which introduces the student to areas of study that develop breadth of outlook and contributes to his balanced development. This training is complementary to, but different in emphasis from, the specialized training one receives for a job, a profession or a major in a particular field of study.

The purpose of the program in General Education is to assist the student in moving toward the following goals:

Developing a moral and spiritual code for personal and civic life as a responsible citizen in a democracy.

Developing critical and constructive thinking for problem solving and value discrimination.

Maintaining good mental and physical health for self, family and community; developing balanced personal and social adjustment, satisfactory home and family life, and vocational adjustment.

Using basic mechanical, mathematical and communication skills to solve everyday problems, understand ideas of others and express own ideas effectively.

Understanding ones cultural heritage and interaction with the biological and physical environment.

Understanding the creative activity of others and participating to some extent in a creative activity.



## AREAS OF STUDY

Rockingham Community College offers students the opportunity to complete the first two years of various four-year college or university programs. For example, students interested in the areas of study listed below can spend their first two years at RCC qualifying for an associate degree and generally transfer to a four-year institution with junior class standing. A partial listing of areas of study whose pre-requisites and/or lower division requirements may be met, in part or in full, at Rockingham Community College follows:

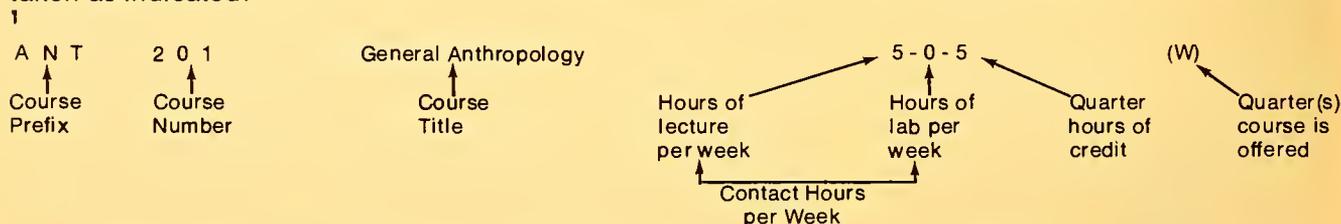
<b>BUSINESS</b> Accounting Business Administration	Nuclear  <b>ENGLISH</b> English Journalism  <b>HUMANITIES</b> Art Foreign Language Liberal Arts Literature Music	<b>MATHEMATICS</b> Mathematics  <b>MEDICAL RELATED</b> Dentistry Medicine Medical Technology Nursing Physical Therapy Pharmacy Pre-Veterinary	<b>NATURAL SCIENCE</b> Biology Chemistry Forestry Physical Science Physics  <b>SOCIAL SCIENCES</b> Economics History Political Science Psychology Sociology
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The listing of an area of study above does not necessarily indicate an availability of specialized courses in that area.



## COURSE NUMBERING SYSTEM

First year courses are numbered 100-199 and second year courses are numbered 200-299. First year students, with the approval of the instructor and the advisor, may select certain second year courses during the first year. However, courses should be taken in numerical sequence with prerequisite courses taken as indicated.



(The letters F,W,S, and SS should be interpreted as: F—Fall, W—Winter, S—Spring, SS—Summer. Upon request—When student interest and institutional resources permit.)

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is intended for students interested in completing a four year degree with science and mathematics emphasis. Graduation from Rockingham Community College with the Associate in Science degree is based upon meeting the following General Education Requirements:



### ASSOCIATE IN SCIENCE GENERAL EDUCATION REQUIREMENTS

	Quarter Hours Credit	
<b>Communications</b> English 101, 102, 103	9	
<b>Mathematics</b> Mathematics 113 and beyond (Math courses below the 113 level may be included in electives.)	20	<b>Literature</b> English 208 or 2 quarters of any American, English, or World Literature course.
<b>Social Science</b> History	6	<b>Natural Science</b> Chemistry, Physics
<b>Study Skills Development</b> (All entering freshmen must take SSD 100 or an approved equivalent. This requirement may be waived for transfer students.)	1	<b>Physical Education</b> Physical Education-Activity Course (All students wishing to be exempted from the required PED program due to physical disability must consult with the Department of Physical Education.)
	6	
	25	<b>Electives</b> If a course has not been used to fulfill any of the other requirements charted on this page, it may be used to satisfy the elective requirement if appropriate to the student's educational goals. (See Students, p. 13 and Advisor, p. 14 of General Information booklet.)
<b>Scholarship</b> (A "2.0" grade average)		
	<b>Minimum Total + Credit Hours</b>	
	96	



## ASSOCIATE IN ARTS DEGREE

Rockingham Community College offers the Associate in Arts degree for students interested in completing a four year college or university program with a social and artistic emphasis. In addition, this degree is available for students who wish to pursue two years of general study or who are uncertain about a degree objective but are interested in an emphasis upon general education or liberal arts.

Graduation from Rockingham Community College with the Associate in Arts degree is based upon meeting the following general education requirements:

### ASSOCIATE IN ARTS GENERAL EDUCATION REQUIREMENTS

	Quarter Hours Credit	
<p><b>Communications</b></p> <p>A. English 101, 102, 103 9 credits</p> <p>B. An American, English, or World Literature course 5-6 credits</p>	14-15 10-14	<p><b>Humanities</b></p> <p>A. Music and/or Art Survey 5-10 credits</p> <p>B. Religion and/or Philosophy 0-10 credits</p> <p>C. Advanced Foreign Language 0-9 credits</p>
<p><b>Mathematics</b></p> <p>Selected from MAT 106, 107, 111, 112, or 113.</p>	5-9 12	<p><b>Natural Science</b></p> <p>Biology, Physical Science, Physics, Chemistry (It is recommended that 3 quarters of one science be selected.)</p>
<p><b>Social Science</b></p> <p>Anthropology, Economics, History, Political Science, Sociology, Psychology, (3 quarters of history required.)</p>	12 6	<p><b>Physical Education</b></p> <p>Physical Education-Activity Courses (All students wishing to be exempt from the required PED program due to physical disability must consult with the Department of Physical Education.)</p>
<p><b>Study Skills Development</b></p> <p>(All entering freshmen must take SSD 100 or an approved equivalent. This requirement may be waived for transfer students.)</p>	1 27-36	<p><b>Electives</b></p> <p>If a course has not been used to fulfill any of the other requirements charged on this page, it may be used to satisfy the elective requirement if appropriate to the student's educational goals. (See Students, p. 13 and Advisors, p. 14 of General Information booklet.)</p>
<p><b>Scholarship</b></p> <p>(A "2.0" grade average)</p>		
	Minimum Total + Credit Hours	

## **ASSOCIATE IN ARTS DEGREE PART-TIME NIGHT PROGRAM**

A night program is provided for part-time college parallel students interested in obtaining the Associate in Arts degree and planning to continue work toward a Bachelor of Arts degree at a four-year institution. This program is intended for students who are unable to attend the full-time day program, but yet aspire to complete requirements on a part-time basis and are uncertain about their degree objective, or who know they are not interested in degree choices requiring heavy study in science and mathematics.

Night courses have been scheduled so as to permit a student to sequentially complete a total of 97 credit hours consisting of both required and elective courses.

The average night student can usually earn between 16 and 21 hours per year on a part-time basis at Rockingham Community College, thus completing a total of 97 hours over a six-year period, when attending RCC during the fall, winter, and spring quarters. Should a student also elect to attend summer quarters as well, he or she should be able to reduce the amount of time to complete the Associate degree to 4½ or possibly 5 years.

Students should note that this suggested night program does not provide for the flexibility in selection of elective courses as does the full-time day program. Twenty-seven specific electives are indicated within this program of study; however, students may choose electives which may be offered at night. These other electives include courses in Art and Music for those students wishing a Fine Arts emphasis. Students should be aware, however, that the offering of Fine Arts elective courses is dependent upon adequate enrollment in such courses offered at night.

Under the Associate in Arts part-time night program, a six-year sequence of specified courses will be offered during the fall, winter, and spring quarters. This sequence will make it possible for a student to enter a program of study during the fall quarter of any year, electing one of two separate options leading toward the Associate in Arts degree. Completion of this program without loss of time is dependent upon following the six year sequence outlined for the year in which a student enrolls.



**PART-TIME NIGHT PROGRAM  
1975-1976  
OPTION 1**

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>				<b>THIRD YEAR</b>			
Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.	
<b>Fall Quarter</b>				<b>Fall Quarter</b>				<b>Fall Quarter</b>			
PED Physical Ed.	0	2	1	ENG 101 Fresh Eng I	3	1	3	ENG 205 Amer Lit. I	3	0	3
SSD 100 Study Skills Dev	1	0	1	POL 201 Amer Govnmnt I	3	0	3	SOC 201 Intro to Soc. I	3	0	3
MAT 106 Prin of Math I	5	2	5		6	1	6		6	0	6
	6	4	7								
<b>Winter Quarter</b>				<b>Winter Quarter</b>				<b>Winter Quarter</b>			
MUS 200 Sur of Music	5	1	5	ENG 102 Fresh Eng II	3	0	3	ENG 206 Amer Lit II	3	0	3
PED Physical Ed.	0	2	1	POL 202 Amer Govnmnt II	3	0	3	SOC 202 Intro to Soc II	3	0	3
	5	3	6		6	0	6		6	0	6
<b>Spring Quarter</b>				<b>Spring Quarter</b>				<b>Spring Quarter</b>			
REL 201 World Religions	5	0	5	ENG 103 Fresh Eng III	3	0	3	ENG 207 Amer Lit III	3	0	3
PED Physical Ed.	0	2	1	POL 203 Amer Govnmnt III	3	0	3	SOC 203 Intro to Soc. III	3	0	3
	5	2	6		6	0	6		6	0	6
<b>Total Hours</b>	<b>16</b>	<b>9</b>	<b>19</b>	<b>Total Hours</b>	<b>18</b>	<b>1</b>	<b>18</b>	<b>Total Hours</b>	<b>18</b>	<b>0</b>	<b>18</b>
<b>FOURTH YEAR</b>				<b>FIFTH YEAR</b>				<b>SIXTH YEAR</b>			
Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.	
<b>Fall Quarter</b>				<b>Fall Quarter</b>				<b>Fall Quarter</b>			
ECO 261 Prin of Eco. I	3	0	3	BIO 101 Gen Biology I	3	3	4	HIS 111 Amer History I	3	0	3
PED Physical Ed.	0	2	1	PSY 211 Gen Psych. I	3	0	3		3	0	3
	3	2	4		6	3	7				
<b>Winter Quarter</b>				<b>Winter Quarter</b>				<b>Winter Quarter</b>			
ECO 262 Prin of Eco. II	3	0	3	BIO 102 Gen Biology II	3	3	4	HIS 112 Amer History II	3	0	3
PED Physical Ed.	0	2	1	PSY 212 Gen Psych. II	3	0	3		3	0	3
	3	2	4		6	3	7				
<b>Spring Quarter</b>				<b>Spring Quarter</b>				<b>Spring Quarter</b>			
ECO 263 Prin of Eco. III	3	0	3	BIO 103 Gen Biology III	3	3	4	HIS 113 Amer History III	3	0	3
PED Physical Ed.	0	2	1	Elective	3	0	3		3	0	3
	3	2	4		6	3	7				
<b>Total Hours</b>	<b>9</b>	<b>6</b>	<b>12</b>	<b>Total Hours</b>	<b>18</b>	<b>9</b>	<b>21</b>	<b>Total Hours</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>SUM TOTAL HOURS</b>	<b>97</b>			<b>Total Hours</b>	<b>18</b>	<b>9</b>	<b>21</b>				

