

ROCKINGHAM COMMUNITY COLLEGE

CATALOG 1983-84





WELCOME

To Rockingham Community College in the heart of Rockingham County, North Carolina. The RCC offices are open weekdays between the hours of 8 a.m. and 5 p.m., with academic, career or other counseling available evenings (Monday through Thursday) by request. The information office and switchboard is open until 9:45 p.m. Monday through Thursday. Visitor parking is in front of the Administration Building, which faces N.C. 65, or in the East and West lots. We invite you to visit our 257-acre, wooded campus and to become involved in some of the many classes and other activities offered by Rockingham Community College.

ROCKINGHAM COMMUNITY COLLEGE
Wentworth, N.C. 27375

342-4261

427-3169

**1983-84 CALENDAR
ROCKINGHAM COMMUNITY COLLEGE**

Fall Quarter

Monday, August 1 through Friday, August 12	Registration
Monday, September 5	Labor Day Holiday
Tuesday, September 6	Registration/Preparation Day
Wednesday, September 7	Classes Begin
Tuesday, November 22	Classes End
Wednesday, November 23	Grades due/Workday
Thursday, November 24 and Friday, November 25	Thanksgiving Holidays

Winter Quarter

Monday, October 31 through Friday, November 11	Registration
Monday, November 28	Registration/Preparation Day
Tuesday, November 29	Classes Begin
Thursday, December 22 through Friday, December 30	Student Vacation
Thursday, December 22	Faculty Vacation
Friday, December 23 and Monday, December 26	Christmas Holidays
Tuesday, December 27 through Thursday, December 29	Faculty Vacation
Friday, December 30	New Year's Holiday
Monday, January 2	Classes Resume
Wednesday, February 22	Classes End
Thursday, February 23	Work Day
Friday, February 24	Grades Due
Thursday, February 23 through Monday, February 27	Snow Days (Work Days)
Tuesday, February 28 and Wednesday, February 29	Work Days

Spring Quarter

Monday, January 30 through Friday, February 10	Registration
Thursday, March 1	Registration/Preparation Day
Friday, March 2	Faculty Vacation
Monday, March 5	Classes Begin
Friday, April 20 and Monday, April 23	Easter Holidays
Tuesday, May 22	Classes End
Wednesday, May 23	Grades Due
Thursday, May 24 and Friday, May 25	Work Days
Friday, May 25	Graduation
Monday, May 28 through Friday, June 8	Faculty Vacation

Summer Quarter

Monday, April 30 through
Friday, May 11

Monday, June 11
Tuesday, June 12

Tuesday, July 3

Wednesday, July 4

Thursday, July 5

Tuesday, July 17

Wednesday, July 18

Thursday, July 26

Friday, July 27

Monday, August 20

Tuesday, August 21

Wednesday, August 22

Thursday, August 23 and

Friday, August 24

Friday, August 24

Monday, August 27 through

Friday, August 31

Registration

Registration/Preparation Day

Classes Begin, (10-Week, 1st 3-Week and
1st 5-Week Sessions)

Classes End, 1st 3-Week Session

Holiday

Classes Begin, 2nd 3-Week Session

Classes End, 1st 5-Week Session

Classes Begin, 2nd 5-Week Session

Classes End, 2nd 3-Week Session

Classes Begin, 3rd 3-Week Session

Classes End, 3rd 3-Week Session

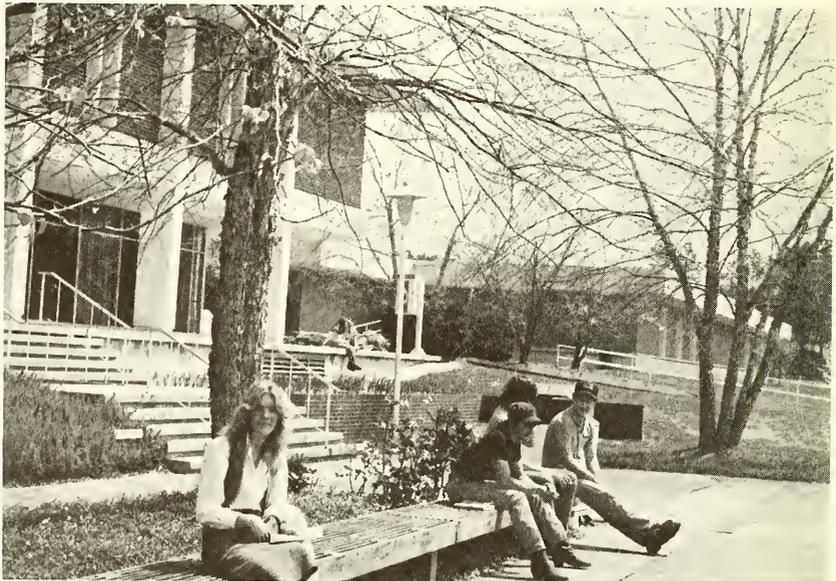
Classes End, 2nd 5-Week and 10-Week
Sessions

Grades Due

Work Days

Graduation

Faculty Vacation



OPPORTUNITIES AT ROCKINGHAM COMMUNITY COLLEGE

Rockingham Community College offers one-year vocational programs to teach students specialized skills for employment; two-year technical programs to prepare students for a number of positions in particular fields; two years of liberal arts and science courses which will transfer to senior institutions; and a variety of non-credit Continuing Education courses. Adults may earn a high school diploma by completing the Adult High School program or may earn a state-approved high school equivalency certificate by passing the General Education Development test (GED).

ONE-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Auto Body Repair	X		X	
Automotive Mechanics	X		X	
Basic Electronics	X		X	
Cosmetology	X		X	
Early Childhood Assistant	X		X	
Electrical Installation and Maintenance	X		X	
Food Service Specialist	X		X	
Industrial Maintenance*		X		X
Light Construction	X			X
Machinist	X	X	X	X
Mechanical Drafting	X			X
Welding	X		X	

TWO-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Accounting	X	X	X	X
Business Administration-General	X	X	X	X
Electronic Data Processing**		X		X
Liberal Arts & Science (College Transfer)	X	X	X	X
Nursing	X		X	
Real Estate		X		X
Secretarial Science	X		X	
Business Admin.-Textile Emphasis		X		X

*Takes two years to complete on part-time basis.

**Takes three years to complete on part-time basis.

ACCREDITATION AND MEMBERSHIPS

Rockingham Community College is fully accredited by the Southern Association of Colleges and Schools and the National League of Nursing. The College holds an institutional membership in the American Association of Community and Junior Colleges.

ROCKINGHAM COMMUNITY COLLEGE HISTORY

- June, 1963—N. C. General Assembly passes enabling legislation leading to local elections on the establishment of community colleges and technical institutes across the state.
- July, 1963—The people of Rockingham County formally request approval from the State Board of Education for establishment of a community college in the county.
- November, 1963—The citizens of the county vote in favor of a community college, approving \$1.25 million in bonds and a supporting tax levy.
- December, 1963—State Board of Education grants charter for Rockingham Community College. First trustees are appointed.
- January, 1964—Trustees hold first meeting, electing Welsford Bishopric of Eden chairman.
- April, 1964—Dr. Gerald B. James is appointed RCC President. Work begins on site selection, architectural design, and faculty/staff employment.
- January, 1966—Groundbreaking ceremony is held as work begins on first four buildings (Shop, Classroom, Laboratory, and Learning Resources Center)
- October, 1966—Classes begin in Shop, Laboratory, and Classroom Buildings as workmen add finishing touches. (Learning Resources Center opens in February, 1968.)
- November, 1966—Student Government Association holds first meeting.
- June, 1967—Trustees adopt College seal.
- August, 1967—RCC holds first graduation.
- October, 1967—Fund-raising drive for student center building begins. Campus open house is held.
- December, 1967—Rockingham Community College is fully accredited by Southern Association of Colleges and Schools, retroac-

tive to opening of College. (Accreditation reaffirmed in December, 1972.)

October, 1969—Physical Education Building is opened.

April, 1971—The Harold W. Whitcomb Student Center (the first building on campus to be named, built, and furnished entirely from individual and corporate gifts) is opened. Building houses dining facilities, lounge, meeting and recreation rooms.

October, 1975—Administration Building is completed.

July, 1976—Learning Resources Center passes 40,000 mark in volumes and resource materials available.

September, 1976—Work begins on outdoor playing fields.

October, 1976—New campuswide governance system giving equal voice to students, faculty, and staff is instituted.
Building for receiving, storage, and maintenance is completed.

June, 1978—First 6 tennis courts are completed.

September, 1979—Shop Building II is completed with new facilities for auto body repair, light construction, and electrical installation and maintenance programs.

State funds RCC's Special Needs Assistance Program (SNAP), one of the few handicapped assistance-counseling projects for students in North Carolina.

The Career Life Planning Center opens in the Whitcomb Student Center.

April, 1980—Second RCC Open House is held, coupled with first Student Activities Week.

September, 1981—Enrollment in curriculum programs passes 2,000 students for first time. Fall quarter total, including part-time students, is 2,094.

May, 1982—First student-built house, in University Estates near Reidsville, is completed for sale.

June, 1982—Special Collections room, devoted to area heritage and historical research, is opened by RCC Foundation in Learning Resources Center.

February, 1983—RCC Foundation and Resources Development Office begin first fund-raising drives in Reidsville, Eden and Western Rockingham County.

July, 1983—Dr. Gerald B. James, retires as President. Dr. N. Jerry Owens becomes RCC's second President.

STATEMENT OF PURPOSE

A democratic society demands intelligent and enlightened citizens. Rockingham Community College is one of the many and varied institutions established by society to aid in the development and advancement of its individual members.

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 prepare individuals for employment in trades.
6. To provide two years of technical study which prepares 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.

Thus, the College is dedicated to the provision of opportunities to citizens for further academic enlightenment, cultural development, and vocational achievement.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Discrimination

Rockingham Community College is an equal opportunity college, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. No person shall be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Special Provisions For Handicapped Persons

It is the intent of the College that all courses of study be fully accessible to all qualified students. In order to accomplish this, the College would appreciate an advance notice of three months from handicapped persons so that special equipment and necessary adjustments in programs and facilities may be identified and made.

Grievance Procedures

Applicants, employees, and students of Rockingham Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 with the Equal Opportunity/Affirmative Action Officer. Aggrieved persons may next request a meeting with the Equal Opportunity/Affirmative Action Committee. If unsatisfied with committee action, appeal may be made to the President, then to the Trustees.

The President of the College is responsible for appointing the Equal Opportunity/Affirmative Action Officer(s) and providing for the establishment of the Committee.

For information concerning the College Equal Opportunity/Affirmative Action Officer for Grievances, contact Jack Garber.

Jack Garber is the College Equal Opportunity/Affirmative Action Officer for Planning and Program Development and may be contacted in Office 154 of the Administrative Building or by telephone on Extension 110.

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 10:00 p.m. The Student Affairs Office is open each Monday, Tuesday, Wednesday and Thursday until 8:00 p.m.

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.

HOUSING

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

HEALTH SERVICES

A first aid and emergency station is located in the gymnasium. First aid kits are located at the college switchboard, Information Desk at the Whitcomb Student Center, and at the secretarial station in all faculty office areas.



ADMISSION PROCESS AND REQUIREMENTS

Rockingham Community College has an OPEN DOOR admissions policy for persons 18 years of age and over. A high school diploma or the equivalent is normally required for admission to any curriculum program, but in some circumstances exceptions may be made.

Admission to a specific course of study is based upon guidelines developed to help the student determine his/her 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. 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.

Rockingham Community College will admit selected high school students between the ages of 16 and 18 to appropriate courses.

College Transfer, Technical, and Vocational Programs

The admissions process requires that the applicant:

- (1) submit a completed admissions application,
- (2) submit a transcript of all previous education beyond the eighth grade.
- (3) report to the college for admissions counseling and placement testing. The student will be tested in areas of English, math, and reading to determine entry level skills.
- (4) College Transfer and Technical* applicants must have a diploma from an accredited high school or have a State approved equivalent education (GED or Adult High School Diploma).

Advanced Placement

A score of 3 or higher on any advanced placement examination of the CEEB will entitle the student to credit for comparable RCC courses. Results of the test must be forwarded to the Office of Admissions for evaluation.

Special Credit Student

Any person who wishes to register for one or more credit courses but does not intend to complete curriculum program may be admitted as a Special Credit Student.

*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.

Reentering Students

A student who previously attended RCC but was not enrolled the immediately preceding quarter must make application for readmission. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript of academic work to the Admissions Office.

TRANSFER STUDENTS

A student transferring to RCC from another educational institution must:

- (1) have a diploma from an accredited high school or have a state approved equivalent education (GED or Adult High School Diploma),
- (2) submit a completed admissions application,
- (3) furnish official transcripts of all previous academic work,
- (4) furnish documentation of prior learning experiences.

Validation of Prior Education Experiences

Courses completed at other institutions will be accepted for credit when judged appropriate to the degree being pursued at RCC and when validated by means of the appropriate criteria below:

A. Courses Verified by an Official Transcript

1. **Equivalent Courses**—Experiences which are judged equivalent in content and quantity to experiences offered at RCC. Equivalency will be determined by:
 - a. An evaluation of the catalog description of the course.
 - b. Consideration of the program in which the student was enrolled when taking the course.
 - c. When feasible, a conference with the student and/or a representative of the transferring institution.
2. **Non-Equivalent Courses**—Experiences which are judged not to be equivalent in content and quantity to experiences offered at RCC. The appropriateness of non-equivalent experiences will be determined by the Dean of Instruction based upon a written recommendation from the Department Chairperson of the subject area involved. The recommendation should include a rationale and justification of appropriateness. The decision of the Dean will be based upon appropriate consultation with faculty and staff and will be final. Copies of the recommendation and decision shall become a part of the student's permanent record.
3. Experiences at institutions maintaining either the accredited,

candidate, or correspondent status with one of the following lists of accrediting agencies:

Middle States Assoc. of Colleges and Secondary Schools
New England Assoc. of Colleges and Secondary Schools
North Central Assoc. of Colleges and Secondary Schools
Northwest Assoc. of Secondary and Higher Schools
Southern Assoc. of Colleges and Schools
Western Assoc. of Schools and Colleges

4. Courses at institutions not affiliated with one of the accrediting agencies listed above:
 - a. Course by Course—The acceptance of such experiences for credit will be determined by the Dean of Instruction based upon a written recommendation from the Department Chairperson of the subject area involved. The recommendation shall reflect a course by course review and should involve documentation of the validation process and a rationale and justification for granting credit. The review may include a demonstration of proficiency by the student. The decision of the Dean will be based upon appropriate consultation with faculty and staff and will be final. Copies of the recommendation, documentation, and decision shall become a part of the student's permanent record. (WARNING: Students should be advised that some institutions MAY NOT accept such experiences for credit in future transfers.)

OR

- b. Credit by Exam—Student may elect to validate such experience through registering for and completion of Credit by Exam in the appropriate subject content area provided Credit by Exam is available in that area.
5. Grades—All experiences evaluated with a passing grade may be accepted for credit. Normally only those courses with a "C" or better will be accepted; however, some individual courses that are in sequence (i.e., BIO 101-102-103) may be accepted when one grade of the sequence is less than a "C" if approved by the Department Chairperson and the Dean of Instruction. Passing evaluation received under Pass/Fail or Satisfactory/Unsatisfactory grading system is acceptable. (WARNING: Students should be advised that some institutions MAY NOT accept courses with "D" grades in future transfers.)

B. Prior Learning Experience Not Verified by a Transcript

1. Work and Other Experiences—Such experiences must be validated through: Credit by Exam—Registering for and successful completion of Credit by Exam in the appropriate subject content area.
2. Military Experiences—The acceptance of military experiences for credit may be based upon:
 - a. The criteria outlined in *A guide to the Evaluation of Educational Experiences in the Armed Forces*
 - OR
 - b. Credit by Exam—Registering for and successful completion of Credit by Exam in the appropriate subject content area.
3. CLEP Subject Examination—Experiences may be validated through CLEP (College Level Examination Program) Subject Examinations which are judged equivalent to experiences offered at RCC. Credit will be awarded for a score on a CLEP Subject Examination that is at or above the mean score achieved by students in the national norms sample who earned a grade of "C" in a regular college course in the subject. Equivalency and the amount of credit to be awarded will be determined by the Dean of Instruction based upon a written recommendation from the Department Chairperson of the subject area involved. The recommendation should reflect the scope of the material measured and a rationale and justification of equivalency. The decision of the Dean will be based upon appropriate consultation with faculty and staff and will be final. Copies of the recommendation and decision shall become a part of the student's permanent record.