**PART-TIME NIGHT PROGRAM  
1975-1976  
OPTION 2**

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>				<b>THIRD YEAR</b>			
Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.	
<b>Fall Quarter</b>				<b>Fall Quarter</b>				<b>Fall Quarter</b>			
PED Physical Ed.	0	2	1	ENG 101 Fresh Eng I	3	1	3	ENG 205 Amer Lit I	3	0	3
ECO 261 Prin of Eco. I	3	0	3	BIO 101 Gen Biology I	3	3	4	HIS 101 West Civ I	3	0	3
SSD 100 Study Skills Dev	1	0	1		6	4	7		6	0	6
	4	2	5								
<b>Winter Quarter</b>				<b>Winter Quarter</b>				<b>Winter Quarter</b>			
PED Physical Ed.	0	2	1	ENG 102 Fresh Eng II	3	0	3	ENG 206 Amer Lit II	3	0	3
ECO 262 Prin of Eco. II	3	0	3	BIO 102 Gen Biology II	3	3	4	HIS 102 West Civ II	3	0	3
	3	2	4		6	3	7		6	0	6
<b>Spring Quarter</b>				<b>Spring Quarter</b>				<b>Spring Quarter</b>			
PED Physical Ed.	0	2	1	ENG 103 Fresh Eng III	3	0	3	ENG 207 Amer Lit III	3	0	3
ECO 263 Prin of Eco. III	3	0	3	BIO 103 Gen Biology III	3	3	4	HIS 103 West Civ III	3	0	3
	3	2	4		6	3	7		6	0	6
<b>Total Hours</b>	<b>10</b>	<b>6</b>	<b>13</b>	<b>Total Hours</b>	<b>18</b>	<b>10</b>	<b>21</b>	<b>Total Hours</b>	<b>18</b>	<b>0</b>	<b>18</b>
<b>FOURTH YEAR</b>				<b>FIFTH YEAR</b>				<b>SIXTH YEAR</b>			
Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.		Lec. Hrs.	Lab Hrs.	Cr. Hrs.	
<b>Fall Quarter</b>				<b>Fall Quarter</b>				<b>Fall Quarter</b>			
PED Physical Ed.	0	2	1	PSY 211 Gen Psych I	3	0	3	HIS 111 Amer History I	3	0	3
MAT 106 Prin of Math I	5	2	5	POL 201 Amer Govnmnt I	3	0	3		3	0	3
	5	4	6		6	0	6				
<b>Winter Quarter</b>				<b>Winter Quarter</b>				<b>Winter Quarter</b>			
PED Physical Ed.	0	2	1	BIO 102 Gen Biology II	3	0	3	HIS 112 Amer History II	3	0	3
ART 201 Survey of Art	5	0	5	PSY 212 Gen Psych II	3	0	3		3	0	3
	5	2	6	POL 202 Amer Govnmnt II	3	0	3				
					6	0	6				
<b>Spring Quarter</b>				<b>Spring Quarter</b>				<b>Spring Quarter</b>			
PED Physical Ed.	0	2	1	BIO 103 Gen Biology III	3	0	3	HIS 113 Amer History III	3	0	3
REL 201 World Religns	5	0	5	Elective	3	0	3		3	0	3
	5	2	6		6	0	6				
<b>Total Hours</b>	<b>15</b>	<b>8</b>	<b>18</b>	<b>Total Hours</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>Total Hours</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>SUM TOTAL HOURS</b>	<b>97</b>			<b>Total Hours</b>	<b>18</b>	<b>0</b>	<b>18</b>				

Co-curricular activities are encouraged as part of the total educational experience at Rockingham Community College. The Student Government Association, class-related activities, publications, and clubs give students the opportunity to develop leadership skills and to pursue individual interests.

College policy makes it possible for students to participate competitively not only in sports, but in many games such as billiards, chess, bridge and pool. Basketball, tennis, volleyball and archery are just a few of the sports students may enjoy for recreation or competition.

Social activities at Whitcomb Student Center include dances, concerts, cookouts, films and special events developed by student committees. Since these are supported by the activity fees paid at registration, they are generally free to college students.

Ping pong, pool, air hockey, television, records and tapes, quiet rooms to study or talk with friends —Whitcomb Student Center is "a place to be" between and after classes.



Tuition for North Carolina residents who enroll in liberal arts and sciences classes which begin before July 1, 1975, is \$3.00 per credit hour. The maximum tuition charge is \$42 per quarter. After July 1, 1975, a uniform fee of \$2.75 per credit hour will be charged North Carolina residents who enroll in any program at Rockingham Community College—vocational, technical, or liberal arts and sciences.

During the fall, winter and spring quarters, a \$9 activity fee is charged full-time students (those enrolled in 12 quarter hours or more). Part-time students pay activity fees at the following rate:

- 1 - 4 quarter hours, \$2
- 5 - 7 quarter hours, \$4
- 8 - 11 quarter hours, \$6

Each student (full or part time) pays a \$1 activity fee during the summer quarter.

Tuition and fees should be paid at the time of registration.

Textbooks and supplies, which may be purchased from the college bookstore, are other expenses for which students should plan. The cost will vary with each program, but expenses for liberal arts and sciences average between \$50

and \$75 each quarter.

Financial aid is available to students who qualify. Full information on grants, scholarships and loan funds as well as applications, may be obtained from the Financial Aids Officer.

Veterans attending the college are assisted by a Veterans Affairs Officer, who helps veterans, children of disabled or deceased veterans, and wives and children of MIA's or POW's, to obtain the benefits they are due.

A full range of counseling and guidance services is offered by the Student Affairs Office. Counseling and necessary testing begins when a student first applies and continues throughout enrollment. While the college does not guarantee job placement, assistance in finding suitable jobs is given to graduates.

The Learning Resources Center (LRC) offers an attractive, relaxed place of study, research, browsing and self-improvement. Students have access to over 22,000 books, numerous magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. Located in the center of the campus, the LRC is open to students 65 hours a week. A Study Skills Laboratory offers tutorial services in reading and mathematics and assists students in developing effective learning skills.



## ANTHROPOLOGY

- ANT 201 GENERAL ANTHROPOLOGY** 5-0-5 (W)  
An introduction to the field of anthropology including the evolutionary process, archaeological studies of prehistoric man, major biological stocks of mankind and their characteristics, and man's cultural growth.

## ART

- ART 111 BASIC DESIGN I** 2-2-3 (F,W,S,SS, Upon Request)  
A study of the elements and principles of two and three dimensional design with problems in various artistic media. (Formerly ART 102.)
- ART 112 BASIC DESIGN II** 2-2-3 (W,SS)  
A continuation of ART 111 with emphasis on exploration in a wide variety of media. Prerequisite: ART 111.
- ART 113 BASIC DESIGN III** 0-6-3 (S,SS)  
An exploration of three dimensional design with problems in various media. Prerequisite: Art 111 or permission of instructor.
- ART 121 DRAWING I** 0-6-3 (F,W,S)  
Fundamentals of drawing in black and white and color using a variety of media. Emphasis on developing a sense of structure and composition through understanding of perspective and exploration of drawing techniques. (Formerly ART 104.)
- ART 121A (0-3-1) and ART 121B (0-3-2)** 121-A(F) 121-B(W)  
ART 121A (Part One of ART 121) and ART 121B (Part two of ART 121) are the equivalent of ART 121.
- ART 122 DRAWING II** 0-6-3 (W,SS)  
A continuation of ART 121. (Formerly ART 105) Prerequisite: ART 121 or permission of instructor.
- ART 123 DRAWING III** 0-6-3 (F,W,S,SS, Upon Request)  
A continuation of ART 121 and 122. Prerequisite: ART 122 or permission of instructor.
- ART 201 SURVEY OF ART** 5-0-5 (F,W,S,SS)  
A study of the elements and principles of artistic expression as they are revealed in the styles of various periods of history.
- ART 205 PRINTMAKING** 1-4-3 (S)  
Study of the relief process printing through woodcut, wood engraving and linocut. Prerequisite ART 111 or permission of instructor.
- ART 231 STUDIO PAINTING I** 0-6-3 (F,W,S,SS, Upon Request)  
Development of creative ability and technical skill in oil and/or polymer. (Formerly ART 203) Prerequisite: ART 111 or permission of instructor.
- ART 231A (0-3-1) and ART 231B (0-3-2)** (F,W,S,SS, Upon Request)  
ART 231A (Part One of ART 231) and ART 231B (Part Two of ART 231) are the equivalent of ART 231.
- ART 232 STUDIO PAINTING II** 0-6-3 (F,W,S,SS, Upon Request)  
A continuation of ART 231. Prerequisite: ART 231.
- ART 232A (0-3-1) and ART 232B (0-3-2)** (F,W,S,SS, Upon Request)  
ART 232A (Part One of ART 232) and ART 232B (Part Two of ART 232) are the equivalent of ART 232.
- ART 233 STUDIO PAINTING III** 0-6-3 (S,SS)  
Development of creative ability and technical skill in water color. Prerequisite: ART 111 or permission of instructor.
- ART 233A (0-3-1) and ART 233B (0-3-2)** (F,W,S,SS, Upon Request)  
ART 233A (Part One of ART 233) and ART 233B (Part Two of ART 233) are the equivalent of ART 233.

## BIOLOGY

- BIO 101 GENERAL BIOLOGY I** 3-3-4 (F,SS)  
A study of the chemical and cellular basis of life.
- BIO 102 GENERAL BIOLOGY II** 3-3-4 (W,SS)  
A study of the biology of organisms and the perpetuation of life. Prerequisite: BIO 101 or instructor's approval.
- BIO 103 GENERAL BIOLOGY III** 3-3-4 (S,SS)  
A study of the biology of populations and communities (evolution and ecology) and a study of the origin and diversity of life. Prerequisite: BIO 102 or instructor's approval.
- BIO 104 MICROBIOLOGY** 3-4-5 (S,SS)  
A study of various aspects of microscopic organisms, including: structure and activities, control, sources and modes of infection and immunity, pathogenic bacteria, pathogens other than bacteria. Prerequisite: BIO 103 and instructor's permission, except for nursing curriculum students.

- BIO 105 HUMAN ANATOMY AND PHYSIOLOGY I** 3-3-4 (F)  
A study of the structure and the functions of the human body, as well as a study of the basic principles of mammalian physiology. Prerequisite: BIO 103 and instructor's permission, except for nursing curriculum students.
- BIO 106 HUMAN ANATOMY AND PHYSIOLOGY II** 3-3-4 (W)  
A continuation of BIO 105. Prerequisite: BIO 105.
- BIO 107 HUMAN ANATOMY AND PHYSIOLOGY III** 2-1-2 (S)  
A continuation of BIO 105-106. Prerequisite: BIO 106.
- BIO 110 CONCEPTS IN HUMAN ECOLOGY** 3-0-3 (W)  
A study of man and his environment, designed to give the student an understanding of world-wide environmental problems related to population.
- BIO 111 INTRODUCTION TO LIFE CHEMISTRY** 2-0-2 (S)  
A study of some basic concepts dealing with the Chemistry of Life. General topics to be studied include: atomic structure, atoms in combination, chemical reactions, and a survey of the biologically important molecules—carbohydrates, lipids, proteins, and nucleic acids.
- BIO 120 FIELD NATURAL HISTORY** 2-2-3 (S)  
An outdoor-oriented course dealing with nature in Rockingham County and other parts of N. C. through the treatment of topics such as the following: trees, geology, wildflowers, birds, wild foods, astronomy, nature photography, pond life, and natural succession. Prerequisite: None.

## BUSINESS

- BUS 101 INTRODUCTION TO BUSINESS** 5-0-5 (F,W)  
A survey of business activities covering principles, problems, and practices related to the economic systems of the United States, including organization, production, marketing, personnel administration, finance, accounting, and business law.
- BUS 102 TYPEWRITING I** 2-3-3 (F,S)  
Introduction to typewriting fundamentals, mastery of the keyboard, simple business correspondence, tabulation, and a minimum speed requirement of 30 words per minute.
- BUS 103 TYPEWRITING II** 2-3-3 (F,W)  
Continuation of BUS 102 through intermediate levels of typewriting proficiency involving business correspondence, forms, tabulations, rough drafts, and ultimate minimum speed requirement of 40 words per minute. Prerequisite: BUS 102 or equivalent.
- BUS 104 TYPEWRITING III** 2-3-3 (W,S)  
Continuation of BUS 103 to expert typewriting status involving attention to problems of production typing, speed building, producing mailable copy, and a minimum speed requirement of 50 words per minute. Prerequisite: BUS 103 or equivalent.
- BUS 106 SHORTHAND I** 3-2-4 (F,W,S)  
Beginning study of Gregg shorthand theory and practice, reading and writing emphasis on phonetics, penmanship, word families, brief forms, and phrases.
- BUS 107 SHORTHAND II** 3-2-4 (F,W)  
Continuation of BUS 106 through intermediate skill level with intensifying practice in dictation and transcription to a minimum speed of 50 words per minute. Prerequisite: BUS 106 or equivalent.
- BUS 108 SHORTHAND III** 3-2-4 (W,S)  
Advanced shorthand—increased emphasis on dictation and transcription with work in specialized areas. Much time is spent in increasing vocabulary and enlarging student's background. Minimum dictation speed of 60 words per minute is recommended. Prerequisite: BUS 107 or equivalent.
- BUS 109 MACHINE TRANSCRIPTION I** 3-2-4 (S)  
Beginning study of machine transcription with emphasis on efficient operation of the equipment and good transcribing techniques.
- BUS 110 OFFICE MACHINES** 1-4-3 (F,S)  
A general survey of business and office machines. Students receive training in techniques, operation and application of the ten-key adding machines, full keyboard, adding machines, rotary calculators, and electronic calculators.
- BUS 112 OFFICE PROCEDURES** 2-4-4 (S)  
All the general office skills excluding machine operation are discussed. These include: receptionist duties, purchasing typewriting equipment and supplies, copying and duplicating processes, processing mail, taking and giving dictation, turning out quality transcription, composing assignments, postal and shipping services, basic and special telephone and telegraphic services, controlling office files, alphabetic indexing procedures, and personal problems in getting along with others on the job.



**BUS 115 BUSINESS LAW FOR SECRETARIAL STUDENTS I**

3-0-3 (W)

This course covers the following areas of business law, law and society, law and its enforcement, contracts, personal property, bailments and sales, commercial paper, and the uniform commercial code as it pertains to these fields. Prerequisite or corequisite: BUS 101.

**BUS 116 BUSINESS LAW FOR SECRETARIAL STUDENTS II**

3-0-3 (S)

A continuation of BUS 115 with emphasis on negotiable instruments, property and other phases of business law. Actual case studies are examined and full discussion is given to recent legislation concerning fair trade laws, labor, social security, automobile insurance and the public welfare. Prerequisite: BUS 115.

**BUS 119 SECRETARIAL ACCOUNTING**

5-1-5 (W)

Fundamental accounting procedures including payroll preparation, banking practices, and the handling of cash. Preparation of end-of-period work sheets and financial statements. Recommended prerequisite: MAT 105.

**BUS 120 PRINCIPLES OF ACCOUNTING I**

3-1-3 (F, W, SS)

Fundamental concepts of accounting as they apply to the single proprietorship, partnership, and corporation. Preparation of working papers facilitating determination of income. Preparation and analysis of financial statements.

**BUS 121 ACCOUNTING II**

3-1-3 (W, SS)

A study of corporations including earnings per share, dividends, paid-in capital, and investments; accounting for departments and branches; cost systems including flow of cost, factory overhead, joint and by-product costing; management reports and financial statement analysis.

**BUS 122 ACCOUNTING III**

3-1-3 (S, SS)

A study of deferrals and accruals. Accounting for cash including bank reconciliation, cash short and over, and petty cash funds; payroll systems; partnership, including division of income and loss, dissolution and liquidation. Organization of corporation to include issue of stock, treasury stock and equity per share.

**BUS 183 FILING**

1-4-3 (W)

Provides instruction and actual practice in card filing, alphabetic correspondence filing, requisition and charge procedures, geographic correspondence filing, numeric correspondence filing, and subject correspondence filing.

**BUS 205 ADVANCED TYPEWRITING**

3-2-4 (F, S)

An advanced terminal course in typewriting. Production skill development is emphasized through the typing of rough drafts, reports, articles, term papers, letters, envelopes, cards, labels, tabulation, letters that include tables, business forms, and legal documents. One complete unit is devoted to executive office typing. Minimum speed requirement is 55 words per minute. Prerequisite: BUS 104.

**BUS 206 DICTATION AND TRANSCRIPTION I**

3-2-4 (F)

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for five minutes on new material is recommended. Prerequisite: BUS 108.

**BUS 207 DICTATION AND TRANSCRIPTION II**

3-2-4 (W)

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the secretarial requirements of business and professional offices. Minimum dictation rate of 80 words per minute for five minutes is recommended. The student is encouraged to strive for 120 words per minute. Prerequisite: BUS 206.

**BUS 208 DICTATION AND TRANSCRIPTION III**

3-2-4 (S)

Shorthand and machine transcription. A course to develop skills in the practice of correspondence direct from a recording machine and to improve production from shorthand notes into office-style material. Speed and accuracy are emphasized. The student is encouraged to strive for 120 words per minute. Prerequisite: BUS 207.

**BUS 211 ADVANCED OFFICE MACHINES**

2-4-4 (F)

Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, executive typewriter, and dictating and transcribing machines. Prerequisite: BUS 104 or equivalent.

**BUS 214 SECRETARIAL PROCEDURES**

2-4-4 (W)

A course designed to provide answers to problems of office procedure, efficiency, and human relations. Students learn the language and procedures of the business office. They are guided in the development of initiative, independent thinking and office problem solving. Prerequisite: BUS 112.

**BUS 215 MACHINE TRANSCRIPTION II**

3-2-4 (F)

Continuation of BUS 109 through intermediate skill level with emphasis on setting up letters, manuscripts, etc., and firming transcription competencies. Prerequisite: BUS 109 or equivalent.

**BUS 216 MACHINE TRANSCRIPTION III**

3-2-4 (W)

Advanced transcription to give further training in the fundamentals of machine transcription as well as emphasis on spelling, grammar, punctuation, etc., which are of basic importance for a good transcriptionist. Prerequisite: BUS 215.

**BUS 217 MACHINE TRANSCRIPTION IV**

3-2-4 (S)

The terminal course in machine transcription designed to develop production skill as a transcriptionist with emphasis on business terminology and the various kinds of business communications. Speed and accuracy are emphasized. Prerequisite: BUS 216.

**BUS 219 CREDIT PROCEDURES AND PROBLEMS**

3-0-3 (Upon Request)

Problems and practices in modern credit management. Responsibilities of the credit department and its relation to other phases of the business. Bookkeeping and collecting practices. Problems in contract, installment, and open account selling. Legal phases of credit granting and collection. Prerequisite: BUS 122.

**BUS 220 INTERMEDIATE ACCOUNTING I**

3-0-3 (F-Night Only)

Designed to follow the introductory study in accounting; accounting principles and procedures applied to analysis of financial statements. Prerequisite: BUS 122.

**BUS 221 INTERMEDIATE ACCOUNTING II**

3-0-3 (W-Night Only)

A continuation of BUS 220. Prerequisite: BUS 220.

**BUS 225 COST ACCOUNTING**

3-1-3 (S)

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, standard cost principles and procedures; selling and distribution cost; budget and executive use of cost figures. Prerequisite: BUS 121.

**BUS 229 TAXES I**

3-0-3 (W)

A detailed study of Income Tax Withholding; the individual income tax return; declaration of estimated tax; with the supporting schedules and forms. Also, familiarization with the state tax returns.

**BUS 230 TAXES II** 3-0-3 (S)

A study of business and professional returns for individuals; partnership returns; corporation returns; and methods of minimizing income taxes. Prerequisite: BUS 229.

**BUS 232 SALES DEVELOPMENT** 3-0-3 (W)

This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Actual case studies in salesmanship are examined. Selling demonstrations allow students to develop individual skill in meeting selling problems encountered.

**BUS 233 PERSONNEL MANAGEMENT** 3-0-3 (W)

Principles of organization and management of personnel, including procurement, development, compensation, labor relations, safety, and health.

**BUS 237 WHOLESALING** 3-0-3 (Upon Request)

The development of wholesaling and present-day trends in the United States. A study of the functions of wholesaling.

**BUS 239 PRINCIPLES OF MARKETING I** 3-0-3 (W)

Organization and functions of marketing with study of the movement of goods from producer to consumer through the various channels of distribution. A study of marketing policies involved in sales promotion, merchandising, and advertising.

**BUS 240 PRINCIPLES OF MARKETING II** 3-0-3 (S)

A continuation of BUS 239. Prerequisite: BUS 239.

**BUS 243 ADVERTISING** 3-0-3 (F)

The function of advertising in moving merchandise from manufacturer to consumer. Problems in advertising, selection of media, timing, and cost considerations.

**BUS 245 RETAILING** 3-0-3 (Upon Request)

A survey of the principles of efficient store organization and management. An investigation of store policies, location, buying, stock control, pricing, and sales promotion for retail stores.

**BUS 247 BUSINESS INSURANCE** 3-0-3 (F,S)

The basic principles underlying insurance contracts and the scope of coverage under the several divisions of insurance including life, fire, marine, casualty, bonds, and automobile insurance. The subject is considered from the viewpoints of personal, business, social, and special group needs. The newer forms of coverage are given special attention.

**BUS 255 BUSINESS LAW I** 3-0-3 (W)

A presentation of legal concepts important to business including the following: enforcement, contracts, property, bailments, sales, commercial paper, and a study of the uniform commercial code in relation to these fields.

**BUS 256 BUSINESS LAW II** 3-0-3 (S)

Application of legal concepts presented in BUS 255 with reference to security devices, agency and employment, business organizations, real property, leases, mortgages, insurance, trusts, descendants, estates, bankruptcy, government, and business. Prerequisite: BUS 255.

**BUS 257 BUSINESS LAW III** 3-0-3 (Upon Request)

A continuation of BUS 256. Prerequisite: BUS 256.

**BUS 258 BUSINESS FINANCE** 3-0-3 (S)

A study of the creation, allocation, and utilization of money and the effect of monetary policy upon individuals, businesses, national, and international economics. Recommended Corequisite: ECO 263, BUS 121.



**BUS 260 MONEY AND BANKING** 3-0-3 (Upon Request)

An application of money and banking theory and procedures including the functions of money, various phases of customer relations with banks, bank administrative policies, the Federal Reserve System, specialized financial institutions, and international monetary principles. Prerequisite: ECO 263.

**BUS 264 BUSINESS MANAGEMENT** 3-0-3 (S)

A basic management course emphasizing fundamental concepts, decision making and management, planning, organizing, actuating, controlling, and the process of management, in selected areas.

**BUS 265 MANAGEMENT SUPERVISORY PRINCIPLES** 5-0-5 (W)

Designed to enable the student to develop an understanding of the principles of management theory and practice. Supervisory skills will be developed through the application of management concepts in situational exercises.

**BUS 266 MANAGEMENT SUPERVISORY PRACTICES** 5-0-5 (S)

A continuation of BUS 265 with primary emphasis upon supervisory practices. Development of supervisory skills will be pursued through situational exercises. (Formerly TEX 210).

**BUS 267 SECRETARIAL SEMINAR** 1-0-1 (S)

A course designed to discuss and provide answers to questions related to office activities, job application, and the review. A research project is assigned. Guest lecturers discuss local job possibilities.

**BUS 268 BUSINESS SEMINAR** 1-0-1 (S)

A course designed for those students pursuing the business curriculum. Work progress and problems directly related to the individual work activities are discussed and research projects are assigned.

**BUS 269 AUDITING** 4-1-4 (Upon Request)

Principles of conducting audits and investigation, setting up accounts based upon audits, collecting data on working papers, arranging and systematizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, internal control, and professional ethics. Prerequisite: BUS 122.

**BUS 270 PERSONAL INSURANCE** 3-0-3 (Upon Request)

A study of multiple-line insurance as it applies to the general public. Requirements of the individual policyholder, recognition and classification of hazards, and exclusions included. Special emphasis on homeowners, fire, automobile, and personal liability coverage.

**BUS 280 BUSINESS DECISION MAKING** 3-0-3 (S)

Business simulations which stress basic business knowledge and terminology in purchasing, equipment evaluation, production, inventory control, and interviewing. Designed as a survey course for graduating students. Prerequisites: BUS 121, ECO 263, EDP 103, BUS 264.



**BUS 281 HUMAN RELATIONS IN BUSINESS** 3-0-3 (W)

A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.

**BUS 282 MANAGEMENT AWARENESS PROGRAM**

3-0-3 (Upon Request)

An intensive course in human relations. Video tapes and role playing techniques are used to assist students in experiencing the points of view, feelings, and perceptions of other people. Students will be made aware of the impact of their behavior on others and given insights into the behavior of others who are disadvantaged by such factors as poverty, lack of education, and racial discrimination.