**Adult High School and General
Education Development Test (GED)**

Persons over 18 may complete high school through successful completion of either the Adult High School Program or the General Education Development tests (GED). The individual must take placement tests to determine skill levels in English, math, and reading. Scores on the tests, as well as personal needs and interests, will help the individual make the most appropriate choice.

To enroll in the Adult High School, a person must also:

- (1) submit a completed admissions application,
- (2) submit a transcript of all previous education beyond the elementary school.

To take the GED tests, a person must:

- (1) submit a GED application,
- (2) submit proof of age.

In accordance with North Carolina State Board of Education policy, persons 16 and 17 years of age may be admitted to Adult High School or allowed to take the General Education Development test (GED) under the following provisions:

- (1) Space is available so as not to prevent an adult from enrolling.
- (2) Entrance requirements are met.
- (3) Applicants have left the public school no less than six calendar months prior to the last date of regular registration for the college quarter in which they are being admitted; provided, however, that the superintendent, or his designee, of the school system to which the minor is assigned may waive all or any part of the six month waiting period.
- (4) A notarized petition is presented by the minor's parent, legal guardian, or other persons or agency having legal custody of the minor applicant. Said petition will certify the place of residence, age of the applicant, the parental or other appropriate legal guardian or agency, signature, and the date of withdrawal from public school.

Continuing Education Programs

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

Registration

Rockingham Community College operates on the quarter system. Students must have a social security number before beginning the registration process.

Each student is assigned a faculty advisor who assists in planning an overall program of study and in making changes in that plan as they are needed. After the advisor has approved a student's course selection, the student is responsible for continuing the registration process through the Records Office. All students are expected to register during the time set aside for registration purpose. Applications requesting an Audit, S/U grade option, Notice of a Repeat course, Credit by Examination and Independent Study course approvals must be completed at the time of registration. (Registration and drop/add dates are listed in the college calendar.)

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 Records Office.

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

TUITION AND FEES

Tuition is set by the State Board of Community Colleges and is subject to change without notice. Cost of textbooks and supplies are additional expenses and vary according to the program of study. Effective July 1, 1983 basic fees are as follows:

College Transfer, Technical, Vocational Programs

North Carolina Residents tuition is \$4.25 per credit hour

maximum tuition is	\$51.00
*maximum activity fee is	<u>9.00</u>
total fee per quarter	\$60.00

Out-of-State Students tuition is \$21.25 per credit hour

maximum tuition is	\$255.00
*maximum activity fee is	<u>9.00</u>
total fee per quarter	\$264.00

*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
- 12 or more Quarter Hours \$9.00

Summer Quarter

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

SUPPLY FEES

Additional fees may be charged for classes where the need for supplies is greater than normal (i.e., welding, pottery, secretarial science, EDP, etc.).

RESIDENT STATUS FOR TUITION PAYMENT

1. *General:* The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained domicile in North Carolina for at least the twelve (12) months immediately preceding the date of first enrollment or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said student for in-state tuition.

2. *Minors*: A minor is any person who has not reached the age of 18 years. The legal residence of a person under 18 years of age at the time of first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian.
3. *Adults*: An adult is any person who has reached the age of 18 years. Upon reaching the age of 18, a person whose parents have been domiciled in North Carolina for at least the preceding 12 months, retains North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence **is abandoned** by an adult, maintenance of North Carolina domicile for 12 months as a non-student is required to regain in-state status for tuition payment purposes.
4. *Married Students*: The legal residence of a married person may follow that of the spouse. A person currently enrolled as an in-state student in an institution of higher education may continue as a resident even though he or she marries a nonresident.
5. *Military Personnel*: No person shall lose in-state resident status by serving in the Armed Forces outside of the State of North Carolina **if his home of record while in service is N.C.**
6. *Aliens*: Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other nonresident. Nonimmigrant aliens are classified as out-of-state no matter how long they have lived in the state.
7. *Property and Taxes*: Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.
8. *Change of Status*: The residence status of any student is determined at the time of first enrollment and maintained during enrollment except for one of these reasons:
 - (a) In the case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a nonresident student for at least 12 consecutive months or
 - (b) In the case of a resident who abandons legal residence in North Carolina. In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.
9. *Responsibility of Students*: Any student or prospective student in doubt concerning residence status must bear the responsibility for securing a ruling by stating his case in writing on an application to change residence status. The student who, because of 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 Records Office of the circumstances in writing. Failure to give complete and correct

information regarding residence constitutes grounds for disciplinary action.

Refunds

Except for students receiving Veteran's Educational Assistance, tuition refunds shall not be made unless the student is, in judgement 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 (10) 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 \$4.50 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 the first quarter of enrollment is generally the most expensive.

Continuing Education Fees

For most courses, the only cost is a registration fee with a minimum of \$10.00; however, in some courses students are expected to provide texts and supplies. See pages 122-123.

BOOKSTORE

The Bookstore, on the upper level of Whitcomb Student Center, carries all instructional supplies for classes as well as a variety of paperbacks, pens, pencils, notebooks and RCC clothing items. Bookstore is open from 8:30 a.m. until noon and from 12:30 p.m. until 3:30 p.m. each weekday. It is also open from 5:30 p.m. until 7 p.m. Mondays and Thursdays when classes are in session.

FINANCIAL AID POLICY (Federal-Based Programs*)

Introductory Comment

The primary responsibility for financing a college education rests with the individual. Generally, financial aid will be supplied 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.

The College makes efforts to provide students with the appropriate type and amount of assistance once eligibility has been demonstrated. The purpose of the student financial aid program is to assist accepted students who have demonstrated a financial need and who, without receipt of such aid, would be unable to begin or continue their studies at Rockingham Community College. Any monies awarded should supplement, rather than replace, the resources available to the student. Financial aid is to be used by the recipient for such expenses as tuition and fees, books, personal needs, travel and room and board if necessary in order to remain in college.

Institutional Policy

A financial aid recipient must progress satisfactorily toward a specified diploma or degree and must meet the required criteria as defined by this institution.

To accomplish the objectives of this policy, the following requirements are established by Rockingham Community College:

1. An applicant for financial assistance must be a United States citizen, a permanent resident of the Trust Territory of the Pacific Islands, or a resident of the Northern Mariana Islands.
2. A financial aid recipient must be accepted for enrollment as at least a half-time student before receiving any aid. (An applicant may apply for aid before being accepted.)
3. Recipients of the Pell Grant must be enrolled full time (12 credit hours or more) to receive the full grant award. Part-time recipients can receive the Pell Grant if enrolled for 6-11 credit hours, but the amount will be reduced.
4. Recipients of the NCSIG must maintain 12 credit hours.

*Pell Grant Program, North Carolina Student Incentive Grant, Supplemental Educational Opportunity Grant, Work Study, National Direct Student Loan, Nursing Student Loan, and Nursing Student Scholarship.

5. An applicant must be a high school graduate or must have successfully completed the G.E.D.
6. The student must not be in default on any National Defense/Direct Student Loan, Insured or Guaranteed Student Loan, or emergency loan at this Institution or any other.
7. The student must not owe a refund on grants previously received under the Pell Grant, SEOG, or NCSIG program.
8. A financial aid recipient must progress satisfactorily as defined by this institution toward a specified degree or diploma and must meet the required criteria. The awarding and continuation of financial assistance is dependent upon the student's ability to maintain the minimum G.P.A. and to receive a *passing* grade for the required number of hours. (Acceptable grades are: A, B, C, D, S, or OE. Unacceptable grades are: W, U, F, NC, WF, WP, or I.*) Also, each student must complete the required number of credit hours per quarter as follows:

THE MINIMUM G.P.A. REQUIREMENTS

Credit Hours Attempted	G.P.A. No Less Than
1—15	1.00
16—32	1.25
33—48	1.58
49—64	1.80
65—80	1.85
81—95	1.95
96	2.00
Credit Hours Enrolled for at end of drop-add	Credit Hours Required with Acceptable Grade
6—12	Half

9. Consideration will not be given to currently enrolled students who make application for financial assistance if the G.P.A. for the number of hours attempted and the number of credit hours completed are less than required in No. 8.
10. If, after the first quarter of receiving aid, a recipient's G.P.A. is less than the minimum G.P.A. for the number of hours attempted or the student has not completed the required number of hours, will receive a warning and be further advised that progress must be made by the end of the following quarter or aid will be terminated. If the recipient at the end of the second quarter has

*These grading symbols are subject to change according to institutional grading policy.

met the standards shown in No. 8, aid is continued. If not, aid is terminated for the next quarter and further consideration for reinstatement will not be given until requirements are met. It is understood that in certain cases, "progress" will be left to the judgement of the Financial Aid Officer, and that the Financial Aid Officer will take into consideration extenuating circumstances when a student is unable to meet set requirements.

11. Re-entering students remaining in the same program (those out for one quarter or more, unless the one quarter was summer school) or returning students will be considered in the same manner as continuing students.

Exception: A student changing programs will be evaluated according to those courses which give credit in the new program of study. These must meet minimum grade point average.

It is realized that any system which might be used may eventually be confronted with exceptional cases. Therefore, all applicants and recipients should be aware of their right to appeal their case before the Dean of Student Affairs if it is felt that aid has been unjustifiably refused or terminated or if it is felt that special circumstances warrant further consideration of their case.

Rights and responsibilities

All student Financial Aid recipients should know and understand their rights and responsibilities for continuation of aid. These may be found in the student Financial Aid Booklet. These are available to all students in the Financial Aid Office.

A financial aid recipient is OBLIGATED TO REPORT TO THE FINANCIAL AID OFFICER ANY CHANGE IN HIS OR HER FAMILY'S FINANCIAL CIRCUMSTANCES. ALSO, THE SOURCE AND AMOUNT OF ANY OTHER FINANCIAL AID MUST BE REPORTED. This includes loans, scholarships, educational benefits, part-time jobs, assistantships, etc. Changes in the student's or family's financial circumstances, whether favorable or unfavorable, may be cause of revision of the original award. Types of student financial aid available at RCC are listed below:

1. GRANTS

A. Pell Grant

Direct grants of gift assistance awarded to eligible students who are enrolled on a full-time or part-time basis in a curriculum program. To apply for a Pell Grant, the student must complete the

Application for Determination of Pell Grant Eligibility or the Financial Aid Form. These applications are available in the Financial Aid Office and at most high school and public libraries.

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.

C. North Carolina Student Incentive Grant (NCSIG)

Legal residents of North Carolina accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply for Student Incentive Grants which may not exceed one-half of the total financial need or \$1,500 per academic year, whichever is less.

D. College and Institutional Work Study:

These programs allow an eligible student (eligibility determined through the FAF) to work on-campus for a department or instructor. Students may be assigned to work 7-15 hours per week at federal minimum wage and are paid once a month. Assignments may be subject to availability of funds.

2. SCHOLARSHIPS

A. The Annie Penn Memorial Hospital Auxiliary

Makes available annually two scholarships totaling \$300 each to be awarded to two nursing students.

B. Annie Penn Memorial Hospital Nursing Scholarship

Makes available annually two scholarships totaling \$100 each. One recipient must be enrolled in the nursing program and the other in a general scholarship.

C. Annie Wootten Memorial Scholarship

The interest from a bequest by the late Ms. Annie Wootten, teacher and former counselor with the Reidsville City Schools, will be awarded annually. Preference is given to graduates of Reidsville High School.

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(s) from Rockingham County.

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(s) 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 Wentworth Township.

G. Elmer A. Wrenn Memorial Scholarship

This scholarship is available to any student pursuing a Business Administration major or other major in a closely allied field. Award is based on academic ability and need.

H. 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 ADN degree program. No loan may exceed \$2,500.00 per academic year. The interest rate is 6% per annum, but interest does not accrue nor is the first payment due until the student has been out of school for six months.

B. National Direct Student Loans (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 5% 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 six months. The normal payment is \$30.00 per month and repayment may be deferred for up to three 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, Duncan-Marion, Jaycee, Jaycette, and Hooper-Shockley 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 five funds operate as revolving accounts, and the availability of funds is totally dependent upon the borrower's cooperation in repaying all loan money within the specified time.

D. Other Sources

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 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 from the Financial Aid 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.

Students needing assistance should contact the Financial Aid Office.

VETERAN AFFAIRS

The Veterans Administration provides a program of financial assistance for the education and training of eligible veterans having military service, any part of which occurred after January 31, 1955, and before January 1, 1977 or participating veterans in service after January 1, 1977. The program is designed to encourage self-improvement and offers financial help to such veterans in raising their educational level. Curriculum programs are approved by the State Approval Agency for training veterans under Public Law 894 and for children and widows of certain deceased or totally disabled veterans under Public Law 634.

It is possible for veterans to make application for VA educational benefits through the Office of Veterans Affairs on campus. Dependents of deceased or disabled veterans should apply for educational benefits through a Veterans Affairs Service Office.

A veteran who plans to attend Rockingham Community College must have his official high school transcript and official transcripts from previous colleges attended sent to the Admissions Office of Rockingham Community College. A veteran's transcripts must be on file and evaluated before he or she can be certified for veteran's benefits.

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 degree programs, 22 contact hours for veterans in some vocational programs, and 18 contact hours in the Adult High School Program and some vocational programs.

In the Vocational programs, benefit status is determined by contact hours (12 months limit):

22-up contact hours—full-time

16-21 contact hours— $\frac{3}{4}$ time

11-15 contact hours— $\frac{1}{2}$ time

6-10 contact hours— $\frac{1}{4}$ time (pays tuition only)

In the College Parallel and Technical programs, benefit status is determined by credit hours (24 months limit):

12 credit hours—full time

9 credit hours— $\frac{3}{4}$ time

6 credit hours— $\frac{1}{2}$ time

4 credit hours— $\frac{1}{4}$ time

In the Adult High School Program and some vocational programs the benefit is determined by contact hours as follows if

18-up contact hours—full-time

13-17 contact hours— $\frac{3}{4}$ time

9-12 contact hours— $\frac{1}{2}$ time

5-8 contact hours— $\frac{1}{4}$ time (tuition only)

G.I. Bill—Monthly Rates

	No dependents	1 dependent	2 dependents	Each added dependent
Full-time	\$342	\$407	\$464	\$29
Three-quarter	257	305	348	22
Half-time	171	204	232	15

Special Note: Students may enroll for only those courses required for the diploma/degree which they are seeking. They may not enroll for courses outside the requirements or take more electives than required.

STANDARDS OF PROGRESS FOR VETERANS

VA regulations require the college to monitor a veteran's academic progress. To ensure compliance with VA regulations, the veteran should be aware of the following provisions:

1. Audits:

No payment of educational benefits will be made to an eligible veteran for audited courses, because no credit toward an educational objective can be earned for such a course.

2. Independent Study:

If the eligible veteran completes a course through independent study, the VA benefits will not be payable for that course.

3. Courses:

All courses taken must apply toward degree/diploma requirements. A veteran *may not* take any courses for VA educational benefits outside his specific program of study.

4. Withdrawals:

Effect of complete withdrawal from school.

A. Instructor Initiated Drop:

Instructor drops of veterans receiving benefits must be reported to VA effective the *last date attending class*. If non-punitive grades are awarded, and no extenuating circumstances are reported, benefits are adjusted from the first day of classes. If punitive grades are awarded, benefits are payable to the last date attending class.

B. Student Initiated Withdrawals:

If the veteran initiates the withdrawal and the VA determines that *extenuating circumstances* existed, the veteran will receive benefit payments to the last date of attendance in class.

5. Probation:

A veteran student must maintain satisfactory progress to continue to be eligible to receive educational benefits under Chap. 32, 34, 35. If progress is unsatisfactory according to the established policy of the school, the law requires the school to report this to the VA. Eligible veterans will be placed on probation or suspended in accordance with the published school policy. Veterans on suspension will have their VA benefits terminated until re-enrollment is allowed.

6. Grades:

A. Non-punitive Grades:

Grades which do not have hours attempted or quality points to be added into the calculation of the accumulative quality-point average are considered non-punitive grades by the Veterans Administration. Benefits will not be paid for courses in which non-punitive grades are assigned unless mitigating circumstances are found to exist.

“W” or “WP”:

If an eligible veteran withdraws from a course after the drop-add period, receives a non-punitive W or WP grade, and mitigating circumstances are not found, benefits for that course will be terminated.

effective back to the first day of class in that course. The course *can* be repeated for VA benefit payments. If the eligible veteran withdraws and mitigating circumstances are shown, the veteran will be eligible for benefits through the *last date of attendance* in that course.