**CHEMISTRY**

**CHM 100 PROBLEM SOLVING IN GENERAL CHEMISTRY** 2-0-2 (F,SS)

Exponential numbers; logarithms, slide rule; units and significant figures; algebraic equations; functional relationships, as used in problem solving in General Chemistry.

**CHM 101 GENERAL CHEMISTRY I** 3-3-4 (F,W)

Language of chemistry; introduction to thermodynamics; gas laws; periodic classification of the elements; atomic structure. Corequisite: CHM 100.

**CHM 102 GENERAL CHEMISTRY II** 3-3-4 (W,S)

Continuation of CHM 101. Bonding; solution chemistry; chemical equilibrium, thermodynamics; kinetics. Prerequisite: CHM 101.

**CHM 103 GENERAL CHEMISTRY III** 3-3-4 (S,SS)

Continuation of CHM 102. Reactions: acids and bases; complex ions; electro-chemistry. Prerequisite: CHM 102.

**CHM 120 TEXTILE CHEMISTRY** 4-2-5 (F,SS)

Covers studies of scientific mathematics, measurement, chemical fundamentals, solutions, oxidation-reduction, and basic organic structures.

**CHM 201 ORGANIC CHEMISTRY I** 3-3-4 (Upon Request)

Aliphatic reactions nomenclature studies according to functional groups. Prerequisite: CHM 103.

**CHM 202 ORGANIC CHEMISTRY II** 3-3-4 (Upon Request)

Continuation of CHM 201. Carboxylic acids, carbohydrates, fats, and other biochemistry areas. Prerequisite: CHM 201.

**CHM 203 ORGANIC CHEMISTRY III** 3-3-4 (Upon Request)

Continuation of CHM 202. Aromatic reactions and nomenclature. Prerequisite: CHM 202.

**COMPUTER SCIENCE**

**CSI 101 DATA PROCESSING CONCEPTS I** 2-0-2 (F)

A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern computer systems. Computer uses, stored program concepts, hardware, software and operational aspects of computers will be considered from the "systems" approach. Another objective will be an understanding of data processing terminology.

**CSI 102 DATA PROCESSING CONCEPTS II** 1-2-2 (W)

A continuation of the fundamentals begun in CSI 101. Further study of data processing concepts with emphasis upon the basic data processing operations of recording, classifying, sorting, calculating, summarizing and reporting. A detailed study of number systems and data representation is also included. Prerequisite: CSI 101.

**CSI 104 INTRODUCTION TO PROGRAMMING** 1-2-2 (F)

An initial study of the logic of computer programming. Flow charting and programming in a problem-oriented compiler language will introduce the student to the utilization of the computer as a tool in modern society. Co-requisite: CSI 101.

**CSI 105 ASSEMBLER PROGRAMMING** 3-4-5 (W)

A detailed study of computer structure, internal data representation and symbolic programming. Emphasis is placed on instructions and instruction formats in the assembler language. An introduction to Macros, addressing techniques and job control is included. Prerequisite: CSI 104.

**CSI 106 BUSINESS PROGRAMMING I** 3-4-5 (S)

A study of the structure of the COBOL language, its commands and their use. Input, output, arithmetic, data movement and transfer of control commands are applied to the solution of typical business problems. Prerequisite: CSI 104.

**CSI 107 BUSINESS PROGRAMMING II** 2-4-4 (SS)

A continuation of CSI 106 with the emphasis on more advanced techniques in COBOL. Data types, options, and the Sort feature will be studied as will tape and direct access files. Prerequisite: CSI 106.

**CSI 108 SCIENTIFIC PROGRAMMING** 3-4-5 (F)

A study of the elements of the PL/I programming language with the emphasis upon the use of the computer as a tool in solving scientific problems. Programming exercises will include mathematical, statistical and engineering applications. Prerequisite: CSI 104, MAT 122.

**CSI 201 SYSTEMS ANALYSIS AND TECHNIQUES I** 2-4-4 (F)

Computer system structure and techniques of analysis including feasibility studies, personnel, systems design, input and output forms design, file organization techniques. Prerequisite: CSI 106.

**CSI 202 SYSTEMS ANALYSIS AND TECHNIQUES II** 2-4-4 (W)

A continuation of CSI 201, culminating with the student performing a system analysis of a practical system from feasibility study to implementation. Prerequisite: CSI 201.

**CSI 207 COMPUTER SYSTEMS** 3-4-5 (SS)

Concepts of interrupts, multiprogramming, operating systems, teleprocessing and systems programming. Job control will be considered from the viewpoint of monitor systems, basic operating systems and large operating systems. Prerequisite: CSI 105.

**CSI 211 RPG PROGRAMMING** 1-4-3 (S)

A detailed coverage of RPG as a tool to retrieve data from existing data files. Also its utilization as the primary programming language on a small computer. Prerequisite: CSI 104.

**CSI 216 RESEARCH PROJECT** 1-8-5 (S)

This course provides an opportunity for the student to combine the theory of previous courses and apply it to a practical problem. The student will determine the problem definition, gather data and perform all systems work and programming to automate a selected application. Prerequisite: CSI 202.

**DRAMA**

**DRA 151, 152, 153, 251, 252, 253 DRAMA WORKSHOP** 0-4-1 each (F,W,S)

Practical experience in play production including acting, directing, set construction, lighting, costume, make-up, publicity. Open to all students with permission of instructor.





## ECONOMICS

**ECO 101 CONSUMER ECONOMICS** 3-0-3 (S)  
A survey course designed to help the layman better understand the process of consumer economics. Some of the areas covered include record keeping, insurance, budgeting, income tax, consumer loans and credit, investing, real estate and planning for retirement.

**ECO 201 TEXTILE ECONOMICS** 5-0-5 (S)  
The following factors of free enterprise will be related to the textile industry: supply and demand, factors of production, labor, profit, competition, business cycles, fiscal policy and economic problems.

**ECO 261 PRINCIPLES OF ECONOMICS I** 3-0-3 (F,W,S)  
A study of the fundamental concepts of economics including supply and demand, individual and family income, labor relations, national income and product.

**ECO 262 PRINCIPLES OF ECONOMICS II** 3-0-3 (W,S)  
The banking system of the United States, business cycles and forecasting, price determination by supply and demand, imperfect competition and antitrust policy. Includes governmental influences through monetary and fiscal policy. Prerequisite: ECO 261.

**ECO 263 PRINCIPLES OF ECONOMICS III** 3-0-3 (S,SS)  
The pricing of the productive factors, international trade and finance, and comparative economic systems. Also examined are current economic problems of growth and development. Prerequisite: ECO 262.

**ECO 270 SURVEY OF ECONOMICS** 3-0-3 (S)  
A survey of elementary economics especially designed for Secretarial Science students. Emphasis is on present day economic philosophy and problems in the United States and how the economic tools work in the solutions to these problems.

## EDUCATION

**EDU 201 INTRODUCTION TO EDUCATION** 5-0-5 (F,W,S)  
An introductory view of education in historical perspective, proceeding to basic principles and procedures in American education today. Offered primarily for students interested in or considering careers as teachers.

**EDU 291 INDIVIDUALIZING MATHEMATICS** 1-2-1 (F)  
The course is designed to give prospective elementary education and mathematics teachers the opportunity to gain experience in teaching mathematics from an individualized approach.

Topics to be discussed include: using language objectives to focus study, scheduling study time, techniques of tutoring, and ways to keep students on the desired subject. Each student will be required to tutor Math 104, Math 106, or Math 111 students for a minimum of 2 hours per week. The student will be evaluated on how well he applies the concepts discussed in class to the actual teaching situation. Prerequisite: Math 104, Math 106, or Math 111.

## ENGINEERING GRAPHICS

**EGR 101 ENGINEERING GRAPHICS I** 2-4-3 (F,W)  
A study of drafting practices, including lettering and geometric constructions, orthographic and pictorial sketching—all confronting the student with practical engineering design problems.

**EGR 102 ENGINEERING GRAPHICS II** 1-3-2 (W,S)  
Continuation of EGR 101 requiring study of more complex drawing problems intended to develop student's imaginative ability and requiring use of auxiliaries, sections, and working drawings. Prerequisite: EGR 101.

## ENGLISH

**ENG 101 FRESHMAN ENGLISH I** 3-1-3 (F,W,S,SS)  
An introductory composition course emphasizing the expression of ideas through the paragraph and the essay. General review of mechanics where appropriate. An open-ended course which allows students to progress at their own speed.

**ENG 102 FRESHMAN ENGLISH II** 3-0-3 (F,W,S,SS)  
A continuation of English 101, emphasis on argumentation, logic, style, and the research paper. Analysis of prose works in terms of the above. Prerequisite: ENG 101.

**ENG 103 FRESHMAN ENGLISH III** 3-0-3 (F,W,S,SS)  
Like ENG 101 and 102, this is essentially a writing course. In this case, the writing is about literature, however. Students will be introduced in a formal way to the various genres, particularly the short story, poetry, and the novel, as well. Prerequisite: ENG 102.

**ENG 110 GRAMMAR AND COMPOSITION** 3-1-3 (F,W,SS)  
Programmed study in functional grammar. Emphasis is on spelling, punctuation, sentence structure and vocabulary. This course is designed to allow individuals to progress at their own speed.

**ENG 111 BUSINESS COMMUNICATIONS** 3-0-3 (W,S)  
A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports and summaries of business conferences. Prerequisite: ENG 110.

**ENG 112 TECHNICAL WRITING** 3-0-3 (S)  
Basic instruction in technical writing, focusing primarily on business reports of various kinds. Organization, problem definition, research, use of appendices, charts, illustrations, etc. Review of style when appropriate. Prerequisite: ENG 101 or permission of instructor.

**ENG 120 FUNDAMENTALS OF SPEECH I** 3-0-3 (F,W,S,SS)  
An introduction to the basic theories of speech-communication providing experience in speaking in interpersonal, group, and public situations.

**ENG 121 ORAL COMMUNICATIONS** 3-0-3 (F)  
A study of the importance of effective communication to good human relations and administrative practices. Particular emphasis is placed on student participation and situation communication such as face-to-face interviewing, holding conferences, and conducting meetings.

**ENG 122 FUNDAMENTALS OF SPEECH II** 3-0-3 (W,S,SS)  
A study of human behavior involved in speech communication with experience in preparing, presenting, and analyzing persuasive speech. Prerequisite: ENG 120.

**ENG 201 ENGLISH LITERATURE I** 3-0-3 (F,SS)  
A survey of English literature from Beowulf to 18th century. Emphasis on major writers. Prerequisite: ENG 103.

**ENG 202 ENGLISH LITERATURE II** 3-0-3 (W,SS)  
A study of English literature from the Romantic through the Victorian Age. Emphasis on major writers. Prerequisite: ENG 103.



**ENG 203 ENGLISH LITERATURE III** 3-0-3 (S)  
A study in modern and contemporary English literature from 1900 to the present. Emphasis on major writers. Prerequisite: ENG 103.

**ENG 205 MAJOR AMERICAN WRITERS I** 3-0-3 (F,SS)  
A study of selected American writers from 1607 and 1861.

**ENG 206 MAJOR AMERICAN WRITERS II** 3-0-3 (W,SS)  
A study of selected American writers from 1861 to 1918.

**ENG 207 MAJOR AMERICAN WRITERS III** 3-0-3 (S)  
A study of selected American writers from 1918 to the present.

**ENG 208 MODERN WORLD LITERATURE** 5-0-5 (F,S)  
An exposure to novels, short stories, and poetry from 1800 to present, with emphasis on literature other than English and American. Prerequisite: ENG 103.

**ENG 210 STUDIES IN LITERATURE** 1-0-1 (Upon Request)  
A study of selected writers, topics, genre, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective, but will not serve as a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 211 STUDIES IN LITERATURE** 2-0-2 (Upon Request)  
A study of selected writers, topics, genre, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective but will not serve as

a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 212 STUDIES IN LITERATURE** 3-0-3 (Upon Request)  
A study of selected writers, topics, etc. Course content will vary from offering to offering as student/instructor interest dictates. This course is a general elective but will not serve as a substitute for the general education literature requirement (Eng, Amer, World Lit). Prerequisite: ENG 101 or permission of instructor.

**ENG 220 CREATIVE WRITING I** 0-2-1 (Upon Request)  
The study and application of the techniques of creative writing. Emphasis on both prose, fiction and poetry. Seminar format. Prerequisite: Freshman English or recommendation of instructor.

**ENG 221 CREATIVE WRITING II** 0-2-1 (Upon Request)  
Continuation of ENG 220.

**ENG 222 CREATIVE WRITING III** 0-2-1 (Upon Request)  
Continuation of English 221.

## FRENCH

**FRE 101-102-103 ELEMENTARY FRENCH I, II, III**  
3-1-3 (each) 101 (F); 102 (W); 103 (S)  
A study of the basic elements of French, fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expressions in the language. Students with two or more high school units in French should schedule FRE 104.

**FRE 104-105-106 INTERMEDIATE FRENCH, I, II, III**  
3-1-3 (each) 104 (F,SS); 105 (W,SS); 106 (S,SS)  
An intermediate French sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with French civilization. Prerequisite: FRE 103 or two high school units of French.

**FRE 201-202-203 ADVANCED FRENCH, I, II, III**  
3-0-3 (each) (Upon Request)  
A sequence of courses stressing French culture, principally as reflected in the literature. Emphasis on composition and readings. Prerequisite: FRE 106 or permission of instructor.

## HISTORY

**HIS 101 WESTERN CIVILIZATION I** 3-0-3 (F,W,SS)  
A general survey of the ancient Near East, the classical civilization of Greece and Rome, and the early Middle Ages.

**HIS 102 WESTERN CIVILIZATION II** 3-0-3 (W,S,SS)  
A survey of the late Middle Ages, the Renaissance, the Age of the Reformation, Exploration and Colonization of non-European areas, the Age of Absolutism, the Age of Democratic Revolutions, and the Napoleonic Era.

**HIS 103 WESTERN CIVILIZATION III** 3-0-3 (S,SS)  
A survey of the Industrial Revolution, the political unification of Germany and Italy, European Neo-Imperialism, World War I and post-war period, the rise of European totalitarian states, World War II, and the Cold War and Communist—Free World co-existence.

**HIS 111 AMERICAN HISTORY I** 3-0-3 (F,W,SS)  
A survey of the history of the United States to 1815.

**HIS 112 AMERICAN HISTORY II** 3-0-3 (W,S,SS)  
A survey of the history of the United States from 1815 to 1900.

**HIS 113 AMERICAN HISTORY III** 3-0-3 (S,SS)  
A survey of the history of the United States from 1900.

**HIS 121 AFRO-AMERICAN HISTORY** 5-0-5 (W)  
A survey of the political, economic and social contribution of Afro-Americans to American life and culture.

**HIS 211 NORTH CAROLINA HISTORY I** 3-0-3 (F)  
A history of North Carolina from exploration through the American Revolution.

**HIS 212 NORTH CAROLINA HISTORY II** 3-0-3 (W)  
A history of North Carolina from the American Revolution through the Civil War.

**HIS 213 NORTH CAROLINA HISTORY III** 3-0-3 (S)  
A history of North Carolina from Reconstruction to the present.

**HIS 220 WOMEN IN AMERICAN SOCIETY** 3-0-3 (S)  
A psychological and historical study of the role of women in American society. The historical portion of the course will present a survey of the development of women's status of the United States. Psychological topics will include: sex roles, sex

differences, human sexuality, women and education, and women and mental illness. (See Psychology 220)

## INDUSTRIAL SAFETY

**ISA 101 INDUSTRIAL SAFETY** 1-0-1 (F,W,S)  
Development of industrial safety, causes and costs of accidents, basic factors of accident control, hand, heat, and power tools, safety problems of handling materials, vehicular safety, protective equipment, safety codes, first aid, fire prevention, fire fighting, emphasis on personal responsibility for safety; related movies, local speakers.

## JOURNALISM

**JOU 100 GATHERING AND REPORTING THE NEWS** 2-2-3 (Upon Request)  
An introduction to news writing covering the techniques of news gathering and writing, the responsibilities associated with reporting the news, and a general understanding of the mass communication process. Prerequisite: ENG 101.

**JOU 101 COLLEGE PUBLICATIONS I** 1-1-1 (F,W,S)  
A workshop to study the skills needed to produce publications on campus, including news writing, photography, page lay-out, printing, advertising, budgeting. Students are encouraged but not required to work on campus publications.

**JOU 102 COLLEGE PUBLICATIONS II** 1-1-1 (F,W,S)  
Continuation of JOU 101.

**JOU 103 COLLEGE PUBLICATIONS III** 1-1-1 (F,W,S)  
Continuation of JOU 102.

**JOU COLLEGE PUBLICATIONS IV** 1-1-1 (F,W,S)  
Continuation of study of skills needed to produce campus publications. Students will be expected to contribute in some way to any of the student publications on campus on a contractual basis.

**JOU 202 COLLEGE PUBLICATIONS V** 1-1-1 (F,W,S)  
Continuation of JOU 201.

**JOU 203 COLLEGE PUBLICATIONS VI** 1-1-1 (F,W,S)  
Continuation of JOU 202.

## MACHINIST

**MEC 108 MACHINE SHOP FUNDAMENTALS** 1-0-1 (Upon Request)  
A course designed to acquaint the layman with the terminology and fundamental principles of shop tools and machinery. Included in the course is a study of the following: bench work, measuring, materials testing, and metal characteristics, drill press, engine, lathe, shaper, milling machine, grinding machines, power saws, production and semi-production machines.

This course is designed to be taken by any individuals who have a need for or an interest in such training. However, this course counts as elective credit for textile students only.

## MATHEMATICS

**MAT 100 ELEMENTARY GEOMETRY** 5-0-5 (SS)  
Study of fundamental concepts of plane geometry designed for students who have not had high school geometry. The study will include: deductive reasoning, congruence and similarity; a study of triangles, circles, quadrilaterals, and regular polygons; and basic theorems and postulates. This course does not satisfy the general education Mathematics requirements.

**MAT 104 NURSING MATHEMATICS** 2-1-2 (S,SS)  
This course emphasizes the arithmetic skills required for successful performance in nursing. Topics include fractions, decimals, percentage, ratio and proportion, the metric system, the apothecaries system, and dosages and solutions.

**MAT 105 BUSINESS MATHEMATICS FOR SECRETARIES** 5-0-5 (F,W)  
This course stresses the fundamental operations and their application to business problems. Topics covered include pay-rolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

**MAT 106 PRINCIPLES OF MATHEMATICS I** 5-2-5 (F,W,S,SS)  
An axiomatic approach to logic, sets, relations. This coverage includes number systems with the development of the real numbers. The student continues in MAT 106 until he completes the program or ceases to progress. Students progressing satisfactorily at the end of the quarter, but not completing the course will receive equivalent credit.

**MAT 107 PRINCIPLES OF MATHEMATICS II** 5-0-5 (W,S,SS)  
A continuation of the axiomatic approach with coverage on Mathematical systems, elementary number theory, concepts of probability and elementary statistics. Prerequisite: MAT 106.

**MAT 108 ARITHMETIC FOR BUSINESS** 1-6-3 (F,W)  
This course emphasizes the arithmetic skills required for successful performance in Business Administration and Secretarial Science. Topics include fractions, decimals, percentage, ratio and proportion, and business applications.

**MAT 109 BUSINESS MATHEMATICS I** 3-0-3 (F,W,SS)  
A study of operations with numbers, exponents and logarithms, progressions, simple interest, and simple discount.

**MAT 110 BUSINESS MATHEMATICS II** 3-0-3 (W,S,SS)  
Emphasis on mathematics of finance including topics on partial payments, compound interest, present value-compound interest, and annuities.

**MAT 111 COLLEGE ALGEBRA** 5-0-5 (F,W,S)  
Study of the fundamental properties of number systems, sets, logical structure and mathematics, polynomials, equations, and vectors. Prerequisite: Adequate performance on math placement test or MAT 106.

**MAT 112 COLLEGE TRIGONOMETRY** 5-0-5 (W,S,SS)  
Study of functions and relations, polynomials, and trigonometric functions essential for the study of Analytic Geometry and Calculus. Prerequisite: MAT 111 or the equivalent.

**MAT 113 ANALYTIC GEOMETRY AND CALCULUS I** 5-0-5 (S,SS)  
Coverage includes rectangular coordinates, functions, derivatives, the chain rule, and relative maxima and minima. Prerequisite: MAT 111. A summer and spring offering only.

**MAT 115 TEXTILE MATHEMATICS I** 3-1-3 (F)  
A course designed to develop the basic background necessary for technical calculations. Illustrations and examples will apply to textiles and the following mathematical areas will be emphasized: whole numbers, cancellation, fraction, decimals, percentage, and graphs. Note Adequate performance on a math placement test will exempt a student from this course.

**MAT 116 TEXTILE MATHEMATICS II** 3-1-3 (F)  
A continuation of MAT 115 with the following areas emphasized. Basic Algebra, Slide Rule, Ratio/Proportion, Measurement, Square Root, Calculator, and Basic Statistics. Prerequisite: MAT 115 or adequate performance on a Math placement test.

**MAT 122 COMPUTER MATH** 5-0-5 (S)  
A study of math concepts related to the computer. Topics include set theory, relational operators, number systems, matrices functions and algorithms. Also included is a study of basic statistics as applied to typical business decisions. Prerequisite: MAT 107.

**MAT 200 COLLEGE GEOMETRY** 5-0-5 (SS)  
The topics of Math 100 will be studied in greater depth. Additional topics will include: solid geometry and non-Euclidean geometrics. A student may not receive credit for both Math 100 and Math 200 without approval of the Mathematics Department Chairperson. This course does not satisfy the general education Mathematics requirement. Prerequisite: High School geometry, or the instructor's approval.



**MAT 201 ANALYTIC GEOMETRY AND CALCULUS II 5-0-5 (F)**

Applications of the derivative, antiderivatives, the definite and indefinite integral, vectors in the plane, conic sections, limits and continuity—a geometric and epsilon—delta approach. Prerequisite: MAT 113.

**MAT 202 ANALYTIC GEOMETRY AND CALCULUS III 5-0-5 (W)**

Derivatives of exponential, logarithmic and hyperbolic functions. Polar coordinates, methods of integration, and applications of the integral. Prerequisite: MAT 201

**MAT 203 ANALYTIC GEOMETRY AND CALCULUS IV 5-0-5 (S)**

Intermediate forms, infinite series, partial derivatives, and multiple integrals. Prerequisite: MAT 202.

**MAT 204 ELEMENTARY DIFFERENTIAL EQUATIONS 5-0-5 (S,SS)**

First order equations with variables separable; Euler's method of approximate solution; physical and geometrical applications. Linear equations of first order; applications. Linear equations of higher order with constant coefficients, solution by repeated linear first order equations, variation of parameters, undetermined coefficients, operators. Corequisite: MAT 203.

**MAT 214 STATISTICS 5-0-5 (W)**

An introduction to the theory of statistics with emphasis on types of regularity that exist among random fluctuations. Experience in associating and using mathematical models to interpret physical phenomena related to practical, scientific, and business problems. Prerequisite: MAT 106 or MAT 111.

**MUSIC****MUS 101 MUSICAL RUDIMENTS I 2-1-2 (Upon Request)**

A study of how to read music and an introduction to simple theory with practice of these concepts through application to singing, keyboard, and other instruments as appropriate to the student. (formerly MUS 091).

**MUS 102 MUSICAL RUDIMENTS II 1-1-1 (Upon Request)**

Emphasis on developing proficiency on an instrument. The primary focus of this instruction will be solo performance, but attention will also be directed to ensemble work. (formerly MUS 092)

**MUS 103 MUSICAL RUDIMENTS II 1-1-1 (Upon Request)**

Continuation of MUS 102. Prerequisite: MUS 102 (formerly MUS 093).

**MUS 104 MUSICAL RUDIMENTS IV 1-1-1 (Upon Request)**

Continuation of MUS 103.

**MUS 105 GUITAR I 0-3-1 (Upon Request)**

Beginning instruction in guitar requiring no previous musical background. It includes understanding the nature of the instrument, tuning, basic chords, and some experience in reading music.

**MUS 106 GUITAR II 0-3-1 (Upon Request)**

Continuation of MUS 105 including additional experience in reading music and also bar chords.

**MUS 107 GUITAR III 0-3-1 (Upon Request)**

Continuation of MUS 106.