"U" or "OE": If an eligible veteran completes a course but receives a non-punitive U or OE grade and mitigating circumstances are not found, benefits for that course will be terminated effective back to the first day of class in that course. The course can be repeated for VA benefit payments.

"I": If the eligible veteran does not complete a course and an I grade is assigned, without the existence of mitigating circumstances, no payment of educational benefits will be made for this course effective the first day of class for that course. If the I is subsequently changed to a grade for credit toward graduation, or if an F grade is assigned for failure to complete the course requirement, the VA will restore benefits payable for the entire quarter. (Veterans may not repeat the course for VA benefits payment if the grade is A, B, C, D, or S.)

"CE": If the eligible veteran completes a course through proficiency examination, VA benefits will *not* be payable for that course. If CE credit has been given, the course may *not* be repeated for VA benefits.

B. Punitive Grades:

Grades which have credit granted toward graduation, quality points, and/or hours attempted to be computed into the quality-point average.

"A", "B", "C", "D", "S": If the eligible veteran completes a course and a grade of A, B, C, D, S is assigned for a course in which credit is granted toward graduation, VA benefits will be made for the entire quarter. How-

- ever, the course cannot be repeated for VA benefit payment.
- “WF”:
If the eligible veteran withdraws after the fourth week of the quarter while failing the course and is assigned a punitive WF grade, the VA benefits will be terminated the last date of attendance in that course. This course can be repeated for VA payment purposes.
- “F”:
If the eligible veteran completes the course and is assigned a punitive “F” grade which no credit toward graduation is granted, it will be used for VA benefits payments for the entire quarter. It is distinguished from non-punitive grades, because the hours attempted are used to determine the accumulative quality-point average for graduation purposes. Courses necessary for graduation can be repeated one time and used again for VA benefit purposes.

Students receiving VA benefits are expected to attend all regular class meetings for which they are registered. These students enrolled in vocational and adult high school programs are required to maintain a record of any absences. They must submit a monthly record, which has been verified and signed by their instructors, to the Office of Veterans Affairs. Failure to do so will mean a termination of VA benefits. Students receiving VA benefits must complete an official withdrawal when withdrawing from a course or from school. If a veteran is dismissed from the college for misconduct, his veterans benefits are terminated immediately.

Veterans Work-Study Program

The College, in connection with the Veterans Administration, offers a limited work-study program. In this program, a veteran can receive the hourly minimum wage as an office assistant but working in the office of Veteran Affairs. The number of applicants selected will depend upon the availability of VA-related work in the veteran affairs office. The VA regulations give preference to veterans with 30 per cent or more service-connected disabilities. Veterans must be enrolled on a full-time basis to be eligible for VA work-study.

INTERNATIONAL (F-1 STATUS) STUDENTS

Definition of F-1 Status

An F-1 visa and F-1 Student status may be granted to an alien who is a bona fide student "qualified to pursue a full course of study" at an academic institution authorized to admit foreign students. When applying for an F-1 visa, the individual must prove to a U.S. consular official that he wishes to enter the U.S. temporarily and solely for purposes of study and that he has permanent residence in a foreign country which he has no intention of abandoning.

Procedures for Admission

All applicants from a country other than the United States must submit the following to the Admissions Office:

1. An official Rockingham Community College application.
2. An official transcript(s) from high school and any other previously attended schools.
3. Show proof of English proficiency—550 score on Test of English as a Foreign Language (TOEFL), ELS proficiency at university level curricula, or successful course work in English at another U.S. institution of higher education.
4. A letter of financial responsibility and proof of deposit of return fare home.

When all the above requirements are met, RCC will issue a Form I-20 to the accepted student.

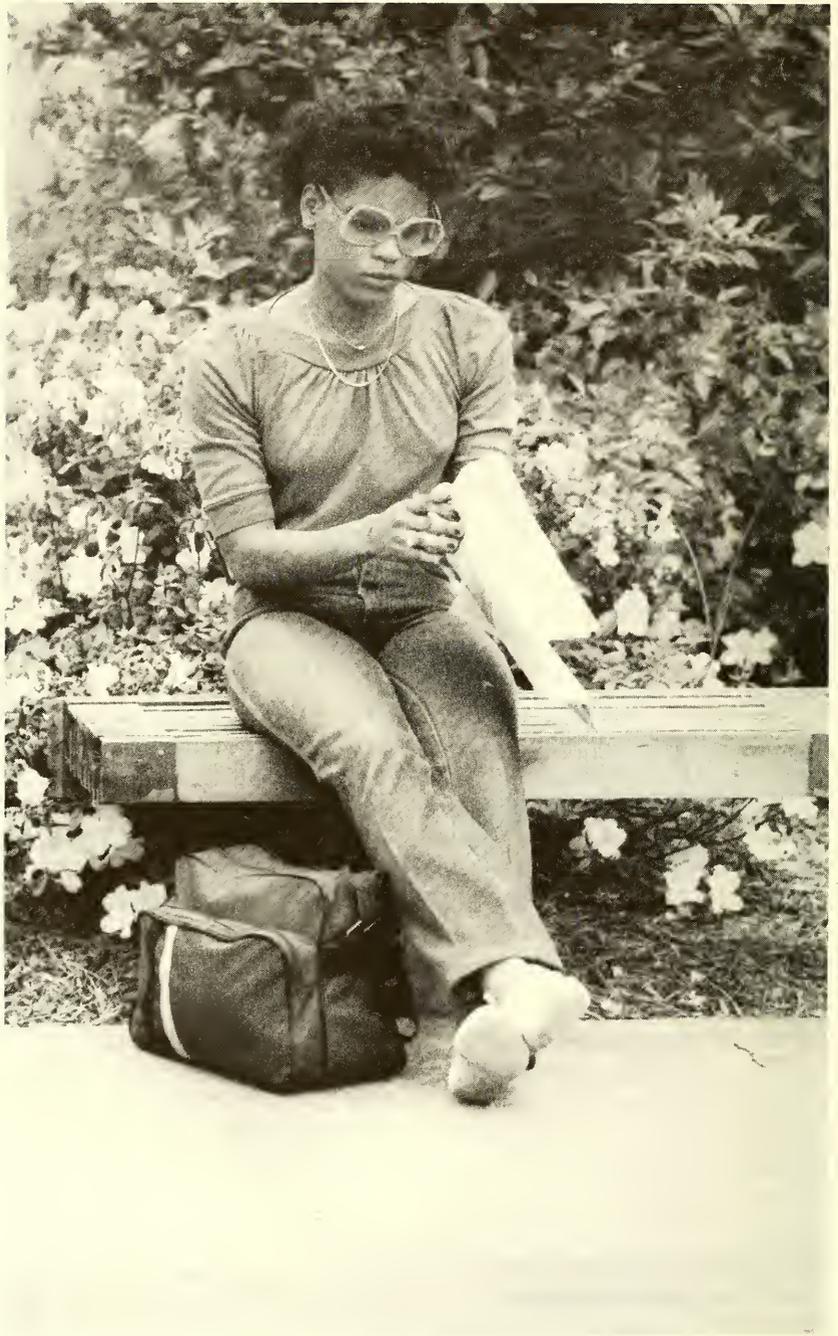
Students transferring from another institution must meet the above requirements plus submit a I-538 (requesting permission to transfer) at least 15 days prior to the beginning of the quarter.

Regulations Pertinent to the F-1 Status Student

Once an alien is admitted to the U.S. in F-1 status, he must meet certain obligations in order to maintain that status. First, he must continue to pursue a full course of study. This is defined as undergraduate study at a college or university which consists of at least 12 credit hours of instruction a week or its equivalent as certified by an authorized official of the institution. Secondly, the authorized school official must certify that successful completion of the course or study will lead to the attainment of a stated educational, professional, or vocational objective.

An F-1 student may accept off-campus employment only with prior Immigration and Naturalization Service approval.

Nonimmigrant F-1 students must keep valid their permission to stay in the U.S. (Form I-94). Application for renewal of this permission is to be made every year (or as necessary) on Form I-538.





Campus activities range from informal frisbee contests to amusing demonstrations of hypnotism.



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.

ADVISEMENT SERVICES

Academic advising at Rockingham Community College is viewed as a continuing teaching and learning process in which the resources of the institution are available to assist the student in his/her total development. The primary facilitator for this process is the faculty advisor who as a teacher, role model and mentor assists the student in designing and modifying an academic plan which reflects the student's career decisions. The relationship between the advisor and student should be one of trust and commitment, in which both understand and perform their respective roles and responsibilities. This relationship is enhanced through cooperation, encouragement, and stimulation.

The advisor helps the student identify his/her goals, objectives and concerns at Rockingham Community College. As a teacher, the advisor assists the student in developing skills in asking questions, in planning and implementing, and in making decisions. As an academic role model, the advisor brings to the relationship a concern for the student and his/her academic program as well as information, experience, and resources which can be of assistance to the student. As a mentor, the advisor raises appropriate questions, offers advice, and facilitates the solving of academic problems. In the event the student's personal problems interfere with academic success, the advisor may assist the student in identifying and utilizing college and community resources.

The student brings to the advisor/student relationship an openness concerning his/her interests, responsibilities, experiences, goals, and abilities. As a learner, the student recognizes the importance of working with his/her advisor and seeks to strengthen the relationship through honest expressions of the self.

Each student is assigned a faculty advisor on the basis of the student's interest or need, the senior college choice by the student, and the student's preference for a particular advisor. Either the student or the faculty member may initiate advisor assignment changes.

Frequent advisor-student contact should enhance the probability that a student will be able to make appropriate course selections and thereby transfer to other programs and/or institutions without problems. Frequent contact will also be beneficial in the event of problems in classes in which the student is currently enrolled.

Counseling Resources

The primary objectives of counseling at Rockingham Community College are:

- to assist individuals in the attainment of their personal goals
- to assist individuals in developing realistic plans which meet their needs in all areas of living
- to assist individuals in developing decision-making abilities which will aid them in exercising self-direction and problem solving in personal, academic and career planning

Counseling Resources are available to all students and offer the opportunity for each individual to explore with a professional counselor individual concerns, skill development, hopes, dilemmas, crises, or choices which may affect them during their college years.

Typical counseling sessions deal with such matters as educational and vocational choice, personal and academic/career changes. Referral services to other agencies are available for those individuals who may be in need of them.

Vocational and career testing are an integral part of the counseling resources at Rockingham Community College. These tests and inventories are designed to furnish the individual with information related to their personal abilities, interests, values, needs, etc. and to evaluate this information into a career/life planning process.

Individuals are encouraged to utilize the counseling resources as an integral part of their college lives. For further information, visit or call the Student Affairs Office.

CAREER LIFE PLANNING

Resources to assist individuals in career life planning are provided through the Future Shoppe, which is located in Whitcomb Student Center. The resources are designed to encourage individuals to examine and understand their personal attitudes, interests, behaviors, abilities, skills and values and to use this information in exploring and establishing realistic career life goals. Types of resources offered include individual and group counseling, a variety of testing and assessment inventories (abilities, interests, values, needs, etc.) and interpretation, educational career and job search information, and career and employment classes, workshops and seminars. A career library of materials including books, pamphlets, filmstrips, cassettes, and employment-related information is maintained in the Future Shoppe. Also, a collection of materials concerning occupations, colleges, universities, trade and professional schools is available for individual use.

PLACEMENT SERVICE

Job Placement

Both part-time and full-time 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, the 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.

SPECIAL NEEDS

The college is committed to ensuring that persons with special needs due to handicapping conditions will be provided assistance to help integrate them into the programs and activities of the college. Examples of such assistance are: special parking privileges, relocation of classes, modified instructional and/or testing methods and helping acquire auxiliary aids when needed.

CAMPUS GOVERNMENT AND STUDENT LIFE

Each student at Rockingham Community College is invited to take an active part in the making of decisions; indeed, taking part in campus government is regarded as an important part of one's education.

There is no student government as such; rather, students share equally with faculty and staff in creating policies that affect the

campus community. This done through the College Assembly, which is made up of eight students, eight faculty, and eight non-teaching staff representatives, elected by the campus community. The College Assembly operates through a variety of standing and temporary committees, such as the College Calendar Committee and the Resource Management Team, and recommends policies for final approval by the President and Trustees of RCC.

The eight students elected to the College Assembly are the Student Caucus; the one who receives the most votes is the Chief Student Representative and becomes a non-voting member of the Trustees.

In addition, students are encouraged to take part in one or more of a variety of clubs and committees on the RCC campus. The student newspaper, *The Rock*, provides reporting, creative writing, photography, advertising sales, editorial and layout experience for its staff. The campus radio station, WRCC, is operated by students and provides both music and campus information. Both *The Rock* and WRCC have offices, workrooms, and studios in the Whitcomb Student Center.

Students join clubs which express their own interests or organize other clubs which they feel are more appropriate. The College Assembly has developed an overall club policy but does not interfere with the functions or activities of the clubs. Clubs and committees currently at RCC are the Dance/Concert Committee, the Afro-American Society, Special Events Committee, The Gospel Choir, the Jazz Band, the Psychology Club, the Alpha Omega Club, the Films Committee, the Outings and Trip Committee, the Alternative Action Committee, the Science Fiction Club, and the Drama Club.

For more details about the College Assembly and the entire club/committee system at Rockingham Community College, see the Student or Faculty/Staff Handbooks.

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, being served a hot plate lunch or selecting items from a short order grill, television viewing, music listening, small games playing, ping pong playing, pool playing, studying, reading, conversing, and a large screen video-projection television. Facilities are available for club activities, student publications, 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. All students, faculty, and staff are warmly invited to participate in the development, production, and evaluation of the Center's programs.

CAMPUS CANTEEN

The Campus Canteen, located in the lower level of the Whitcomb Student Center, provides soup, hot dogs and hamburgers on a daily basis. Also provided through vending machines is a selection of sandwiches and other food. The Campus Canteen operates Monday through Friday from 9 a.m. to 1:30 p.m. and Monday through Thursday nights (vending machines only) while classes are in session.

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 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.

Gymnasium Hours and Regulations

Admittance to the gymnasium for free-play is made on the basis of student I.D. card or the equivalent (the receipt for paying for a course). Each student admitted is entitled to one guest but must remain in the gymnasium with his guest. Equipment can be checked out with an I.D. card. All areas not being utilized for classes are available for free-play. The hours the gym will be open will be determined, with the approval of the Dean of Instruction, at the beginning of each academic quarter. A schedule of these hours will be posted in the gym lobby.

Recreational Program

The College maintains athletic fields, a gymnasium, and a student center which provides students opportunities to pursue varied recreational interests. The gymnasium features areas for single wall handball, rhythm activities, wrestling, gymnastic activities, weight training, and various indoor sports such as basketball, volleyball, and badminton. 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. Participation is open to all students.

LEARNING RESOURCES CENTER LIBRARY

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 research problems.

LRC Materials and Services

The LRC is a multi-media center housing more than 30,000 books and an ever-expanding collection of phonograph and tape recordings, films, film loops, filmstrips, slides, microfilm, and videotapes. A 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 200 magazines and newspapers, with something of interest to almost anyone; earlier issues are often bound or on microfilm to facilitate research.

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.

Local History Collection

Of growing interest for both the classroom student and for the independent researcher in local history and genealogy is the collection of materials including deeds, wills, trusts, marriage notices and similar documents. Old newspapers, local histories, and architectural surveys are also materials which have been increasingly popular. Within the limits of available funds, the LRC is committed to expanding the local history collection consistent with its role as an adjunct to classroom teaching and its role as the resource agency of a community institution. The collection is a project of the Rockingham Community College Foundation, which is a group separate from but supportive of the College.

ACADEMIC REGULATIONS

Degree and Diploma Requirements

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.

Rockingham Community College grants a number of different awards signifying satisfactory completion of courses of study.

Degree	Associate in Arts Associate in Science	Associate in Applied Science	Diploma
Requirements	College parallel students:	Two-year technical:	One-year vocational students:
	Complete general education requirements as outlined for the appropriate degree	Complete program under which they entered as outlined in the catalog:	Complete program under which they entered as outlined in catalog:
	Complete a total of 96 quarter hours	Business Administration	Auto Body Repair
	Last 30 quarter hours must be taken at RCC unless otherwise approved by Dean of Instruction	Business Administration—Accounting	Auto Mechanics
	A quality point average of 2.0 or better in all courses credited to the degree program	Business Administration—Textile	Basic Electronics
		Secretarial Science—Shorthand	Cosmetology
		Secretarial Science—Machine Transcription	Early Childhood
		Associate Degree Nursing	Light Construction
		Last 30 quarter hours must be taken at RCC unless otherwise approved by Dean of Instruction	Machinist Trade
			Mechanical Drafting
			Welding
			Last 30 hours must be taken at RCC unless otherwise approved by Dean of Instruction
			A quality point average of 2.0 or better in all courses credited to the diploma program

Degree	Associate in Arts Associate in Science	Associate in Applied Science	Diploma
Requirements	College parallel students:	Two-year technical:	One-year vocational students:
		A quality point average of 2.0 or better in all courses credited to the degree program	Adult High School
			Complete English I and II, math I and II, science I and II, American history and introduction to social science. Satisfactory performance on the N.C. High School Competency Test is also required.

Election of Degree Requirements

Policy

Students pursuing the Associate of Arts, Associate of Science, and Associate in Applied Science degrees are subject to the degree requirements in effect at the time of their enrollment in the program in which they are seeking a degree. However, students may elect degree requirements developed after the time of their enrollment.

Procedure

The process for electing different degree requirements shall be initiated by the student in consultation with the academic advisor prior to the student's declaration of choice. The degree requirements elected shall be declared during registration on the notice for degree card not later than the quarter prior to graduation.

Variation in Degree Requirements

In exceptional cases, variations in degree requirements can be approved by the Dean of Instruction. In cases where institutional error or oversight is believed to have occurred or exceptional circumstances need to be considered, requests for variation in graduation requirements can be made in writing to the Dean of Instruction. The request should include a rationale and justification for variation in requirements. The decision of the Dean will be based upon appropriate consultation with faculty and staff and will be final. Copies of the request, documentation of the review process and the decision shall become a part of the student's permanent record.

Election of Skill or Career-Oriented Courses to Meet AA or AS Degree Requirements

Procedures

1. The student should explore with his/her academic advisor the suitability and availability of skill or career-oriented courses to the student's educational goals.
2. The student and advisor should jointly submit a memorandum to the Dean of Instruction requesting approval to include not more than 10 hours of skill or career-oriented courses in meeting RCC requirements for the Associate in Arts or Associate in Science Degrees. The memorandum should address the following:
 - The student's full name and student number;
 - The degree being pursued (AA or AS);
 - The specific skill or career-oriented courses the student wishes to include in meeting degree requirements (course number and title); and

—The rationale and justification for including skill or career-oriented courses in meeting the student's educational goals and RCC degree requirements.

3. In the event the advisor does not recommend the pursual of the career-oriented courses, the student may appeal the decision in writing to the Dean of Instruction.
4. The Dean of Instruction, drawing upon appropriate consultation, shall act upon the request and notify the student and advisor of this action. The notice shall contain a rationale in the event disapproval is rendered. A copy of requests which are approved shall be forwarded to the Records Office to be placed in the student's permanent record.

Special Program Option

Policy

The special program option within degree or diploma programs is designed to provide prescribed educational experiences, within the capabilities and limitations of the institution, for students with special needs. The conditions of the special program option include: (1) prior program approval by the Dean of Instruction, and (2) successful completion of 12 credit hours.

Guidelines

The policy is intended to serve students with special needs which may include the following:

1. Student achievement limitations which prevent the completion of a full program but which enable the acquisition of specific career skills.
2. Occupational conditions which demand the rapid development of specific skills.
3. Circumstances which prevent full program completion.

Typically, students who can benefit from the special program option are within specific programs of study offered by the College. Generally, students are not initially admitted into the special program option although students identified by such agencies as Vocational Rehabilitation, Social Services, Mental Health, Industrial Counseling Services, etc., may be enrolled directly into the special program option.

Process

When the potential for pursuing the special program option exists, the following process should be initiated by the faculty or staff person(s) involved;

—arrange for the student to work with a counselor to explore and

- identify career goals—appropriate faculty are involved as needed
- arrange for the student to work with the appropriate Department Chairperson to identify the career skills related to the achievement of the desired career goals—the student's counselor and appropriate faculty are involved as needed.
- the Department Chairperson identifies the educational experience which, if completed satisfactorily by the student, will provide the student with skills needed to meet the stated career goals
- the Department Chairperson and student develop a timetable which identifies the various educational experiences to be taken in a given quarter
- the Department Chairperson defines the criteria for successful completion of the various educational experiences—appropriate faculty are involved as needed
- a written recommendation is presented to the Dean of Instruction which documents the following:
 - career goals of student
 - rationale and justification for the special program option
 - timetable defining the educational experiences and the quarter they will be undertaken
 - criteria by which successful completion of each educational experience will be determined
- copies of the approved program will be sent to the student and appropriate Department Chairperson. A copy will be filed in the student's permanent record
- upon successful completion of the program, the student will be issued a certificate for completion of the special program option. The certificate shall contain the designation: "Special Program Option".

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 made application and can benefit from any of the programs offered (See admission proce-

dures 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 levels of achievement and ability and help them reach their optimum potentials 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 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 sincere, conscientious effort to fulfill the objectives of courses in which he/she enrolled.
2. The student has the responsibility to meet with his/her instructors, advisor, or counselor if the student feels he/she is in academic difficulty.
3. The student has the right to know the basis on which he/she will be evaluated.
4. The student has the responsibility, with the aid of his/her instructors and counselors, to set realistic goals.
5. The student has the responsibility to pace himself/herself 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/her instructor regarding the 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 Records Office during registration. If a Repeat Card is not submitted to the Records Office, the grade will be changed to an audit (Au) grade.
10. The student has the responsibility, prior to filing a notice with the Records Office for a degree or diploma, to review his/her record in consultation with his/her 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/her 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/her 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/her courses.
5. The instructor has the responsibility to evaluate his/her 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 consult with the student's instructor and/or counselor in cases where the student's progress in a course or program is in question.
2. The advisor has the counselor-shared responsibility to assist the student in preparing grade contesting requests.

Counselors

1. 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.
2. The counselor has the advisor-shared responsibility to assist the student in preparing grade contesting requests.

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/she will be evaluated, every effort is made to identify and define symbols used in the institution and in each course. A total of sixteen different symbols have been identified and defined for use in the RCC grading system. Open-ended courses and courses which may be taken on the S/U or C/E basis are identified in the course syllabi. All courses, except those designated open-ended or C/E will utilize the other eleven symbols.

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	The student failed to meet the objectives established by the instructor and the department or departments involved in a traditional course or failed to make satisfactory progress in an open-ended course.	0 per qtr. hr.
I	The student has completed the major portion of the course and due to extenuating circumstances has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. This symbol does not count as hours attempted or hours earned. If the "I" grade is not removed by the end of the seventh week of the quarter following the one in which it was given, the instructor will receive a notification from Records Office and the instructor will assign a grade (A, B, C, D, F, S, U) as appropriate to the course by the end of the ninth week or request through the Dean's Office a specific time extension. This procedure is followed regardless of whether the student is enrolled.	0 per qtr. hr.
S	The student successfully completed the course on the S-U option or completed a course in which the S or U is given. The symbol does not count as hours attempted but does count as hours earned.	0 per qtr. hr.
U	The student did not successfully complete a course taken on the S-U option or did not successfully complete a course in which the S or U is given. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.
OE	The student progressed satisfactorily in an open-ended course but did not complete the requirements of the course. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.
NG	No grade—institutional error. This symbol does not count as hours attempted or as hours earned. The assignment of this symbol must be authorized by the Dean's Office.	0 per qtr. hr.
AU	Audit. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.
W	The student withdrew during the first 4 weeks of regular quarter or its equivalent in an abbreviated	0 per qtr. hr.

quarter. Withdrawals may be student or instructor initiated. This symbol does not count as hours attempted or as hours earned.

WP	The student withdrew after the fourth week or its equivalent while doing satisfactory work. Withdrawals may be student or instructor initiated. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.
WF	The student withdrew after the fourth week or its equivalent while doing unsatisfactory work. Withdrawals may be student or instructor initiated. This symbol counts as hours attempted but not as hours earned.	0 per qtr. hr.
CE	Credit by Exam. The student received credit for course through proficiency examination (see Credit By Exam, page 44). This symbol counts as hours earned but not as hours attempted. Not more than one-half of the required credit for a degree or a diploma may be earned through a "Credit by Exam" unless otherwise approved by the Dean of Instruction.	0 per qtr. hr.
CX	The student did not successfully complete a course through proficiency examination. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.

Audit

Students wishing to audit courses must officially register for such courses. Auditors receive no credit and the grade symbol "AU" 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 the instructor of the course, discuss the option of auditing a course, complete the proper form, and obtain the 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/her competence within that given subject area. Upon completion of such examination and the scoring on such tests 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 chairpersons 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 two weeks prior to the end of the quarter.
5. Rockingham Community College may 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/she 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 "CX" 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/her advisor.
 - B. Furnish proof to the satisfaction of his/her advisor, instructor, and department chairperson of the department involved that his/her previous experience or training will insure a reasonable measure of success on the examination.

- C. Have the Credit by Exam application endorsed by his/her advisor, instructor, and department chairperson of the department involved.
11. Information concerning which departments offer Credit by Exam courses may be obtained from the Learning Resources Center and the Records Office.

The Incomplete Grade

The following definition and procedure govern the use of the "I" grade.

1. Definition: The student has completed the major portion of the course and due to extenuating circumstances has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. This symbol does not count as hours attempted or hours earned.
2. The instructor will make a listing of what is needed to remove an "I" grade. This should be turned in to the instructor's supervisor by end-of-grades due period.
3. If the "I" grade is not removed by the end of the seventh week of the quarter following the one in which it was given, the instructor will receive a notification from the Records Office and the instructor will assign a grade (A, B, C, D, F, S, U) as appropriate to the course by the end of the ninth week or request through the Dean's Office a specific time extension. This procedure should be followed regardless of whether or not the student is enrolled.

Satisfactory/Unsatisfactory Grading Option

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 could use this option in choosing electives where he/she has some interest but little or no previous experience or skill in taking courses outside his/her program.

Policy

1. Courses may be taken on S/U 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 an S/U 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/U option. Exception 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 "U" indicates that the student did not successfully complete the course. The "U" does not count as hours attempted or as hours earned.
5. The student must declare his intention to take the S/U option prior to the end of the drop/add period. In order to declare the S/U grading option, the student must:
 - a) Report to his/her advisor, discuss the S/U option, complete the proper form, and obtain his/her advisor's approval.
 - b) Report to the instructor, discuss the S/U option, and obtain the instructor's approval.
 - c) Submit the form to the Records Office before the end of the drop/add period.
6. To assist a student in registering to take a course under the S/U grading option, the advisor should:
 - a) Provide the student with the S/U option application form.
 - b) Assist the student in completing the form by dating and endorsing the application in the blank marked "advisor".
 - c) Instruct the student to list the course on the registration form (or drop/add form in the case of an added course).
 - d) Instruct the student to contact the appropriate instructor involved to secure his/her signature of approval.
 - e) Provide the student with the name of the department chairperson involved and instruct him/her to secure the signature of approval.
 - f) Instruct the student to turn in the S/U Grading Option application form during registration.

Grade Forgiveness

A student's official transcript is a record of the student's entire academic history within this institution. Alteration of a student's transcript is never permissible without proper authority. If it can be clearly established and defended that a mistake has been made in placing a student in a given course or program, or that any other error has been made that is beyond the student's control, then the Dean of Instruction may authorize such a change. The procedure by which such a change is made is very carefully described and will be implemented as follows: a counselor or a student's advisor will initiate the request for grade forgiveness. This person will prepare a file in writing supporting the proposed change. This file will be examined by and discussed with the instructor(s) and the department chairperson. If the instructor approves of this change, he/she will indicate in writing that he/she has been consulted and has given his/her approval. All of the persons listed will be involved prior to the

delivery of the case to the Dean of Instruction. The Dean of Instruction will not give approval without the concurrence of the instructional staff. In cases where the instructor cannot be consulted, the department chairperson will act in the instructor's place. In cases where a grade is forgiven, the Dean of Instruction will send the Records Office a memorandum to that effect and a completed Change of Grade Form. The memorandum will be attached to the student record. The change will be made by printing the word "audit" with an asterisk beside it; the asterisk referring to the footnote "see attached authorization for change."

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 the instructor, asking him/her 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 chairperson.
3. If the matter is 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.

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.

Academic Probation and Suspension

Rockingham Community College operates consistent with the belief that the institution and the student share in the responsibility for the student's education. The institution's responsibility is to facilitate learning and the student's responsibility is to learn to his/her fullest potential. Consistent with this belief, an academic Probation and Suspension System shall be established for the following purposes:

1. To provide academic performance expectations against which students may pace themselves.
2. To provide a procedure which will help students, faculty and staff focus upon the academic progress of the individual student.
3. To provide a means of preventing and/or terminating prolonged failure.
4. To provide a benchmark against which the institution may judge the effectiveness of its services and instructional methods.

Criteria for Evaluating the Academic Probation and Suspension System

1. The system is fairly and uniformly administerable for all students within programs.
2. The system allows for unique and peculiar requirements of specific programs within the comprehensive community college.
3. The system provides immediate and clear feedback concerning the academic status of the student body.
4. The system is not expected to do the work of the institution, its staff and faculty but rather to enable the institution through its staff and faculty to achieve the goal of facilitating student learning.
5. The system facilitates the seeking of creative solutions to problems of student learning.
6. The system attempts to preserve the dignity and worth of the student and the institution at the point of discontinuance of enrollment.
7. The system provides a fair and equitable means of appeal at the point of suspension.
8. The system provides a means of reinstatement to student status when warranted by intervening circumstances.
9. The system specifies a procedure for making such adjustments and changes in policy and procedure as may be desirable and necessary.

Probation and Suspension Points

The following probation and suspension points apply with the provision that no student will be suspended for academic reasons without having first been placed on probation for at least one quarter.

1. Vocational Students.

HRS. ATTEMPTED	GPA LESS THAN
¼ of the hours required for graduation	1.25—Probation 1.00—Suspension
½ of the hours required for graduation	1.50—Probation 1.25—Suspension
¾ of the hours required for graduation	1.75—Probation 1.50—Suspension
Total hours required for graduation	1.99—Probation 1.75—Suspension

2. College Parallel, Technical Students (see exceptions for Nursing).

HRS. ATTEMPTED	GPA LESS THAN
16	1.00—Probation
32	1.50—Probation 1.20—Suspension
48	1.75—Probation 1.35—Suspension
64	1.85—Probation 1.50—Suspension
80	1.95—Probation 1.60—Suspension
96	1.99—Probation 1.70—Suspension

3. Nursing Students—Probation and Suspension Points apply, in addition:

- A grade of "D" or below in any nursing course will result in suspension.
- A grade of unsatisfactory in the clinical laboratories will result in suspension.

Appeals

It is recognized that unique and unusual circumstances may occur which may cause students to be suspended when they ought not to be suspended. In such cases students may appeal to the Appeals and Reinstatement Committee (A&R) which is subject to meet upon call. Action of the committee is final. Committee decisions may be appealed to the Dean of Instruction for his/her review and disposition.

Reinstatement

Students may be reinstated to student status in the program of study from which suspended provided:

- there has been non-enrollment in a comparable program of study for a minimum of two quarters *or*
- there has been enrollment in a comparable program in another educational institution with satisfactory achievement for at least one quarter (satisfactory progress judged by A&R Committee) *or*
- the student has attended summer school at Rockingham Community College and shown satisfactory achievement (as judged by A&R Committee) *or*
- the student may be reinstated immediately if intervening circumstances provide reason to believe the student may be able to achieve satisfactorily (as judged by A&R Committee).

Note

1. Nothing in this section shall be taken to mean that a student cannot change his or her program of study within the college and continue his or her student status provided he or she does not remain in suspended status after transcript evaluation for the new program.
2. A student whose enrollment has been discontinued may attend summer sessions upon request in an attempt to improve academic standing.
3. After the second suspension the A&R Committee may specify no future enrollment if in its judgment such action is warranted.
4. In all cases the decision of the A&R Committee is final unless appealed to the Dean of Instruction.

Appeals and Reinstatement Committee

Functions

1. To hear and decide all appeals resulting from the Academic Probation and Suspension System.
2. To consider and rule on petitions for reinstatement to student status including any necessary conditions of reinstatement.

Authority

The decisions of the committee are final unless appealed to the Dean of Instruction. The Dean of Instruction at his/her discretion may overturn any decision of the committee.