**MUS 108 CLASSICAL GUITAR I 1-2-2 (Upon Request)**

Introduction to classical guitar techniques including study of scales, arpeggios, etudes, and basic repertoire. Prerequisite: general experience in playing and reading music on the guitar and permission of the instructor.

**MUS 109 CLASSICAL GUITAR II 1-2-2 (Upon Request)**

Continuation of MUS 108.

**MUS 110 CLASSICAL GUITAR III 1-2-2 (Upon Request)**

Continuation of MUS 109.

**MUS 111 BASIC MUSIC THEORY I 3-2-4 (F)**

A study of scales, intervals, triads, four part voice leading, inversions, figured bass, harmonization of melodies, nonharmonic tones, simple modulations, and elementary form. Lab sessions focus on rhythmic development, keyboard harmony, sight singing, and music dictation. (formerly MUS 101).

**MUS 112 BASIC MUSIC THEORY II 3-2-4 (W)**

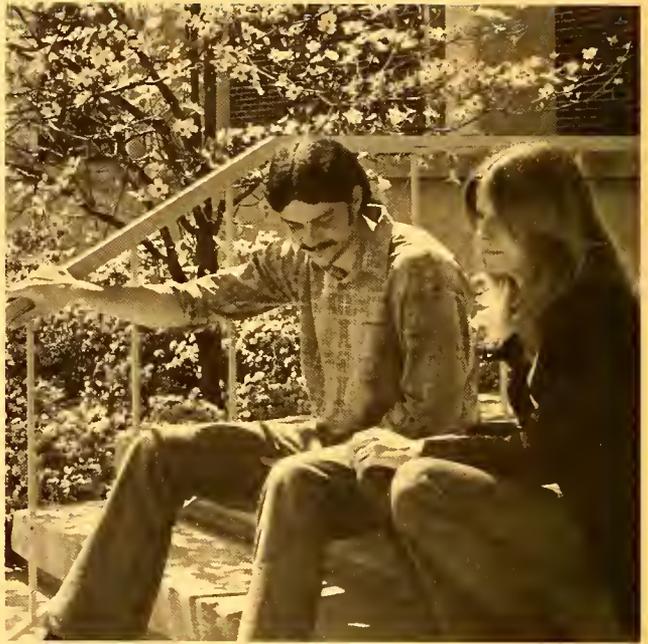
Continuation of MUS 111. Prerequisite: MUS 111 or permission of instructor. (formerly MUS 102).

**MUS 113 BASIC MUSIC THEORY III 3-2-4 (S)**

Continuation of MUS 112. Prerequisite: MUS 112 or permission of instructor. (formerly MUS 103).

**MUS 121 APPLIED MUSIC I 1-0-1 (F)**

One thirty-minute lesson per week with six hours practice per week. The course number will carry a suffix letter to denote the performance medium being studied. These suffix letters are:



A Voice	D Brass
B Keyboard	E Woodwind
C Strings	F Percussion

At the present time, due to lack of staff, the applied music offerings are limited. It may be possible for music majors who study off campus with teachers who meet requirements set up by the college to receive credit for this study. Prerequisite: Successful audition (formerly MUS 120).

**MUS 122 APPLIED MUSIC II 1-0-1 (W)**

Continuation of MUS 121. (formerly MUS 121).

**MUS 123 APPLIED MUSIC III 1-0-1 (S)**

Continuation of MUS 122. (formerly MUS 122).

**MUS 131 APPLIED MUSIC I 2-0-2 (F)**

One-hour lesson per week with twelve hours practice per week. The course number will carry a suffix letter to denote the performance medium being studied. These suffix letters are:

A Voice	D Brass
B Keyboard	E Woodwind
C Strings	F Percussion

At the present time, due to lack of staff, the applied music offerings are limited. It may be possible for music majors who study off campus with teachers who meet requirements set up by the college to receive credit for this study. Prerequisite: Successful Audition (formerly MUS 120).

**MUS 132 APPLIED MUSIC II 2-0-2 (W)**

Continuation of MUS 131. (formerly MUS 121).

**MUS 133 APPLIED MUSIC III 2-0-2 (S)**

Continuation of MUS 132. (formerly MUS 122).

**MUS 141 GUITAR EMSEMBLE I 0-2-1 (F,W,S,SS, Upon Request)**

Group performance experience for guitarists. Literature to be studied will include classical and popular music, both compositions originally composed for guitar and transcriptions. Presumes the ability to read music on guitar. No other prerequisite.

**MUS 142 GUITAR EMSEMBLE II 0-2-1 (F,W,S,SS, Upon Request)**

Continuation of MUS 141.

**MUS 143 GUITAR EMSEMBLE III 0-2-1 (F,W,S,SS, Upon Request)**

Continuation of MUS 142.

**MUS 151 CHORUS I 0-2-1 (F)**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 150).

**MUS 152 CHORUS II 0-2-1 (W)**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 151).

- MUS 153 CHORUS III** 0-2-1 (S)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 152).
- MUS 200 SURVEY OF MUSIC** 5-1-5 (F,W,S,SS)  
A study of man's musical impulse as manifested in various historical periods. A survey of vocal and instrumental forms developed in the Western tradition. In-class listening is supplemented by use of the listening laboratory to gain greater familiarity with the compositions being studied. Satisfies general humanities requirement. (formerly MUS 210).
- MUS 208 CLASSICAL GUITAR IV** 1-2-2 (Upon Request)  
Continuation of MUS 110. Prerequisite: MUS 110 or permission of instructor.
- MUS 209 CLASSICAL GUITAR V** 1-2-2 (Upon Request)  
Continuation of MUS 208.
- MUS 210 CLASSICAL GUITAR VI** 1-2-2 (Upon Request)  
Continuation of MUS 209.
- MUS 211 ADVANCED MUSIC THEORY I** 3-2-4 (F)  
A study of seventh chords, secondary dominants, altered chords, complex modulations, chromatic harmony, and form and analysis. Lab sessions continue rhythmic skills, keyboard harmony, sight singing, and musical dictation. Prerequisite: MUS 113 or permission of instructor. (formerly MUS 201).
- MUS 212 ADVANCED MUSIC THEORY II** 3-2-4 (W)  
Continuation of MUS 211. Prerequisite: MUS 211 or permission of instructor. (formerly MUS 202).
- MUS 213 ADVANCED MUSIC THEORY III** 3-2-4 (S)  
Continuation of MUS 212. Prerequisite: MUS 212 or permission of instructor. (formerly MUS 203).
- MUS 221 APPLIED MUSIC I** 1-0-1 (F)  
Continuation of MUS 123. (formerly MUS 220).
- MUS 222 APPLIED MUSIC II** 1-0-1 (W)  
Continuation of MUS 221. (formerly MUS 221).
- MUS 223 APPLIED MUSIC III** 1-0-1 (S)  
Continuation of MUS 222. (formerly MUS 222).
- MUS 231 APPLIED MUSIC I** 2-0-2 (F)  
Continuation of MUS 133. (formerly MUS 220).
- MUS 232 APPLIED MUSIC II** 2-0-2 (W)  
Continuation of MUS 231. (formerly MUS 221).
- MUS 233 APPLIED MUSIC III** 2-0-2 (S)  
Continuation of MUS 232. (formerly MUS 222).
- MUS 241 GUITAR ENSEMBLE I** 0-2-1 (F,W,S,SS, Upon Request)  
Group performance experience for guitarists. Literature to be studied will include classical and popular music, both compositions originally composed for guitar and transcriptions. Presumes the ability to read music on guitar. No other prerequisite.
- MUS 242 GUITAR ENSEMBLE II** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 241.
- MUS 243 GUITAR ENSEMBLE III** 0-2-1 (F,W,S,SS, Upon Request)  
Continuation of MUS 242.
- MUS 251 CHORUS I** 0-2-1 (F)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 250).
- MUS 252 CHORUS II** 0-2-1 (W)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 251).
- MUS 253 CHORUS III** 0-2-1 (S)  
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite. (formerly MUS 252).

## NURSING

- NUR 100 PRE-NURSING SEMINAR** 3-0-3 (SS)  
This course is designed to present the pre-nursing student with a non-clinical overview of the general field of nursing and the nursing program at Rockingham Community College.
- NUR 101 FUNDAMENTALS OF NURSING I** 4-9-7 (F)  
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. These experiences are directed toward aiding

in the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological components and/or hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Nursing Program and how it is related to other patterns in basic nursing education.

- NUR 102 FUNDAMENTALS OF NURSING II** 4-9-7 (W)  
Nursing 102 is a continuation of Nursing Fundamentals I, and is a sequence of planned experiences designed to develop the basic understandings, knowledge, and skills of nursing care. These include rehabilitation as an aspect of comprehensive care, administration of therapeutic agents, asepsis in relation to the care of wounds and application of dressings and in controlling communicable diseases, nursing measures in an emergency and care of the terminally ill patient. Prerequisite: NUR 101.
- NUR 103 MATERNAL AND CHILD CARE** 4-16-9 (S)  
Maternal and Child Care Nursing 103 deals with the physiological, psychological, emotional, social and spiritual factors involved in the care of mothers and infants. The family-centered approach is used, and the family unit serves as the framework for the study of the nursing care of mothers during the maternity cycle and of infants. The normal aspects of infant care are stressed. Adaptations are stressed. Adaptations are made to include complications commonly occurring during the maternity cycle. Basic principles common to the nursing care of infants who are ill are included in the course. In addition, the effects of acute and long-term illnesses on the normal patterns of growth and development of infants are discussed; also the study of drugs commonly used in the care of maternity patients and infants as well as therapeutic agents commonly used in medical and surgical patients. Prerequisite: NUR 102.
- NUR 201 NURSING CARE IN PHYSICAL/MENTAL ILLNESS I** 4-16-9 (F)  
Begins the learning experiences involving patients with advanced nursing problems in all age groups. Nursing care problems in surgical intervention and oncology are considered. The concepts of mental and physical health will be integrated throughout the course content. Prerequisite: NUR 103.
- NUR 202 NURSING CARE IN PHYSICAL/MENTAL ILLNESS I** 4-16-9 (W)  
Continuation of NUR 201, involving patients in all age groups with advanced nursing problems in mental illness, cardiovascular disorders, and communicable disease. The concepts of mental and physical health will be integrated throughout the course content. Prerequisite: NUR 201.
- NUR 203 NURSING SEMINAR** 3-0-3 (S)  
Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse. Presented concurrently with NUR 204. Prerequisite: NUR 202.
- NUR 204 NURSING CARE IN PHYSICAL/MENTAL ILLNESS III** 4-16-9 (S)  
Based on knowledge accrued from previous nursing courses, and includes complex problems in planning, implementing, and evaluating nursing care for a group of patients. Students will have clinical experience participating as members of the nursing team. Nursing in metabolic, endocrine, and nutritional disorders, as well as disaster—emergency nursing will be presented. Prerequisite: NUR 202, presented concurrently with NUR 203.

## PHILOSOPHY

- PHI 201 INTRODUCTION TO PHILOSOPHY** 5-0-5 (S)  
A survey of the basic and recurring problems of philosophy and current intellectual thinking, with alternative solutions of those problems as they have been argued by various philosophical schools and the great thinkers of the Western World.

## PHYSICAL EDUCATION

**PED 101W PHYSICAL FITNESS AND FUNDAMENTALS (WOMEN) 0-2-1 (F)**

This course is designed for freshmen women. It includes information and activities related to interpretations of health and fitness, training techniques, relaxation techniques, weight control, body mechanics and posture control. Students are given an opportunity to improve their level of fitness and become acquainted with various sports activities, through a special orientation program. This course is recommended for new students.

**PED 102W SLIMNASTICS FOR WOMEN 0-2-1 (F,W,S,SS)**

A course designed for women interested in developing and maintaining good health. This course includes training techniques for weight control and figure control through body mechanics and diet.

**PED 112 BADMINTON (CO-EDUCATIONAL) 0-2-1 (W)**

A course designed to give the beginner skill in the basic strokes and a general knowledge of the history, rules, and strategy of the game, and to aid in development of Physical Fitness.

**PED 114 GOLF 0-2-1 (SS)**

A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 114M GOLF (MEN) 0-2-1 (F,S)**

A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 114W GOLF (WOMEN) 0-2-1 (F,S)**

A course designed to develop physical fitness and relaxation. This course includes the grip, stance, swing, and use of various clubs, along with history and etiquette of play.