Membership

The Dean of Student Affairs, Chairperson (voting)
 One member appointed by the Dean of Instruction
 One student selected by the Student Caucus

Three faculty selected by the Faculty Caucus and representative of college parallel, technical, vocational education, respectively
One member at large appointed by the President of the College

Procedures for Implementation—To Be Developed

Changes

Basic Policy changes require Trustee approval. Changes in the system developed to implement Trustee policy may be made through administrative channels.

College Goals

As a means of judging institutional effectiveness in providing instruction and services to students, the following criteria are established:

1. No more than 6% of the curriculum students in any program in any quarter should be on probation.
2. No more than 4% of the curriculum students in any program in any quarter should be suspended.

Repeat of Courses

Repeat of courses is governed by the following policies:

1. If a student receives a grade of D or F in a credit course (but not A, B, or C), he/she will be permitted to repeat that course for credit. In so doing, the student will accept the condition that the grade he/she makes the second time will become the 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/she may take a course a third time only with the permission of his/her advisor (after advisor consultation with the instructor(s) and with 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/she 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 "AU". 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.

4. A grade point average will not be recalculated unless the student completes a repeat card which is approved by the student's advisor and delivered to the Records Office during registration. Recalculation will occur only if the student makes an A, B, C, D, or F in the repeated course.
5. 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.

Student Change of Program

Students desiring to change their program of study should contact a counselor at least two weeks before the quarterly registration to allow ample time for any necessary placement testing and evaluation of previous course work.

When a student decides to change programs (e.g. business administration to college parallel, machine shop to welding, etc.) the procedure officially begins with a conference with a counselor. The counselor will assist the student in preparing the appropriate forms which will be processed through the Admissions Office.

The new advisor will be sent a new advisement sheet and copy of the student's transcript.

The Records Office will record the change of program and forward the transcripts to the Evaluations Coordinator to be evaluated into the new program. The GPA will be recalculated on the basis of the new program and copies of the evaluation will be sent to the advisor and to the student.

Recalculation of GPA for Program Change

The GPA will be recalculated on the basis of the following guidelines when a program is changed:

1. If a student has made a grade of A, B, C, D, or S in a course that is normally considered to be a part of the new program, the student will receive full credit for that course.
2. If a student made a grade of F or WF in a course that is normally considered to be a part of the new program, the student will receive no credit for that course, but the course will be included as an F in the new GPA calculation.
3. If a student has made a grade of W, NC, OE, WP, or U in a course that is normally considered to be a part of the new program, this grade or course will not in any way be included in the recalculation of GPA.

4. Courses that are not applicable to the new program will not be included in the recalculation of GPA.
5. If a student transfers out of a program into another and then transfers back to the original one, the recalculation of GPA will be done on the same basis as outlined above, i.e., it will include all applicable courses taken at any time.
6. The responsibility for deciding which courses (other than those specifically appearing in both programs) are transferable rests upon the Evaluations Coordinator. The advisor, the department chairperson and others may be consulted in making this decision.

(Special Note to Veterans): Because of specific Veterans Administration policies regulating benefits, questions concerning program change and the academic probation and suspension policy should be referred to the RCC Veterans Affairs Officer.

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/her advisor and delivered to the Records Office 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 of Rockingham Community College.

1. If a student receives a grade of D or F in a credit course (but not A, B, or C), the student will be permitted to repeat that course for credit. In so doing, the student will accept the condition that the grade he/she 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/she may take a course a third time only with the permission of the student's 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/she earned a grade of A, B, C, or S, the original grade is the grade of record and the second will not be recorded. 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.

Class Attendance

The determination of class attendance expectations is considered to be the responsibility of the instructor in consultation with others as appropriate. Students may be dropped from a course for attendance reasons (Sec. II, Instructor-Initiated Course Withdrawals, p. 58).

Withdrawals from the College

A student must see a counselor and complete the necessary forms in the Student Affairs Office before the student 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. Records Office
3. The student must leave the form with the Records Office. The student's withdrawal is not official until the form is accepted by the Records Office.
4. The Records Office notifies each instructor and the student's advisor of the completed withdrawal.
5. When applicable, the Records Office will notify such agencies as 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.

Withdrawal from Courses

In all cases of withdrawals from courses, a student or instructor must complete the appropriate forms through the Records Office at the time of withdrawal.

Student Initiated

A student withdrawing from a course is responsible for initiating a course withdrawal. If he/she does not and merely stops attending class, the instructor will initiate the 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/her advisor, discuss the withdrawal, and complete the proper form.
 2. Submit the form to the Records Office which notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is received in the Records Office and not before.
- B. Withdrawal *after* the end of the drop/add period but *before* the end of the fourth week of a quarter (or its equivalent in an abbreviated quarter).
A student withdrawing from a course during this period will normally receive a grade of "W".
The student must:
1. Report to his/her advisor, discuss the withdrawal, and complete the proper form.
 2. Submit the form to the Records Office which notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is received in the Records Office and not before.
- C. Withdrawal *after* the end of the fourth week of a quarter (or its equivalent in an abbreviated quarter):
A student withdrawing from a course during this period will

normally receive either a "WP" or "WF": a "WP" if the student's work is satisfactory at the time of withdrawal or a "WF" if the student's work is unsatisfactory at the time of withdrawal. In situations involving the S/U, if the student's work is unsatisfactory at the time of withdrawal a grade of "U" will be assigned.

1. Report to his/her advisor, discuss the withdrawal, and complete the proper form.
 2. Submit the form to the Records Office which notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is received in the Records Office and not before.
- 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. In such cases, the grade of "W" or "I" will be assigned. 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.).

Instructor Initiated

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.
2. Withdrawal and readmission are left to the discretion of the instructor. Notice should be sent to the Records Office at the time of withdrawal or readmission.
3. Each instructor is required to describe his/her policy on absences. If a student misses a class for any reason, it is his/her responsibility to confer with the instructor at his/her earliest opportunity. When a student is withdrawn for excessive absences, the grade normally assigned will be a "W," "WP" or "WF". The grade assigned will depend upon when in the quarter the withdrawal occurs and the nature of the student's work. (See grade symbol definitions.) In situations involving the S/U, the student will receive a grade of "U", if the withdrawal occurs after the end of the fourth week and the student's work is unsatisfactory.

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. When a student is withdrawn for disruption of class, the grade assigned will be a "W", "WP", or "WF". The grade normally assigned will depend upon when in the quarter the withdrawal occurs and the nature of the student's work. (See grade symbol definitions.) In situations involving the S/U, the student will receive a grade of "U", if the withdrawal occurs after the end of the fourth week and the student's work is unsatisfactory.

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 chairperson 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.) the student would complete the Independent Study Approval Form and register for IST 089, 299, or 1199, depending on the student's classification.

1. If the student is enrolled as a college parallel or technical student, he/she 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 profession-

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

2. If the student is a vocational student, he/she 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 the 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, the student 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 a learning disability;
3. To qualify for special benefits such as 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 U 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, HIS), the grade symbols adopted and approved for that particular course will be awarded.

III. 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 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/her advisor, discuss the option of taking a course through Independent Study and obtain the Independent Study Approval Form.
- B. Report to his/her 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/her advisor and the department chairperson 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 the advisor or from the instructor.

Dean's List

A Dean's List of students who achieve academic honors is published at the end of each quarter. The number of hours taken by the student during that quarter will appear beside each name. To be eligible for the Dean's List within any given quarter:

- (1) A student must maintain a 3.25 grade point average within the quarter with at least 12 credit hours being attempted with no grade less than a C at the end of that quarter.
- (2) Quarterly grade point averages will be computed at the end of each quarter and grades received in any previous quarter will

not be included in computing the quarterly grade point average.

Academic Honors

In an effort to recognize sustained academic excellence, academic honors are awarded at graduation, based on cumulative grade point average in courses taken at Rockingham Community College. Only those courses used to meet graduation requirements in diploma or degree programs are used in computing this grade point average.

Permanent Dean's List (GPA of 3.00-3.39)	
Honors (GPA of 3.40-3.69)	
High Honors (GPA of 3.70-4.00)	

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. Students wishing to add or drop courses during this period should see their advisor.

Application for Graduation

Students who expect to complete requirements for a degree or diploma must apply to the Records Office. Applications must be completed at the time of registration for the quarter in which the student expects to graduate.

Commencement Exercises

Commencement exercises to award diplomas and degrees are held at the end of the Spring and Summer quarters. The specific dates of commencement are listed in the College Calendar. All students who expect to receive diplomas or degrees should attend commencement exercises.

Transcript Requests

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

GENERAL COLLEGE REGULATIONS

Access to Educational Records

Rockingham Community College accumulates and maintains extensive records concerning the characteristics and accomplishments of its students. These educational records are established and maintained in order for the college (1) to carry out its function and (2) to serve students by providing adequate information when they wish to apply for financial aid, transfer to other institutions and find employment.

The college has legitimate interest in obtaining this information which is necessary for it to fulfill its obligations to the student, community, and agencies to which the college must report. In this process it becomes necessary that student records must be viewed and evaluated by others.

At the same time the right to privacy asserts that individuals have a legitimate interest in controlling what information about themselves they will reveal to others and what uses may be made of this information. Therefore, any enrolled student at Rockingham Community College has the right to inspect and review any and all educational records which are maintained by the College on that student. Students also are afforded the opportunity for a hearing to challenge the content of the record where inaccuracies, misleading information or violation of rights of privacy or other rights of the individual are alleged. The written consent of the student is required in order to have information for the educational record (exception is Directory Information) released to third parties except those agencies exempted by the College as approved agencies needing required information for the educational records.

Student Conduct Code

Rockingham Community College students are responsible citizens. As such, students:

1. obey national, state, and local laws;
2. act at all times as mature persons;
3. are courteous to instructors, fellow students and to the public;
4. are honest in academic work and in dealing with others;
5. respect the property of the College and of fellow students;
6. exercise reasonable care in the use of books, furniture, and buildings;

7. observe all college regulations.

Standards of Student Behavior

Any action performed on the campus of Rockingham Community College or at any activity sponsored by or officially affiliated with the College will be defined as being a violation of the standards of student behavior provided:

1. The action interferes with the normal classroom activity or,
2. The action directly precipitates physical violence resulting in bodily injury or property damage or,
3. The action is a violation of the duly established regulations of the College, Administration, or of the laws of the State of North Carolina or of the United States of America.

Alcohol and Drugs

The use or possession of alcoholic beverages and/or drugs on campus, on College property, or at any College-sponsored function is prohibited.

Smoking

Smoking is permitted in classrooms and other instructional areas only if no one in the room objects. In other areas, smoking is permitted where there are ashtrays.

Student Discipline

Each faculty member is his own disciplinarian in class and is also authorized to correct any infraction of accepted decorum anywhere on College property at any time. The responsibility for initiating disciplinary action arising from a violation of the rules against dishonesty during a course are vested in the instructor. Depending upon the nature of the charge, an ad hoc committee may be appointed by the President to investigate the case and to recommend actions to the President.

In cases where students report infraction of rules, whether academic or social, and in all other cases where the nature of the problem permits, the case is handled by the reference to the Faculty Staff Handbook Section on Rights and Responsibilities and Due Process.

Student I.D. Cards

All students are issued permanent I.D. cards. These cards are required for registration activities, for check-out at the LRC, Gym,

and W.S.C. They are also required for admittance to social and cultural events. They should be presented on request from anyone in authority at R.C.C. at any time.

The I.D. card is non-transferable and is void unless it is validated for the current term. A replacement may be secured at W.S.C. The green registration slip may be used temporarily as an I.D. card during the quarter in which it is issued.

TRAFFIC AND PARKING REGULATIONS

- I. *Purpose:* To provide for orderly and safe traffic and parking for all who study, work and visit on the campus of RCC.
- II. *Personal Responsibility:* It is the responsibility of all who enter upon the campus to observe the traffic and parking regulations.
- III. *Operation of Motor Vehicles on Campus:* All the provisions of Chapter 20 of the General Statutes of the state of North Carolina relating to the use of highways within the state and the operation of motor vehicles thereon are applicable to Rockingham Community College.
- IV. *Speed Limit:* The speed limit from the main college entrance off Highway #65 to the first junction is 35 MPH. The speed limit on all other roads, alleys, and driveways on the campus is 25 MPH except the speed limit within parking lots, which is 10 MPH.
- V. *Parking:* Parking is permitted in marked spaces only. Faculty and staff may not park in student and visitor spaces. Students may not park in faculty and visitor spaces. All "NO PARKING" signs must be observed.
After 5:00 p.m. faculty-staff-visitor restrictions on parking will not apply but citations will be issued for all other violations. Two-wheeled vehicles shall be parked in spaces designated for them. Parking in roads, alleys, driveways, or on sidewalks is prohibited.
Visitors who receive parking citations are to give the citations to the person visited who will, in turn, give the citation to the administrative head of his area.
- VI. *Vehicle Registration:* All students, faculty, and staff are required to register their motor vehicles. Students register their motor vehicles at the Information Desk in the Whitcomb Student Center, faculty and staff register their vehicles at the switchboard in the Administration Building.
Citations will be issued for failure to display parking stickers. Parking stickers must be placed on the *rear bumper* of the car for which they are issued. Temporary parking permits are available from the Information Desk in Whitcomb Student Cen-

ter. They must be used if it is necessary to drive an unregistered vehicle on campus.

VII. *Fine Structure:*

- | | |
|--|--------|
| 1. Failure to display parking sticker | \$2.00 |
| 2. Parking sticker improperly displayed | \$1.00 |
| 3. Prohibited parking (in alleys, road, driveways, or on sidewalks or grass) | \$3.00 |
| 4. Parking in reserved space (unauthorized) | \$2.00 |
| 5. Parking in such a manner that two parking spaces are utilized for one vehicle | \$1.00 |

6. Towing enforced for Handicapped Parking violations.

Waiting for an Instructor

In exceptional cases instructors may be unavoidably detained. Students must wait ten minutes for an instructor before leaving class. After waiting this time the students may assume the instructor is absent and class shall not be held. Upon written or verbal communication that the instructor is unavoidably detained, all class members shall wait for the instructor. In said cases, students will be held accountable for knowledge of the material covered by the instructor after his arrival.

Inclement Weather

Occasionally during the winter months classes must be cancelled due to inclement weather. Announcement of school closing will be made on area radio and T.V. stations.

Encumbrance of Student Records

Student records may be encumbered by the Student Activities Office for failure to pay a parking fine; by the Learning Resources Center for losses, damages, or unpaid fines; by the Business Office for unpaid bills or bad checks; or by the Financial Aids Office for unpaid loans.

Also, encumbrances may be issued by Whitcomb Student Center or by the Gym for damaged or lost equipment, and by the educational staff for books or materials not returned to them.

Encumbrance means that the student may not receive a grade report, have a transcript sent or register at RCC until the encumbrance has been cleared.

To clear an encumbrance a student must contact the office or offices initiating the encumbrance, satisfy the requirements of that office and have a written release presented to the Records Office.

Using Facilities During Unscheduled Hours

The following procedures must be followed in order to use College facilities during unscheduled hours:

1. Classroom, Laboratory and Vocational Buildings
 - A. Forms must be prepared in duplicate and signed by a faculty member and the Dean of Instruction.
 - B. The student will retain one copy to present to the guard and the other will go to the Business Manager for transmittal to the security force.
2. Whitcomb Student Center
 - A. All students must secure a pass from the Director of Student Activities; one copy of the pass will be retained by the student to present to the guard while the other will go to the Business Manager for transmittal to the security force.

CAMPUS SECURITY

Advance Security, Inc. is responsible for the security of campus buildings, grounds and equipment after evening classes and on weekends and holidays. Easily identified by their uniforms and badges, security personnel may ask individuals who are on campus when classes are not scheduled to identify themselves and to state their reasons for being on campus.

POLICIES, RULES, REGULATIONS

Rights and Responsibilities, Violations

A Bill of Rights and Responsibilities For Members Of Rockingham Community College: Faculty, Students, Administrators, Staff, and Trustees (Trustee Policy—September, 1977)

A. Preamble

Faculty, students, administrators, staff, and trustees are all members of Rockingham Community College and have an obligation to fulfill the responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the College Community. All members share the obligation to respect:

1. The fundamental rights of others as citizens.
2. The rights of others based upon the nature of the educational process.
3. The rights of the Institution.
4. The rights of members to fair and equitable procedures for establishing and disseminating campus regulations and for determining when and upon whom penalties for violations of campus regulations should be imposed.

B. *Rights and Responsibilities*

1. Rights and Responsibilities as Citizens—Members of the College Community enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens.
 - a. Among the basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and freedom from force and violence, threats of force and violence, and personal abuse.
 - b. Freedom of press implies the right to freedom from censorship in campus newspapers and other campus media, and the concomitant obligation to adhere to the canons of responsible journalism. It should be made clear in writings or broadcasts that editorial opinions are those of the person or persons who shall be identified as assuming responsibility for the statement and are not necessarily those of the Institution or its members.
 - c. The College is not a sanctuary from the general law.
 - d. The College does not stand *in loco parentis* for its members.
 - e. So long as it does not violate the law or agreements voluntarily entered into, and does not interfere with the rights of others or the educational process, each member of the College Community has the right to organize his or her own personal life and behavior.
 - f. Admission to, employment by, and promotion within the College shall accord with the provisions against discrimination in the general law.
2. Rights and Responsibilities Based Upon the Nature of the Education Process—Members of the College Community have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:
 - a. Obligation to respect the freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.
 - i. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.
 - ii. Freedom to teach and to learn implies that the instructor has the right to determine the specific content of his or her course, within the established course description and objectives, and the responsibility not to depart significantly from his or her area of competence or to

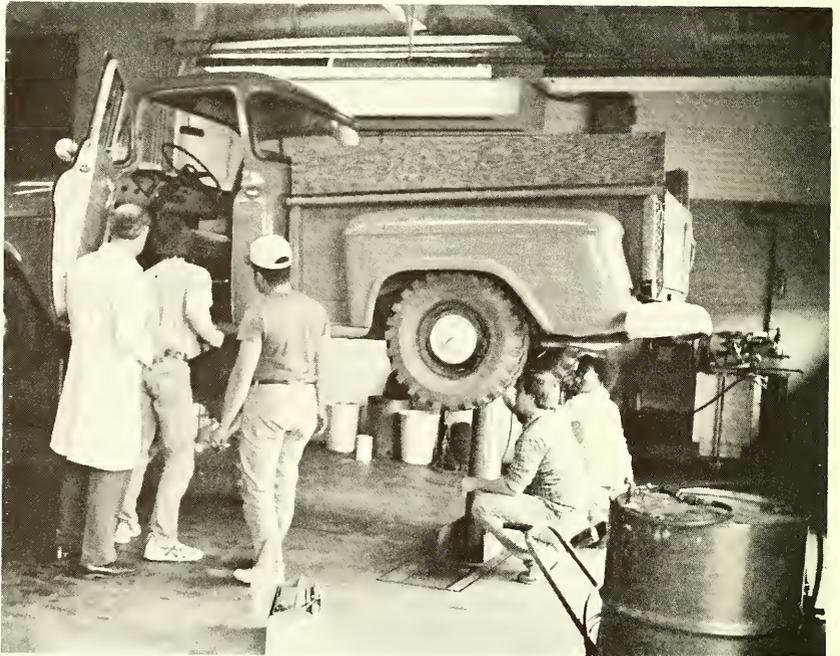
- divert significant time to material extraneous to the subject matter of the course.
- iii. Obligation not to interfere with the freedom of members of the College Community to pursue normal academic and administrative activities.
 - b. Obligation not to interfere with the freedom of members of the College Community to pursue normal academic and administrative activities.
 - c. Obligation not to infringe upon the right of all members of the College Community to privacy in assigned facilities and in the keeping of personal papers, confidential records and effects, subject only to the general law and to conditions voluntarily entered into.
 - d. Obligation to ensure that College records on its members contain only information which is reasonably related to the employment or educational purposes or safety of the College, subject to the general law. Each member of the College Community has the right of access to College records pertaining to him or her.
 - e. Obligation not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.
 - f. Right to identify oneself as a member of the College Community and a concurrent obligation not to appear to speak or act on behalf of the Institution without authorization.
 - g. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations. Reasonable and impartially applied rules designed to reflect the educational purposes of the Institution and to protect the safety of the campus shall be established regulating times, place, and manner of such activities and allocating the use of facilities.
 - h. Right to recourse if another member of the College Community is negligent or irresponsible in performance of his or her responsibilities or if another member of the College Community represents the work of others as his or her own.
 - i. Right to be heard and considered at appropriate levels of the decision-making process and basic policy matters of direct concern.
 - j. Obligation to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.
 - k. Obligation to protect the integrity of the academic process from external and internal attacks and to prevent the politi-

cal or financial exploitation of the campus by any individual or group.

3. Rights and Responsibilities of the Institution—The Trustees of Rockingham Community College and any division or agency which exercises direct or delegated authority for the College, has rights and responsibilities as an institution. The rights and responsibilities of the Institution include:
 - a. Right and obligation to maintain the highest level of academic and administrative competence and performance attainable within the limits of available resources.
 - b. Right and obligation to determine and serve the needs and interests of the people from whom the college draws support.
 - c. Right to set reasonable standards of conduct both within and without the classroom in order to safeguard and facilitate the educational process and to provide for the safety of members of the College Community and the Institution's property.
 - d. Right and obligation to provide an open forum for members of the College Community to present and debate public issues.
 - e. Right to prohibit member of the College Community from using its name, its finances, or its physical and operating facilities for commercial activities.
 - f. Right and obligation to promulgate reasonable regulations for providing meeting rooms and other facilities for members of the College Community with respect to cocurricular, extracurricular or other activities of a civic, political or social nature.
 - g. Right and obligation to prohibit use of its name, its finances, its facilities, and its office equipment and supplies for any partisan or electoral political purpose at any time and right to regulate non-partisan activities.
 - h. Right to regulate and/or prohibit individuals and groups who are not members of the College Community from using its name, its finances, and its physical and operating facilities.
 - i. Right and obligation not to take a position, as an Institution, in electoral politics or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.
 - j. Right and obligation to exercise due care to protect the members of the College Community and visitors to it from

physical harm, threats of harm, or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

- k. Right to require that persons on the campus be willing to identify themselves by name and address, and state what connection, if any, they have with the College.
4. Rights and Responsibilities Concerning Procedures—
Members of the College Community have a right to fair and equitable procedures by which College regulations are established, disseminated and enforced.
 - a. The procedures shall be structured so as to facilitate a reliable determination of the truth or falsity of charges, to provide fundamental fairness to the parties, and to be an effective instrument for the maintenance of order.
 - b. All members of the College Community have a right to have reasonable notice of and access to College regulations likely to affect their conduct including the range of penalties for violations.
 - c. College regulations will be promulgated following appropriate consultation with members of the College Community likely to be affected thereby. Established regulations shall be subject to review, amendment and revocation as circumstances may require.
 - d. Charges of infractions of regulations should be handled expeditiously with due process, including among other things, notice of the infraction charged, adequate advance notice of hearing before judgment, and the right of appeal.
 - e. Members of the College Community charged or convicted of violations under general law may be subject to College sanctions for the same conduct, in accord with College policies and procedures, when the conduct is in violation of a College rule essential to the continuing protection of other members of the College Community or to safeguarding of the educational process.



PROGRAMS

VOCATIONAL (One-Year Occupational Programs)

AUTOMOTIVE BODY REPAIR PROGRAM

The Automotive Body Repair program trains students to remove dents in automobile bodies, straighten frames and panels and spot paint as well as refinish full car bodies. Reconditioning interiors and exteriors of automobiles is studied. In their work these craftsmen operate welding equipment and a variety of power hand tools. They shrink stretched metal and prepare it for painting.

In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. Approximately 20 to 25 hours is spent in the shop each week.

ONE-YEAR FULL-TIME PROGRAM 8:00 a.m.-2:30 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
WINTER QUARTER				
AUB 1100 Auto Body Repair I	4	12	0	8
AUB 1121 Automotive Renewal	1	3	0	2
WLD 1111 Auto Body Welding I	0	6	0	2
PSY 100 Personal Awareness	2	0	0	2
ISA 101 Industrial Safety	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	8	21	0	15
SPRING QUARTER				
MAT 1101 Fundamentals of Math	5	0	0	5
WLD 1112 Auto Body Welding II	0	6	0	2
ENG 1102 Communication Skills	3	0	1	3
AUB 1102 Auto Body Repair II	<u>3</u>	<u>12</u>	<u>0</u>	<u>7</u>
	11	18	1	17
SUMMER QUARTER				
PSY 107 Roles and Relationships	2	0	0	2
BUS 1103 Business Operations	3	0	0	3
AUB 1103 Auto Body Repair III	<u>4</u>	<u>21</u>	<u>0</u>	<u>11</u>
	9	21	0	16
FALL QUARTER				
PHY 1101 Applied Science	3	0	2	4
AUB 1105 Auto Body Repair IV	<u>4</u>	<u>21</u>	<u>0</u>	<u>11</u>
	7	21	2	15

TOTAL QUARTER HOURS CREDIT—63

AUTOMOTIVE MECHANICS

Automotive Mechanics trains the student in the upkeep and repair of gasoline-powered automobiles and light trucks. Instruction includes various types of repair work including transmissions, alignment and steering, air conditioning, engine overhaul, carburetion, and ignition systems. This instruction prepares the graduate for future jobs with automobile dealerships or independent garages. Safety practices, tool maintenance and shop management are stressed. The full-time day student spends approximately 20 hours per week in lab practice. The Automotive Mechanics program requires the student to train by using tools in limited space and to apply concepts in a problem solving manner.

ONE-YEAR FULL-TIME DAY PROGRAM

8:00 a.m.-2:30 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER				
MEC 1511 Metrology	1	0	2	2
AUT 1102 Eng Elec/Fuel Systems	4	12	0	8
MAT 1101A Fundamentals of Math	3	0	0	3
PHY 1101 Applied Science I	3	0	2	4
PSY 100 Personal Awareness	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	13	12	4	19
WINTER QUARTER				
AUT 1101 Int. Combustion Engines	4	12	0	8
MAT 1101B Fund of Math	2	0	0	2
PHY 1102 Applied Science II	3	0	2	4
WLD 1101 Basic Welding	0	0	3	1
PSY 107 Roles and Relationships	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	11	12	5	17
SPRING QUARTER				
AUT 1103 Brks/Chassis/Suspension	5	12	0	8
ISA 101 Industrial Safety	1	0	0	1
MEC 1512 Prac Mch Operations	1	0	3	2
AHR 1101 Auto Air Conditioning	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
	9	15	3	14
SUMMER QUARTER				
AUT 1104 Servicing/Power Train	4	18	0	10
ENG 1102 Communication Skills	3	0	1	3
BUS 1103 Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	10	18	1	16
TOTAL QUARTER HOURS CREDIT—66				

BASIC ELECTRONICS

The Basic Electronics program trains the student to repair and maintain digital electronic equipment. The graduate is a qualified and competent technician who may find jobs in businesses and industries throughout the area as an electronic office machine, process control equipment or computerized machine serviceperson.

The full-time Basic Electronics day program gives the student the basic knowledge needed to be successful in the field. Up to 20 hours a week are spent in lab work, developing skills and gaining experiences. The student in electronics is required to organize concepts in a systematic manner, read detailed plans, work with miniature electronic parts and apply mathematic skills.

ONE-YEAR FULL-TIME PROGRAM

8:00 a.m.-2:30 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER				
ELN 1112 Dir/Alter Current	5	0	10	10
ISA 101 Industrial Safety	1	0	0	1
MAT 1115 Electrical Mathematics	5	0	0	5
PSY 100 Personal Awareness	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	13	0	10	18
WINTER QUARTER				
ELN 1129 Digital Electronics	6	0	10	11
ELN 1130 Op Amps & Timing Circuits	2	0	6	5
MAT 1116 Electrical Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	13	0	16	21
SPRING QUARTER				
ELN 1124 Printed Circuits	2	0	4	4
ELN 1126 Transistor Theory	4	0	8	8
ELN 1135 Microprocessors and Memory Concepts	<u>4</u>	<u>0</u>	<u>8</u>	<u>8</u>
	10	0	20	20
SUMMER QUARTER				
ELN 1140 Microcomputers	6	0	15	13
PSY 107 Roles and Relationships	2	0	0	2
BUS 1103 Business Operations	3	0	0	3
ENG 1102 Communication Skills	<u>3</u>	<u>0</u>	<u>1</u>	<u>3</u>
	14	0	16	21

TOTAL QUARTER HOURS CREDIT—80

COSMETOLOGY

The Cosmetology program trains the student 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. The student in Cosmetology should be able to establish amiable and pleasing relationships with other people and should possess the ability to be creative in his/her work.

In this full-time day program, 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—for blacks and whites.

Upon completion of the prescribed 1200-hour curriculum, the student is awarded a diploma and may take the State Board of Cosmetics Arts Certification Exam. After six months active apprenticeship and recommendation of apprenticeship advisor, he/she may become a licensed cosmetologist. A student may elect to complete an additional 300 hours of instruction in lieu of the apprenticeship and, upon recommendation of the instructor, take the State Board of Cosmetics Arts Exam and become a licensed cosmetologist. A student may enter this program any quarter there is an opening.

ONE-YEAR FULL-TIME PROGRAM

8:00 a.m.-2:30 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
WINTER QUARTER				
COS 1150 Cosmetology I	5	0	0	5
COS 1151 Cosmetology I Lab	<u>0</u>	<u>25</u>	<u>0</u>	<u>8</u>
	5	25	0	13
SPRING QUARTER				
COS 1160 Cosmetology II	5	0	0	5
COS 1161 Cosmetology II Lab	<u>0</u>	<u>25</u>	<u>0</u>	<u>8</u>
	5	25	0	13
SUMMER QUARTER				
COS 1170 Cosmetology III	5	0	0	5
COS 1171 Cosmetology III Lab	0	21	0	7
ENG 1102 Communication Skills	<u>3</u>	<u>0</u>	<u>1</u>	<u>3</u>
	8	21	1	15
FALL QUARTER				
COS 1180 Cosmetology IV	5	0	0	5
COS 1181 Cosmetology IV Lab	<u>0</u>	<u>25</u>	<u>0</u>	<u>8</u>
	5	25	0	13
TOTAL QUARTER HOURS CREDIT—54				

OPTIONAL FIFTH QUARTER

COS 1190	Cosmetology V	5	0	0	5
COS 1191	Cosmetology V Lab	0	23	0	7

EARLY CHILDHOOD ASSISTANT

The Early Childhood Assistant aids professional personnel in implementing 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 according to the child's needs.

The graduate of this basic course with a one-year vocational degree may find employment in day care centers, nursery schools, kindergartens, child development centers, public schools, hospitals, institutions, camps and recreation centers.

The student may spend from 3-12 hours per week in day care centers, nurseries, and public school kindergartens gaining practical lab experiences.

ONE-YEAR FULL-TIME PROGRAM

8:00 a.m.-3:00 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER				
ENG 100 English Fundamentals (Grammar)	3	0	1	3
MAT 101 Arithmetic	3	0	4	5
HEA 175 First Aid	3	0	0	3
EDU 1020 Human Growth and Development I (Formerly EDU 1015)	3	0	0	3
EDU 1018 Preschool Education (Formerly EDU 1001)	3	0	0	4
	<hr/> 15	<hr/> 0	<hr/> 5	<hr/> 17
WINTER QUARTER				
BUS 102 Typewriting I	2	0	3	3
PSY 100 Personal Awareness	2	0	0	2
EDU 1021 Human Growth and Development II (Formerly EDU 1005)	3	0	0	3
EDU 1007 Creative Activities in Music	3	0	3	4
EDU 1019 Children's Literature (Formerly EDU 1012)	3	0	0	3
EDU 1025 Audio-Visual and Instructional Equipment and Materials	1	0	3	2
	<hr/> 14	<hr/> 0	<hr/> 9	<hr/> 17

SPRING QUARTER

ECO	101	Consumer Economics	3	0	0	3
PSY	107	Roles and Relationships	2	0	0	3
EDU	1022	Human Growth and Development III	3	0	0	3
EDU	1009	Creative Activities in Art	3	0	3	4
EDU	1023	Exceptional Children (Formerly EDU 1017)	3	0	0	3
EDU	1024	Seminar/Practicum	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
Certificate Cutoff			15	0	9	18
			<hr/>	<hr/>	<hr/>	<hr/>
			44	0	23	52

SUMMER QUARTER

ENG	1102	Communication Skills	3	0	1	3
EDU	1013	Working with Parents	3	0	0	3
EDU	1010	Special Problems in ECP	3	0	0	3
EDU	1014	Readiness Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	1	12

TOTAL QUARTER HOURS CREDIT—64

ELECTRICAL INSTALLATION AND MAINTENANCE

The increasing development of new electrical products provides a growing need for qualified persons to install and maintain electrical systems and equipment. The Electrical Installation and Maintenance program requires the student to problem-solve effectively and to plan installations and maintenance processes efficiently and safely. The diploma graduate of the electrical trades program will be qualified to enter any one of the electrical trade areas as an on-the-job trainee or apprentice, where the individual can assist in the planning, layout, installation, testing, and maintenance of systems in residential, commercial, and industrial plants. Also, the graduate will have a basic knowledge of motors and motor control systems; solid-state electronic control systems; business procedures, organization, business practices and communication skills. The program will provide the background necessary for the graduate to advance himself/herself through on-the-job experience, and on-the-job training. The program also offers opportunities for updating skills and knowledge related to the electrical trade. The Electrical Installation and Maintenance student spends approximately 15 hours per week in lab or shop work. If the EIM graduate plans to contract work, that person is required to work a two-year apprenticeship before becoming eligible to take the North Carolina Electrician's Examination; (the EIM program is approved training and qualifies one to take this examination.)