**PED 116 SOCIAL DANCE (CO-EDUCATIONAL) 0-2-1 (F,W,S)**

This course includes physical fitness through demonstration and practice in the basic social dances of America, the Foxtrot, Waltz, and popular Latin America dances such as the Rumba, Cha-Cha, Tango and Samba. It also includes the Bop and other current fast dances.

**PED 117 TENNIS 0-2-1 (SS)**

A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 117M TENNIS (MEN) 0-2-1 (SS)**

A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 117W TENNIS (WOMEN) 0-2-1 (SS)**

A course designed to develop physical fitness and to give beginners a thorough knowledge of the history, rules, and strategy, as well as the fundamental skills of tennis. The strokes and footwork will be given prime consideration.

**PED 118 HORSEMANSHIP (CO-EDUCATIONAL) 0-2-1 (F,S)**

Course includes basic program in riding for the beginners—series of study, demonstration, practice, exercises of horseback-riding, and general information on care and use of tack. This course is designed to aid in development of physical fitness through horsemanship.

**PED 121M FOOTBALL/WRESTLING (MEN) 0-2-1 (F)**

This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of football and wrestling.

**PED 122M SOCCER/LACROSS (MEN) 0-2-1 (F)**

Soccer—A course designed to teach the history, rules, and strategy, as well as the fundamental skills of the game and to offer the physical fitness values of a vigorous outdoor team sport.

Lacross—This course is designed to develop physical fitness and to teach the history and fundamental techniques of catching, passing, and shooting.

**PED 124 ANGLING/ARCHERY/RECREATION 0-2-1 (F,S,SS)**

Angling—a course designed to teach the fundamental skills

of spin, fly, and bait casting and an understanding of game fishing.

Archery—a course designed to teach the fundamentals, skills, history, and rules.

Recreation—this course is designed to develop physical fitness and leisure time activities. The history, rules, and strategy of table tennis, horseshoes, shuffleboard, co-recreation volleyball, darts, quoits, croquet, and paddle ball will be covered.

**PED 125M INDOOR HOCKEY/TEAM HANDBALL (MEN) 0-2-1 (W)**

This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of Indoor Hockey and Team Handball.

**PED 125W INDOOR HOCKEY/TEAM HANDBALL (WOMEN) 0-2-1 (W)**

This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of Indoor Hockey and Team Handball.

**PED 126M BASKETBALL/VOLLEYBALL (MEN) 0-2-1 (W)**

This course is designed to develop physical fitness and to teach the history, rules, and strategy as well as the fundamental skills of beginning basketball and volleyball.

**PED 126W BASKETBALL/VOLLEYBALL (WOMEN) 0-2-1 (W)**

This course is designed to develop physical fitness and to teach the history, rules, and strategy as well as the fundamental skills of beginning basketball and volleyball.

**PED 127 BOWLING/BILLIARDS (CO-EDUCATIONAL) 0-3-1 (F,W,S)**

This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of Bowling and Billiards. Bowling Fee \$7.—taught at Reidsville Bowling Lanes

**PED 128M SOFTBALL/TRACK (MEN) 0-2-1 (S)**

This course is designed to develop fitness and to teach the fundamental skills, history, rules, and strategy of softball and track.

**PED 128W SOFTBALL/TRACK (WOMEN) 0-2-1 (S)**

This course is designed to develop physical fitness and to teach the fundamental skills, history, rules, and strategy of softball and track.

**PED 140 TABLE GAMES (CO-EDUCATIONAL) 0-2-1 (F,W,S,SS)**

This course is designed primarily for the physically handicapped student. The course includes instruction in table games such as chess, bridge, pool, and other non-active games. Registration in this course must be approved by the physical education department chairman.

**PED 141 TABLE GAMES (CO-EDUCATIONAL) 0-2-1 (F,W,S,SS)**  
Continuation of PED 140.

**PED 142 TABLE GAMES (CO-EDUCATIONAL) 0-2-1 (F,W,S,SS)**  
Continuation of PED 141.

**PED 151M GYMNASTICS AND TRAMPOLINE (MEN) 0-2-1 (F,W,S,SS)**

A course designed to develop physical fitness through teaching the fundamentals of gymnastics on the trampoline, parallel bars, horizontal bar, rings, side horse, mats and vaulting.

**PED 152W GYMNASTICS AND TRAMPOLINE (WOMEN) 0-2-1 (F,W,S,SS)**

A course designed to develop physical fitness through teaching the fundamental skills of gymnastics on the trampoline, balance beam, even parallel bars and uneven parallel bars. This course will include free exercise and vaulting.

**PED 170 PERSONAL HEALTH AND HUMAN SEXUALITY 2-0-2 (F,S)**

Designed specifically to help the student develop a proper self concept and understanding of others through mental and physical health knowledge. The role of a healthy attitude and understanding of human sexuality will be stressed by the covering of the mental aspects of the subject matter.

**PED 175 FIRST AID 3-0-3 (F,W,S)**

Principles and techniques of emergency first aid, civilian defense, and related safety factors.

**PED 180 PERSONAL AND COMMUNITY HEALTH 5-0-5 (W)**

This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society. This is a nonactivity, professional course for all students especially college parallel entering the teaching profession.



**PED 185 FOUNDATIONS OF PHYSICAL EDUCATION** 5-0-5 (S)  
Open to all students as an elective course. A study of the relationship and contribution of physical education to general education: historical background; basic biological, physiological and sociological backgrounds of the modern program.

**PED 190 SPORTS OFFICIATING** 2-2-3 (F)  
Principles of game control, rule interpretation, and laboratory experience in Football, Volleyball, Soccer, Cross-Country.

**PED 191 SPORTS OFFICIATING** 2-2-3 (W)  
Principles of game control, rule interpretation, and laboratory experience in Basketball, Wrestling, Badminton, Gymnastics.

**PED 192 SPORTS OFFICIATING** 2-2-3 (S)  
Principles of game control, rule interpretation, and laboratory experience in Softball, Baseball, Tennis, Track.

**PED 251M ADVANCED GYMNASTICS AND TRAMPOLINE (MEN)** 0-2-1 (F,W,S,SS)  
A continuation of PED 151. Prerequisite: PED 151 or permission of the instructor.

**PED 252W ADVANCED GYMNASTICS AND TRAMPOLINE (WOMEN)** 0-2-1 (F,W,S,SS)  
A continuation of PED 152. Prerequisite: PED 152 or permission of instructor.

## PHYSICAL SCIENCE

**PHS 111 SURVEY OF PHYSICAL SCIENCE I** 3-3-4 (F,SS)  
A study of the basic concepts of physical science as they occur in chemistry. General topics studied include: elements and their compounds, biochemistry, energy relations, and chemical reactions.

**PHS 112 SURVEY OF PHYSICAL SCIENCE II** 3-3-4 (W,SS)  
This quarter of study focuses on the earth and is taught in two parts. The first half studies aspects of the earth and its environment that are related to concepts in chemistry. The second half studies aspects of the earth and its environment that are related to concepts in physics.

**PHS 113 SURVEY OF PHYSICAL SCIENCE III** 3-3-4 (S,SS)  
This final quarter is a study of basic concepts in physical science as they occur in physics and astronomy. General topics studied include: forces, rocket flight, energy, comets, planets and stars.

## PHYSICS

**PHY 108 TEXTILE PHYSICS** 4-2-5 (S)  
This is a one quarter course designed for textile technology students. The course covers the following general areas and their applications to the textile industry: simple machines and electricity.

**PHY 201 GENERAL PHYSICS I** 3-3-4 (F,W,SS)  
This is the first quarter of a three quarter sequence of study in general introductory physics. This quarter covers the fundamental concepts in rigid body mechanics, vector analysis, statics, and dynamics. No previous experience in physics is assumed and the level of mathematics does not require calculus. Co-requisite: MAT 111 or Prerequisite: MAT 107.

**PHY 202 GENERAL PHYSICS II** 3-3-4 (W,S,SS)  
This is the second quarter of General Physics. The basic concepts covered are heat, wave, motion, and optics. The level of mathematics does not require calculus. Prerequisite: PHY 201 Corequisite: MAT 112 or permission of instructor.

**PHY 203 GENERAL PHYSICS III** 3-3-4 (S,SS)  
This is the final quarter in General Physics. The basic concepts covered are from the following topics: electricity and magnetism, relativity and modern and nuclear physics. Prerequisite: PHY 202. Corequisite: MAT 113 or permission of instructor.

**PHY 211 COLLEGE PHYSICS I** 4-3-5 (F,W)  
This is the first quarter of a three quarter sequence of study in introductory college physics with calculus. This quarter covers fundamental concepts in motion, vector analysis, statics, and dynamics. This sequence is designed for science, engineering, and mathematics majors and those majors who require a calculus level introductory physics course. Corequisite: MAT 201.

**PHY 212 COLLEGE PHYSICS II** 4-3-5 (W,S)  
This is the second quarter of college physics. The basic concepts covered are heat, wave motion, and optics. This course requires the use of calculus. Corequisite: MAT 202.

**PHY 213 COLLEGE PHYSICS III** 4-3-5 (S,SS)  
This is the final quarter of college physics. The basic concepts covered are electricity and magnetism, relativity, and modern and nuclear physics. This course requires the use of calculus. Corequisite: MAT 203.

## POLITICAL SCIENCE

**POL 201 AMERICAN GOVERNMENT I** 3-0-3 (F,S,SS)  
A study of the origin, formation, organization, and development of the national government.

**POL 202 AMERICAN GOVERNMENT II** 3-0-3 (W,SS)  
A study of the functions, powers, policies, and programs of the national government.

**POL 203 AMERICAN GOVERNMENT III** 3-0-3 (S)  
A study of the organization, function, powers, problems, and relations of state and local governments in the United States.

**POL 211 CURRENT AFFAIRS SEMINAR** 1-0-1 (F,W,S)  
A course designed primarily for prospective social science majors. Emphasis is placed on interpretation of current events in light of social science principles.

## PSYCHOLOGY

**PSY 112 PERSONALITY DEVELOPMENT** 3-0-3 (S)  
Designed to help the secretarial student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**PSY 120 APPLIED PSYCHOLOGY** 3-0-3 (W)  
Designed to assist students in developing a better understanding of behavior patterns in self and others. Concepts to be studied include personality, motivation, emotion, learning, perception, values, groups, and culture.

**PSY 211 GENERAL PSYCHOLOGY I** 3-0-3 (F,S,SS)  
An introduction to general psychology with emphasis on the scientific aspects of psychology, physiological psychology, learning growth and development, perception, and emotion.

**PSY 212 GENERAL PSYCHOLOGY II** 3-0-3 (W,S,SS)  
A continuation of Psychology 211 with an emphasis on emotional development, motivation, personality development, psychological testing, mental illness, and therapeutic processes. Prerequisite: PSY 211—General Psychology I.

**PSY 214 PSYCHOLOGY OF INFANCY AND CHILDHOOD** 3-0-3 (S)  
A survey of development and behavior from infancy to adolescence. Included are theories related to developmental stages and intellectual growth. Prerequisite: PSY 212.

**PSY 215 ABNORMAL BEHAVIOR** 3-0-3 (S)  
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders and psychosomatic reactions are included as well as various therapeutic approaches to each disorder. Prerequisite: PSY 212 for College Parallel students, PSY 214 for Nursing Students.

**PSY 220 WOMEN IN AMERICAN SOCIETY** 3-0-3 (S)  
A psychological and historical study of the role of women in American society. The historical portion of this course will present a survey of the development of women's status in the United States. Psychological topics will include: sex roles, sex differences, human sexuality, women and education, and women and mental illness. (See History 220).

## RELIGION

**REL 201 WORLD RELIGIONS** 5-0-5 (F,W)  
A developmental study of religion, beginning with primitive man and tracing religious thought to the active religions of today's world. Special emphasis is given to Hinduism, Buddhism, and Islam as major religions with which the western world is increasingly coming into contact.

## SOCIOLOGY

**SOC 121 INDUSTRIAL SOCIOLOGY** 3-0-3 (SS)  
A course designed to help students develop an understanding of the industrial organization. Included will be organization, objectives, elements, behavior, and selected principles. (Formerly PSY 121).

**SOC 201 INTRODUCTION TO SOCIOLOGY I** 3-0-3 (F,W,SS)  
An introduction to the scientific study of human interaction, including social relations, social organization, social institutions and social dynamics.

**SOC 202 INTRODUCTION TO SOCIOLOGY II** 3-0-3 (W,S,SS)  
Continuation of SOC 201, with emphasis on the major social institutions and certain social problems related specifically to those institutions. Prerequisite: SOC 201.

**SOC 203 SOCIAL PROBLEMS** 3-0-3 (S)  
An orientation to the scientific study of social problems and a study of some major social problems of the United States, especially as they are affected by social disorganization and social change. Prerequisite: SOC 201.

**SOC 204 SOCIOLOGY OF DEVIANT BEHAVIOR** 3-0-3 (Upon Request)  
A study of specific deviations within the offender population, with the value systems operational inside and outside correctional institutions, and with the transactions between law enforcement personnel and those under their supervision.

**SOC 205 MARRIAGE AND THE FAMILY** 5-0-5 (S)  
A two-fold approach to the study of dating, marriage, and the family, including the results of sociological research plus practical preparation for marriage. Prerequisite: Sophomore standing or permission of instructor.

**SOC 221 PRINCIPLES OF SOCIAL ORGANIZATIONS** 3-0-3 (F,W)  
A course for students interested in the functioning of social organizations and in planning change within organizations. Emphasis placed on inter-disciplinary concepts: social systems, leadership, communication, action, conflict, authority, and power. The purpose is to equip students for more effective participation in campus, community and work organizations. Students design and complete projects related to a social organization of their choice.

## SPANISH

**SPA 101-102-103 ELEMENTARY SPANISH I, II, III**  
3-1-3 (each) 101 (F); 102 (W); 103 (S)  
A study of the basic elements of Spanish. Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expressions in the language. Students with two or more high school units in Spanish should schedule SPA 104.

**SPA 104-105-106 INTERMEDIATE SPANISH I, II, III**  
3-1-3 (each) 104 (F,SS); 105 (W,SS); 106 (S,SS)  
An intermediate Spanish sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with Hispanic civilization. Prerequisite: SPA 103 or two high school units of Spanish.

**SPA 201-202-203 ADVANCED SPANISH I, II, III**  
3-0-3 (each) (upon request)  
A sequence of courses stressing Hispanic culture, principally as reflected in the literature. Emphasis on composition and readings. Prerequisite: SPA 106 or permission of instructor.

## STUDY SKILLS DEVELOPMENT

**SSD 100 STUDY SKILLS DEVELOPMENT** 1-0-1 (F,W,S)  
An orientation to college life and study, describing special services, academic regulations, with emphasis on techniques in reading and learning. Required of all students.

## TEXTILES

**TEX 100 INTRODUCTION TO TEXTILES** 5-1-5 (F)  
An introductory course to textiles. Included will be history, terminology, raw materials, machinery, stock flow, dyeing, finishing and marketing. The types of textiles found in Rockingham County are emphasized.

**TEX 101 TEXTILE MECHANICS** 4-2-5 (W)  
A course designed to provide students with an understanding of principles and fundamentals of numbering systems, mechanical parts, speed transmission by pulleys and gears, calculation and use of constants, and production calculations. All subjects will be applied to the textile industry in general.

**TEX 102 SPUN YARN MANUFACTURING** 4-2-5 (S)  
A course designed to provide students with an understanding of the principles of short staple yarn manufacturing. Processes include opening and blending, picking, carding, drawing, combing, roving, spinning, and winding.

**TEX 104 TEXTILE FIBERS AND RAW MATERIALS** 3-2-4 (W)  
This course includes a study of the vegetable, animal and man-made fibers. The chemical and physical properties, origin, processing ability, and utilization of these fibers are studied.

**TEX 110 FABRIC DESIGN AND ANALYSIS** 2-2-3 (SS)  
A study of the design and structure of the basic weaves, their common derivatives and their drafting.

**TEX 118 PROBLEM SOLVING** 2-0-2 (SS)  
A logical approach to the analysis and solution of business and process problems.

**TEX 120 HUMAN AWARENESS AND RELATIONSHIPS** 0-2-1 (F,W)  
A course designed to provide students with understanding and skills in dealing with interpersonal and personal relationships especially as they apply to effective supervision and working relationships.

**TEX 205 ORAL COMMUNICATIONS FOR SUPERVISORS** 3-0-3 (F)  
A course designed to emphasize supervisory communication techniques. Included are supervisory situations for the development of verbal skills and self-confidence.

**TEX 206 WEAVING** 2-2-3 (F)  
A study of the principles and fundamentals of weaving from slashing through clothroom. Emphasis is placed on loom motions, types of looms, defective materials, malfunctions, and the capabilities and limitations of each type loom.

**TEX 207 PRINCIPLES OF THROWING AND TEXTURIZING** 2-2-3 (W)  
The theory and utilization of texturized yarns are studied. Emphasis is on raw materials, properties, mechanical operation, and packaging.

**TEX 208 PRINCIPLES OF KNITTING** 2-2-3 (S)  
An introductory course which includes types of knitting, knitting machinery, types of needles, loop formation, fiber variation and mechanical operation.

**TEX 210 SUPERVISORY PRACTICE** 5-0-5 (S)  
The duties, responsibilities, and authority of first line supervision in textiles are studied. Such factors as organization, production, quality, planning, controlling, training, waste, communication, policy, discipline, safety, interviewing, and labor relations are included.

**TEX 213 WORK AND METHODS STUDIES** 2-0-2 (W)  
An analysis of what goes into the proper procedure for methods studies, time studies and systems analysis with emphasis on the effects involved in a textile operation.

**TEX 214 MANUFACTURING CONTROLS AND STANDARDS** 5-0-5 (S)  
An introductory course to controls and standards found in textile production. Particular emphasis is placed on industrial engineering functions such as work measurement, methods, analysis, production and inventory control, and cost and budget controls.

**TEX 215 TEXTILE TESTING AND QUALITY CONTROL** 4-2-5 (F)  
The various tests for quality made before, during, and after the manufacturing processes are emphasized. Practice in using testing equipment with standard methods provides students an opportunity to test and analyze for results.

**TEX 221 DYEING AND FINISHING** 3-2-4 (W)  
A study of the physical and chemical steps necessary to convert various fabrics from greige materials to finished cloth. The properties and characteristics of the various dyes and variations in the dyeing and finishing process are studied.

**TEX 250 TEXTILE SEMINAR** 3-0-3 (upon request)  
A seminar which serves as a forum for trends, innovations, and problems in textiles. Specialists in textiles lecture and lead discussion. Available for all textile students and open to interested individuals.

## GRADUATION CHECKLIST Associate in Arts Degree

**COMMUNICATIONS: (14-15 Hrs. Required)**

English (9 Hrs.)

ENG 101 \_\_\_\_\_ Cr. Hrs.

ENG 102 \_\_\_\_\_ Cr. Hrs.

ENG 103 \_\_\_\_\_ Cr. Hrs.

English Language  
Literature (5-6 Hrs)

ENG \_\_\_\_\_ Cr. Hrs.

ENG \_\_\_\_\_ Cr. Hrs.

COMMS. Total Hours \_\_\_\_\_

**SOCIAL SCIENCE: (12 Hrs. Required)**

(3 qtrs of History Req.)

HIS \_\_\_\_\_ Cr. Hrs.

HIS \_\_\_\_\_ Cr. Hrs.

HIS \_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

SOC. SC. Total Hours \_\_\_\_\_

**HUMANITIES: (10-14 Hrs. Required)**

(One required from "A")

(A) Music and/or Art Survey (5-10 hrs.)

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

(B) Religion and/or Philo. (0-10 hrs.)

(C) Adv. Foreign Lang.

(0-9 Hrs.)

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

HUMANITIES Total Hours \_\_\_\_\_

**NATURAL SCIENCE: (12 Hrs. Required)**

Biology, Physical Science, Physics,  
Chemistry. (Recommend 3 qtrs. in  
same science.)

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

\_\_\_\_\_ Cr. Hrs.

NAT. SC. Total Hours \_\_\_\_\_

**PHYSICAL EDUCATION: (6 Hrs. Required)**

(Activity Courses)

PED \_\_\_\_\_ Cr. Hrs.

PHYS. ED. Total Hours \_\_\_\_\_

**ELECTIVES: (27-36 Hrs. Required)**

\_\_\_\_\_ Cr. Hrs.

ELECTIVES Total Hours \_\_\_\_\_

**MATHEMATICS: (5-9 Hrs. Required)**

(MAT 106, 107, 111, 112, or 113.)

MAT \_\_\_\_\_ Cr. Hrs.

MAT \_\_\_\_\_ Cr. Hrs.

MAT \_\_\_\_\_ Cr. Hrs.

MAT Total Hours \_\_\_\_\_

**STUDY SKILLS**

**DEVELOPMENT: (1 Hr. Required)**

SSD 100 \_\_\_\_\_ Cr. Hrs.

SSD Total Hours \_\_\_\_\_

**SUMMARY**

	Totals		
Name _____	SSD _____		
	Comms. _____		
	Humnts. _____		
	Math _____	=	_____
Course of Study _____	Nat. Sc. _____		
	Soc Sc. _____		
	Phys. Ed. _____		
	Electives _____		
		96	TOTAL HOURS COMPLETED
			Minimum Hours Required

**IMPORTANT!!!**

SEE A FACULTY ADVISOR (or counselor) FOR HELP IN  
PLANNING YOUR COURSE OF STUDY BEFORE EACH REGISTRATION.

## GRADUATION CHECKLIST Associate in Science Degree

### STUDY SKILLS

#### DEVELOPMENT: (1 Hr. Required)

SSD 100 \_\_\_\_\_ Cr. Hrs.  
SSD Total Hours \_\_\_\_\_

#### COMMUNICATIONS: (9 Hrs. Required)

ENG 101 \_\_\_\_\_ Cr. Hrs.  
ENG 102 \_\_\_\_\_ Cr. Hrs.  
ENG 103 \_\_\_\_\_ Cr. Hrs.  
COMMS. Total Hours \_\_\_\_\_

#### LITERATURE: (5 Hrs. Required)

(Eng. 208 or two qtrs. of  
American or English Lit.)  
\_\_\_\_\_ Cr. Hrs.  
\_\_\_\_\_ Cr. Hrs.  
LIT. Total Hours \_\_\_\_\_

#### SOCIAL SCIENCE (6 Hrs. Required)

(History)  
HIS \_\_\_\_\_ Cr. Hrs.  
HIS \_\_\_\_\_ Cr. Hrs.  
HIS \_\_\_\_\_ Cr. Hrs.  
SOC. SC. Total Hours \_\_\_\_\_

#### MATHEMATICS: (20 Hrs. Required)

(Courses below MAT 113 receive  
elective credit.)  
MAT 113 \_\_\_\_\_ Cr. Hrs.  
MAT \_\_\_\_\_ Cr. Hrs.  
MAT \_\_\_\_\_ Cr. Hrs.  
MAT \_\_\_\_\_ Cr. Hrs.  
MAT \_\_\_\_\_ Cr. Hrs.  
MATH Total Hours \_\_\_\_\_

#### NATURAL SCIENCE: (24 Hrs. Required) (Physics or Chemistry)

\_\_\_\_\_ Cr. Hrs.  
NAT. SC. Total Hours \_\_\_\_\_

#### PHYSICAL EDUCATION (6 Hrs. Required) (Activity Courses)

PED \_\_\_\_\_ Cr. Hrs.  
PHYS. ED. Total Hours \_\_\_\_\_

#### ELECTIVES: (25 Hrs. Required)

\_\_\_\_\_ Cr. Hrs.  
Totals ELECTIVES Total Hours \_\_\_\_\_

### SUMMARY

#### Totals

Name _____		SSD _____			
		Comms. _____			
		Lit. _____			
Course of Study _____		Soc. Sc. _____	=	_____	TOTAL HOURS COMPLETED
		Math _____			
		Nat. Sc. _____			
		Phys. Ed. _____		96	Minimum Hours Required
		Electives _____			

### IMPORTANT!!!

SEE A FACULTY ADVISOR (or counselor) FOR HELP IN  
PLANNING YOUR COURSE OR STUDY BEFORE EACH REGISTRATION.



**General Information**  
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**Wentworth, N.C. 27375**  
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