ONE YEAR FULL-TIME NIGHT PROGRAM
4:00 p.m.-10:00 p.m. Monday-Thursday

Course Title			Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER						
ELC	1801	AC and DC Electricity I	2	0	2	3
MAT	1824	Electrician's Math I	4	0	0	4
DFT	1813	Electrical Blueprint Read. I	1	0	2	2
ELC	1821	Electrical Wiring I	2	0	2	3
ELC	1822	Electrical Wiring Lab I	<u>0</u>	<u>0</u>	<u>8</u>	<u>4</u>
			9	0	14	16
WINTER QUARTER						
ELC	1802	AC and DC Electricity II	2	0	2	3
MAT	1825	Electrician's Math II	4	0	0	4
DFT	1814	Electrical Blueprint Reading II	1	0	2	2
ELC	1824	Electrical Wiring II	2	0	2	3
ELC	1825	Electrical Wiring Lab II	0	0	8	4
ISA	101	Industrial Safety	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			10	0	14	17
SPRING QUARTER						
ELC	1831	National Electrical Code I	4	0	0	4
ELC	1841	Electrical Machines I	2	0	2	3
ELC	1851	Electrical Controls I	2	0	2	3
ELC	1852	Electrical Controls Lab I	0	0	8	4
ENG	1102	Communications Skills	<u>3</u>	<u>0</u>	<u>1</u>	<u>3</u>
			11	0	13	17
SUMMER QUARTER						
ELC	1832	National Electrical Code II	4	0	0	4
ELC	1842	Electrical Machines II	2	0	2	3
ELC	1854	Electrical Controls II	2	0	2	3
ELC	1855	Electrical Controls Lab II	0	0	8	4
PSY	107	Roles and Relationships	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			10	0	12	16

TOTAL QUARTER HOURS CREDIT—66

FOOD SERVICE SPECIALIST

The Food Preparation Specialist curriculum is designed for training students in the art and science of quantity food preparation with particular emphasis on institutional food service. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and/or appreciation of food and equipment purchasing, financial control, recordkeeping, basic nutrition and menu planning, and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short order cook, cook, chef's assistant, cook-manager, baker, assistant baker and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, colleges and universities, food

services, school food services, industrial cafeterias, private clubs, airline food services, food processing manufacturers, food service contract companies and commercial restaurants.

ONE-YEAR FULL-TIME PROGRAM

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER				
ENG 100 English Fundamentals	3	0	1	3
MAT 101 Arithmetic	3	0	4	5
FSO 1002 Food Science	3	0	2	4
FSO 1006 Nutrition and Health Care	5	0	0	5
FSO 1004 Principles of Food Preparation	<u>2</u>	<u>0</u>	<u>2</u>	<u>3</u>
	16	0	9	20
WINTER QUARTER				
ENG 1102 Communications Skills	3	0	1	3
FSO 1000 Equipment	3	0	0	3
FSO 1001 Sanitation and Safety	3	0	0	3
PSY 100 Personal Awareness	2	0	0	2
FSO 1003 Quantity Food Production I	3	0	4	5
FSO 1011 Baking I	<u>2</u>	<u>0</u>	<u>3</u>	<u>4</u>
	16	0	8	20
SPRING QUARTER				
PSY 107 Roles & Relationships	2	0	0	2
FSO 1005 Quantity Food Production II	3	0	4	5
FSO 1008 Food Service Math	3	0	0	3
FSO 1007 Food Service Management	3	0	3	4
ENG 180 Fundamentals of Speech	3	0	0	3
BUS 101 Introduction to Business	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	19	0	7	22
SUMMER QUARTER				
FSO 1009 Cooperative Work Experience	0	0	20	2
FSO 1010 Cooperative Seminar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	3	0	20	5

TOTAL QUARTER HOURS CREDIT—67

INDUSTRIAL MAINTENANCE

In recent years industry has moved rapidly to utilize automatic machinery for production, distribution, and environmental protection operations. The complexity of such equipment and its associated plants has raised the skills and knowledge levels required of maintenance personnel. In addition, high speed operations require that trouble-shooting techniques be well developed so that downtime and production loss are minimized.

One may find combinations of electrical, mechanical, hydraulic, pneumatic, and other types of power and control on modern

machinery. Therefore, the maintenance mechanic must have a variety of skills and knowledge at his disposal. This curriculum is designed to prepare the student for entry into a career as an Industrial Mechanic with a background of practical skills and technical knowledge that will allow him to progress to a level of mastery in this field.

PART-TIME TWO-YEAR PROGRAM
6:00 p.m.-10:00 p.m. Monday-Thursday

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER				
MEC 1101A Machine Shop Theory and Practice I	2	6	0	4
MAT 1101 Fundamentals of Mathematics	5	0	0	5
DFT 1104 Blueprint Reading: Mechanical I	<u>1</u>	<u>0</u>	<u>2</u>	<u>2</u>
	8	6	2	11
WINTER QUARTER				
MEC 1101B Machine Shop Theory and Practice I	1	6	0	3
PSY 100 Personal Awareness	2	0	0	2
MAT 1103 Geometry	3	0	0	3
WLD 1101 Basic Welding	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
	6	9	0	9
SPRING QUARTER				
PHY 1101 Applied Science I	3	0	2	4
WLD 1102 Basic Welding II	0	3	0	1
MEC 1102A Machine Shop Theory and Practice II	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	5	9	2	9
SUMMER QUARTER				
MEC 1102B Machine Shop Theory and Practice II	1	6	0	3
ISA 101 Industrial Safety	1	0	0	1
AUT 1121 Fork Lift Electrical and Fuel Systems	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	4	12	0	8
SECOND YEAR				
FALL QUARTER				
MEC 1103A Machine Shop Theory and Practice III	2	6	0	4
ELC 1803 Direct and Alternating Electricity	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	4	12	0	8
WINTER QUARTER				
MEC 1103B Machine Shop Theory and Practice III	1	6	0	3
ELC 1828 Conduit Bending and Lighting	1	3	0	2
DFT 1821 Electrical Blueprint Reading	2	0	2	3
MEC 1153 Bearing Seminar	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	5	9	2	9

SPRING QUARTER

ENG	1102	Communications Skills	3	0	1	3
MEC	1140	Hydraulics—Fundamentals	2	0	4	4
		or				
MEC	1141	Pneumatics—Fundamentals	2	0	4	4
AUT	1122	Fork Lift Truck Maintenance	<u>2</u>	<u>0</u>	<u>4</u>	<u>4</u>
			7	0	9	11

SUMMER QUARTER

PSY	107	Roles and Relationships	2	0	0	2
MEC	1151	Maintenance Schedules	2	0	0	2
MEC	1161	Mechanical Mechanisms	1	3	0	2
MEC	1152	Lubrication Seminar	1	0	0	1
MEC	1141	Pneumatics—Fundamentals	2	0	4	4
		or				
MEC	1140	Hydraulics—Fundamentals	<u>2</u>	<u>0</u>	<u>4</u>	<u>4</u>
			8	3	4	11

TOTAL QUARTER HOURS CREDIT—76

LIGHT CONSTRUCTION

The Light Construction program prepares the student for future jobs in residential construction, remodeling, and light commercial construction. The student spends approximately 16 hours a week in practical lab or shop experience and receives instruction in the following areas: building trades and construction blueprint reading, construction estimating, carpentry, masonry, industrial safety and building codes.

Upon completion of the one-year, full-time, night-only program, the student will be awarded a diploma in Light Construction. The person who can perceive angles, use tools, perform physically demanding functions, and apply mathematical skills in estimating is most successful in this field.

ONE-YEAR FULL-TIME PROGRAM

4:00 p.m.-10:00 p.m. Monday-Thursday

Course Title			Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
WINTER QUARTER						
ENG	1102	Communications Skills	3	0	1	3
MAS	1101	Masonry I	1	7	0	3
MAT	1101	Fundamentals of Math	5	0	0	5
PSY	100	Personal Awareness	2	0	0	2
BPR	1131	Intro to Building Trades and Blueprint Reading	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
			12	7	4	15
SPRING QUARTER						
CAR	1120	Carpentry I	4	12	0	8
MAT	1151	Building Trades Math	4	0	0	4
BPR	1132	Construction Blueprint Reading	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
			9	12	3	14

SUMMER QUARTER

CAR	1122	Carpentry II	4	12	0	8
CAR	1108	Building Codes	2	0	0	2
ISA	101	Industrial Safety	1	0	0	1
PSY	107	Roles and Relationships	2	0	0	2
Approved Elective*			<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			11	12	0	15

FALL QUARTER

CAR	1171	Carpentry III	4	12	0	8
CAR	1109	Construction Estimating	2	0	2	3
Approved Elective*			<u>2</u>	<u>0</u>	<u>2</u>	<u>3</u>
			8	12	4	14

TOTAL QUARTER HOURS CREDIT—58

(*Approved Electives may be taken from the following listing: CAR 1181 Insulation and Soundproofing, CAR 1172 Interior and Exterior Finishes, MAS 1104 Masonry II.)

MACHINIST TRADE

The person with mathematical ability and an interest in mechanics may find many employment opportunities in the modern industrial society. The Machinist program, providing the student with machine shop theory as well as approximately 17 hours a week practical shop experience, trains the student in developing the mechanical skill and patience needed for successful job performance.

Some of the manufacturing industries which employ the machinist graduate are textiles, furniture, cigarette, machine tool manufacturers, utilities, tool and die shops, and plastics.

For the student who is unable to attend classes full-time, a part-time night program which takes two years to complete is offered. The student is awarded a diploma at the completion of the program.

ONE-YEAR FULL-TIME PROGRAM

8:00 a.m.-2:30 p.m.

Course Title			Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER						
MEC	1101	Machine Shop Theory/ Practice I	3	12	0	7
MAT	1101	Fund of Mathematics	5	0	0	5
DFT	1104	Blueprint Reading: Mech I	1	0	2	2
ISA	101	Industrial Safety	1	0	0	1
PHY	1101	Applied Science I	<u>3</u>	<u>0</u>	<u>2</u>	<u>4</u>
			13	12	4	19

WINTER QUARTER

MEC	1102	Machine Shop Theory/Prac II	3	12	0	7
PHY	1102	Applied Science II	3	0	2	4
MAT	1103	Geometry	3	0	0	3
DFT	1101	Industrial Specifications	1	0	0	1
DFT	1105	Blueprint Reading, Mech. II	1	0	2	2
PSY	100	Personal Awareness	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			13	12	4	19

SPRING QUARTER

MEC	1103	Machine Shop Theory/Prac III	3	12	0	7
ENG	1102	Communication Skills	3	0	1	3
MAT	1104	Trigonometry	3	0	0	3
DFT	1106	Blueprint Reading: Mech III	1	0	2	2
MEC	1115	Properties of Metals	<u>3</u>	<u>0</u>	<u>2</u>	<u>4</u>
			13	12	5	19

SUMMER QUARTER

MEC	1104	Machine Shop Theory/Prac IV	3	12	0	7
PSY	107	Roles and Relationships	2	0	0	2
MAT	1123	Machinist Mathematics	3	0	0	3
WLD	1101	Basic Welding	0	0	3	1
MEC	1116	Treatments of Metals	<u>3</u>	<u>0</u>	<u>2</u>	<u>4</u>
			11	12	5	17

TOTAL QUARTER HOURS CREDIT—74

MECHANICAL DRAFTING

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

The person who can draw, who has mathematical skills and who desires to be accurate is most successful in this field. Other qualities that help the draftsman to be successful are patience, imagination, originality, initiative, resourcefulness, and common sense.

The Mechanical Drafting student spends approximately 17 hours a week in lab or shop work. Upon completion of the course of study, the student is awarded a diploma in Mechanical Drafting.

FULL-TIME ONE-YEAR PROGRAM

4:00 p.m.-10:00 p.m. Monday-Thursday

Course Title		Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.	
FALL QUARTER						
DFT	1123	Mechanical Drafting I	3	10	0	6
MAT	1101	Fundamentals of Mathematics	5	0	0	5
MEC	1113	Shop Processes	1	3	0	2
PSY	107	Roles and Relationships	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			11	13	0	15

WINTER QUARTER

DFT	1124	Mechanical Drafting II	4	12	0	8
ENG	1102	Communication Skills	3	0	1	3
MAT	1103	Geometry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	12	1	14

SPRING QUARTER

DFT	1133	Mechanical Drafting III	3	8	0	5
MAT	1104	Trigonometry	3	0	0	3
MEC	1115	Properties of Metals	3	0	2	4
PHY	1101	Applied Science I	<u>3</u>	<u>0</u>	<u>2</u>	<u>4</u>
			12	8	4	16

SUMMER QUARTER

DFT	1134	Mechanical Drafting IV	4	10	0	7
MEC	1116	Treatment of Metals	3	0	2	4
PHY	1102	Applied Science II	<u>3</u>	<u>0</u>	<u>2</u>	<u>4</u>
			10	10	4	15

TOTAL QUARTER HOURS CREDIT—60

WELDING

The Welding program is designed to give the student a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and the metals industry. Welding is available in a full-time day program with the student spending approximately 15 hours a week in lab or shop work.

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 to add filler metal where necessary to complete the joint. The student should possess manipulative skills, a knowledge of jigs, mathematics, metal identification and blueprint reading. To be successful in Welding, the student must be able to follow written instructions and perform welding skills under varying conditions.

Upon completing the required procedures and curriculum, the student will be awarded a diploma. The student with a diploma in Welding may find jobs in construction, fabricating shops, or maintenance shops.

ONE-YEAR FULL-TIME PROGRAM

8:00 a.m.-2:30 p.m.

Course Title	Lec. Hrs.	Shop Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER OR SPRING QUARTER				
WLD 1141	3	18	0	9
MAT 1101	5	0	0	5
DFT 1117	<u>1</u>	<u>0</u>	<u>2</u>	<u>2</u>
	9	18	2	16

WINTER QUARTER OR SUMMER QUARTER

WLD	1142	Welding Theory/Practice II	3	15	0	8
DFT	1118	Blueprint Reading Welding II	1	0	2	2
PSY	100	Personal Awareness	2	0	0	2
MEC	1117	Test/Identification Metals/Alys.	1	0	2	2
MAT	1103	Geometry	3	0	0	3
ISA	101	Industrial Safety	1	0	0	1
			<u>11</u>	<u>15</u>	<u>4</u>	<u>18</u>

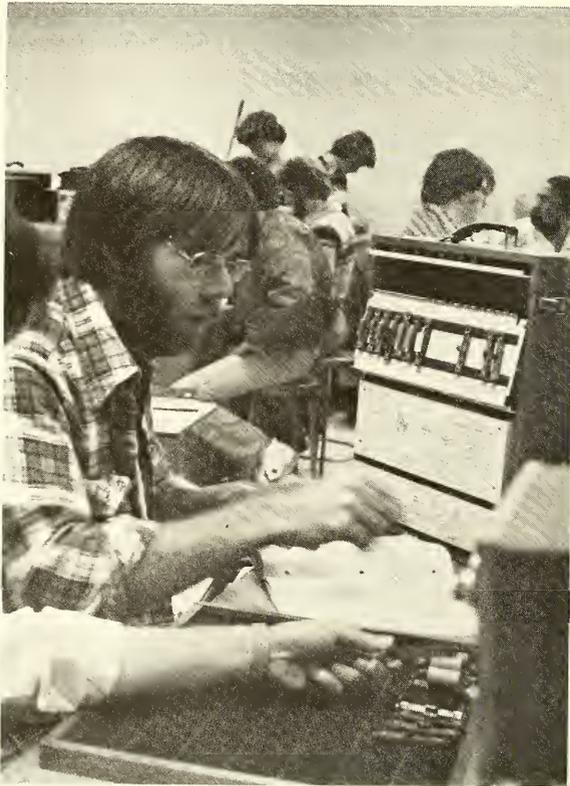
SPRING QUARTER OR FALL QUARTER

WLD	1143	Weld Theory/Practice III	3	21	0	10
DFT	1119	Blueprint Reading Welding III	1	0	2	2
PSY	107	Roles and Relationships	2	0	0	2
			<u>6</u>	<u>21</u>	<u>2</u>	<u>14</u>

SUMMER QUARTER OR WINTER QUARTER

WLD	1144	Welding Theory/Practice IV	4	18	0	10
DFT	1120	Blueprint Reading: Welding IV	1	0	2	2
ENG	1102	Communications Skills	3	0	1	3
			<u>8</u>	<u>18</u>	<u>3</u>	<u>15</u>

TOTAL QUARTER HOURS CREDIT—63



TECHNICAL (Two-Year Occupational Programs)

ASSOCIATE DEGREE NURSING

The National League of Nursing accredited program of study leading to an Associate Degree in Nursing is designed to prepare the student 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 write the North Carolina Board of Nursing Examination for Registered Nurse Licensure (or other states), with the following exceptions:

Nursing Practice Act State of North Carolina. July 1981.

“90-171.37. Revocation, suspension, or denial of licensure.—In accordance with the provisions of Chapter 150A of the General Statutes, the board may require remedial education, issue a letter of reprimand, restrict, revoke, or suspend any license to practice nursing in North Carolina or deny any application for licensure if the board determines that the nurse or applicant:

- (1) has given false information or has withheld material information from the board in procuring or attempting to procure a license to practice nursing;
- (2) has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public;
- (3) has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing;
- (4) engages in conduct that endangers the public health;
- (5) is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established;

- (6) engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; or
 (7) has willfully violated any provision of this Article or of regulations enacted by the board."

In addition to books, in order to participate in clinical activities, the student will need to purchase uniforms, shoes and minor equipment at an approximate cost of \$100.00. Malpractice insurance is required of all students at an approximate cost of \$11.00 annually.

A fee of approximately \$25.00 annually will be required of each student for the purpose of purchase, administration and analysis of National League for Nursing Achievement Test.

Prerequisite Course			Lec.	Lab	Cr.
			Hrs.	Hrs.	Hrs.
SUMMER QUARTER (Five Weeks)					
MAT	104	Nursing Mathematics	<u>1</u>	<u>3</u>	<u>2</u>
			1	3	2
FIRST YEAR					
Course Title					
FALL QUARTER					
BIO	105	Human Anat/Physiology I	3	3	4
ENG	101	Freshman English	3	1	3
NUR	109	Fund. of Nursing I	6	8	8
PSY	211	Gen. Psychology I	<u>3</u>	<u>0</u>	<u>3</u>
			15	12	18
WINTER QUARTER					
BIO	106	Human Anat/Physiology II	3	3	4
ENG	102	Freshman English II	3	0	3
NUR	110	Fund. of Nursing II	6	8	8
PSY	212	Gen. Psychology II	<u>3</u>	<u>0</u>	<u>3</u>
			15	11	18
SPRING QUARTER					
BIO	104	Microbiology	3	4	5
BIO	107	Human Anat/Physiology III	3	0	3
NUR	111	Medical/Surgical Nursing	6	8	8
PSY	214	Psy. of Infancy Childhood	<u>3</u>	<u>0</u>	<u>3</u>
			15	12	19
SUMMER QUARTER (Taught in 8-Week Session)					
NUR	112	Maternal/Child Care	6	8	8
PSY	215	Abnormal Behavior	<u>5</u>	<u>0</u>	<u>5</u>
			11	8	13

SECOND YEAR

Course Title

FALL QUARTER

NUR	211	Care Phy/Mntl. III. I	6	16	11
SOC	202	Intro. to Sociology II	<u>3</u>	<u>0</u>	<u>3</u>
			9	16	14

WINTER QUARTER

ENG	180	Fund. of Speech	3	0	3
NUR	212	Care Phy/Mntl. III. II	6	16	11
*Elective			<u>3-5</u>	<u>0</u>	<u>3-5</u>
			12-14	16	17-19

SPRING QUARTER

NUR	213	Nursing Seminar	3	0	3
NUR	214	Care Phy/Mntl. III. III	<u>6</u>	<u>16</u>	<u>11</u>
			9	16	14

TOTAL QUARTER HOURS CREDIT—115-117

**Electives*: Approved electives may be taken from the following areas: art, music, history, religion, philosophy, political science, literature, or foreign language.

ADMISSION CRITERIA FOR SELECTION AND ADMISSION TO THE ADN PROGRAM

1. Be a graduate of a State or Southern Association Accredited High School prior to enrollment in the nursing program with an overall "C" average.
or
Satisfactory completion of the GED.
2. Have completed one year or unit of high school or post-high school credits in:
 - (a) Biology
 - (b) Chemistry or Physical Science
 - (c) Algebra I

A grade of "B" or better is preferred on each of the above. A grade of "C" will be required

or
have completed the following courses or equivalent:

- (a) Biology 101, 102, 103
- (b) Physical Science 111
- (c) Math 102

In all other courses taken post-high school, student must have a GPA of 2.00 for admission into the nursing program. A minimum grade of "C" will be required in each course that is transferred to the nursing program.

3. Complete the RCC Math, English, and Reading Placement Test with minimum scores of:

Math 116 (S.S.)
English 105
Reading 25th Percentile

All deficiencies (if in existence) for each of the above tests must be removed through remediation work before an applicant can be considered.

4. Meet one of the following conditions:

An SAT of 850

or

Passage of NLN Pre-Admission Test with a minimum of 65% on overall score and a minimum of 40% on Verbal (reading comprehension).

or

Complete the CGP (Comparative Guidance and Placement Test) with scores at or above the 50th percentile in the following areas:

Reading
Year 2000
Applied Arithmetic
Computation
Letter Groups

5. Applicants to the ADN program should complete and mail to the Admissions Office: 1) College application form, 2) Health History, 3) High School transcripts or GED scores, 4) College transcripts if applicants attended another college. Application forms are available from the Admissions Office. Applicants must make arrangements for scores of any of the following tests to be on file in the Admissions Office: 1) SAT Test, 2) NLN Test, 3) CGP.
6. All students will meet with College representative for advisement and pre-admission interview(s). Applicants meeting the

admission requirements are admitted directly into the program by the Nursing Admissions Committee.

7. Applicants who have irregularities in application materials or test scores may be interviewed by the Nursing Admissions Committee. The final acceptance or non-acceptance of the applicant will be determined at that time by the Nursing Admissions Committee.
8. After being accepted and within 60 days prior to enrollment, a medical and dental record must be mailed directly to the Admissions Office by the doctor.

The applicant will be required to provide evidence to the Nursing Department that he/she meets the conditions of physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capabilities on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Transfer Applicants

1. Transfer into the nursing program, when space is available, is limited to applicants who:
 - A. meet the Rockingham Community College admissions requirements.
 - B. have been enrolled in a registered nursing program in another institution, and
 - C. have left or will leave another nursing program in good standing.
2. Courses from technical institutes, colleges, and universities will be accepted if a grade of "C" or above has been achieved and if the courses are comparable to those offered at RCC.
3. Nursing courses completed within the last two years will be evaluated and transfer credit determined by the chairperson of the Nursing Department. Based on the evaluation of transfer credit, the program of study will be determined by the chairperson of the Nursing Department.

Other transfer applicants to the ADN program may transfer to the college and then proceed through the regular admission process for entry into the ADN program.

Readmission Applicants

Because of the content and organization of the learning experiences in the ADN program, withdrawal from the program should be avoided. However, should withdrawal become necessary, readmission will be limited to a maximum of two times.

- A. Students withdrawn for academic reasons are subject to the readmission provisions of the College Academic Probation and Suspension Policy.
- B. Students withdrawn due to non-academic reasons will be readmitted contingent upon:
 1. applying to the Admissions Office for readmission within one calendar year of the withdrawal
 2. being in good academic standing
 3. updating medical and dental records
 4. alleviation of medical reasons contributing to withdrawal as evidenced by a physician's statement
 5. being prepared to follow a prescriptive program of knowledge and skill development upon re-entry
 6. nursing courses taken previously at RCC will be evaluated by the chairperson of the nursing department and students may be required to retake or audit previously taken nursing courses to review skills and knowledge related to nursing.
 7. space being available in the program.

Promotion and Retention

The nursing student must meet college academic standards. Additional standards are:

- 1) a grade of "C" or better must be maintained in all nursing courses;
- 2) a grade of "C" or better must be maintained in all required related courses; and
- 3) a grade of "S" (satisfactory) must be maintained in clinical laboratories.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health providing these problems do not respond to appropriate treatment and/or counseling within a reasonable period of time. Further, a student may be dismissed if he/she demonstrates behavior which conflicts with safety essential to nursing practice.

BUSINESS ADMINISTRATION

The Business Administration program provides students with the basic background needed for jobs in banking, insurance, advertising, personnel, sales positions, or first-level supervision. A full-time day or part-time night program is offered in Business Administration; however, in the night program, students should expect to spend several years completing the program. Students may graduate in two years with an Associate in Applied Science—Business Administration degree. In order to be successful in the program, students should be strong in communication and mathematic skills.

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 of 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 1982-83

Course Title			Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER					
ENG	100	English Fundamentals	3	1	3
MAT	101	Arithmetic	3	4	5
PSY	105	Psychology of Self & Others	3	0	3
REA	101	Apld Reading Tech I	<u>2</u>	<u>2</u>	<u>3</u>
			11	7	14

NOTE: May choose BUS 102 as elective

WINTER QUARTER

ENG	101	Freshman English I	3	1	3
BUS	101	Intro to Business	5	0	5
MAT	130	Business Mathematics	5	0	5
BUS	257	Business Law	<u>5</u>	<u>0</u>	<u>5</u>
			18	1	18

SPRING QUARTER

ENG	102	Freshman English II	3	0	3
BUS	234	Prin of Management	5	0	5
EDP	102	Intro. to Dat \bar{e} Processing	2	2	3
BUS	241	Prin of Marketing	5	0	5
Elective			<u>3-5</u>	<u>0-4</u>	<u>3-5</u>
			18-20	2-6	19-21

NOTE: May choose BUS 110 as elective

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 111 Bus Communications	3	0	3
ECO 261 Prin of Economics I	3	0	3
BUS 120 Prin of Accounting I	3	1	3
Elective Social Science	3-5	0	3-5
Elective	<u>3-5</u>	<u>0-4</u>	<u>3-5</u>
	15-19	1-5	15-19

NOTE: May choose TEX 230 or BUS 243 as elective

WINTER QUARTER			
ENG 180 Fundamentals of Speech	3	0	3
ECO 262 Prin of Economics II	3	0	3
BUS 121 Prin of Accounting II	3	1	3
BUS 247 Business Insurance	3	0	3
Elective Social Science	<u>3-5</u>	<u>0</u>	<u>3-5</u>
	15-17	1	15-17

SPRING QUARTER			
ECO 263 Prin of Economics III	3	0	3
BUS 122 Prin of Accounting III	3	1	3
OR			
BUS 225 Cost Accounting	3	0	3
BUS 231 Intro to Taxation	5	0	5
BUS 258 Business Finance	3	0	3
BUS 268 Business Seminar	<u>1</u>	<u>0</u>	<u>1</u>
	15	1	15

TOTAL QUARTER HOURS CREDIT—96-104

BUSINESS ADMINISTRATION ACCOUNTING EMPHASIS

Students interested in a career in accounting may choose to enroll in the Business Administration-Accounting program as the first step toward their goal. Students may find jobs in banking, insurance, advertising, personnel or junior-level accounting. A full-time day or part-time night program is offered in Business Administration with the Accounting emphasis; however, in the night program, students should expect to spend several years completing the program. Students may graduate with an Associate in Applied Science Business Administration-Accounting degree. The Business Administration-Accounting program requires students to be strong in communication and mathematical skills.

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 of 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.

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 100 English Fundamentals	3	1	3
MAT 130 Business Mathematics	5	0	5
PSY 105 Psychology of Self and Others	3	0	3
REA 101 Apld Reading Tech I	2	2	3
BUS 120 Prin of Accounting I	<u>3</u>	<u>1</u>	<u>3</u>
	16	4	17

WINTER QUARTER			
ENG 101 Freshman English I	3	1	3
BUS 101 Intro to Business	5	0	5
BUS 257 Business Law	5	0	5
BUS 121 Prin of Accounting II	3	1	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
	19	2	19

SPRING QUARTER			
ENG 102 Freshman English II	3	0	3
BUS 234 Prin of Management	5	0	5
EDP 102 Intro. to Data Processing	2	2	3
BUS 122 Prin of Accounting III	3	1	3
BUS 110 Office Machines	<u>1</u>	<u>4</u>	<u>3</u>
	14	7	17

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 111 Bus Communications	3	0	3
ECO 261 Prin of Economics I	3	0	3
BUS 220 Inter Accounting I	3	0	3
Elective Social Science	3-5	0	3-5
Elective	<u>3-5</u>	<u>4</u>	<u>3-5</u>
	15-19	4	15-19

NOTE: May choose BUS 243 as elective

WINTER QUARTER			
ENG 180 Fundamentals of Speech	3	0	3
ECO 262 Prin of Economics II	3	0	3
BUS 247 Business Insurance	3	0	3
BUS 221 Inter Accounting II	3	0	3
Elective Social Science	<u>3-5</u>	<u>0</u>	<u>3-5</u>
	15-17	0	15-17

SPRING QUARTER			
ECO 263 Prin of Economics III	3	0	3
BUS 225 Cost Accounting	3	0	3
BUS 231 Intro. to Taxation	5	0	5
BUS 258 Business Finance	3	0	3
BUS 268 Business Seminar	<u>1</u>	<u>0</u>	<u>1</u>
	15	0	15

TOTAL QUARTER HOURS CREDIT—98-104

**BUSINESS ADMINISTRATION
TEXTILE/SUPERVISION EMPHASIS
(PART-TIME NIGHT PROGRAM)**

The Textile/Supervision Emphasis in Business Administration provides students with the basic background needed for jobs in: (1) Supervision—coordinating the activities of personnel engaged in manufacturing, clerical, sales and related work; (2) Managing—organizing and coordinating functions of a unit, department or branch of an organization or establishment; (3) Purchasing—negotiating and contracting for purchase of equipment, products and supplies for industrial plants, utilities, governmental units or similar establishments; and (4) Selling—applying a knowledge of contracts, credit and marketing conditions, and sales methods to a merchandising situation.

Night courses have been scheduled so as to permit a student to sequentially complete the requirements for the Associate in Applied Science Degree in Business Administration Textile Supervision emphasis in a three-year period of time. Students should be aware, however, that the three-year sequence begins in the fall of 1982-83 and will be repeated in the fall of 1985-86. It should also be noted that the sequence of specified courses will be offered during the fall, winter, spring, and summer quarters. Completion of this program without loss of time is dependent upon following the three-year sequence outlined.

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 100 English Fundamentals	3	1	3
PSY 105 Psychology of Self and Others	3	0	3
REA 101 Applied Reading Tech. I	<u>2</u>	<u>2</u>	<u>3</u>
	8	3	9
WINTER QUARTER			
ENG 101 Freshman English I	3	1	3
MAT 101 Arithmetic	<u>3</u>	<u>4</u>	<u>5</u>
	6	5	8
SPRING QUARTER			
ENG 102 Freshman English II	3	0	3
MAT 130 Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	8	0	8
SUMMER QUARTER			
BUS 101 Introduction to Business	5	0	5
PHS 111 Survey of Physical Science I	<u>3</u>	<u>3</u>	<u>4</u>
	8	3	9

SECOND YEAR 1983-84

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
BUS 257 Business Law	5	0	5
ENG 111 Business Communications	<u>3</u>	<u>0</u>	<u>3</u>
	8	0	8
WINTER QUARTER			
BUS 120 Principles of Accounting I	3	1	3
BUS 234 Principles of Management	<u>5</u>	<u>0</u>	<u>5</u>
	8	1	8
SPRING QUARTER			
BUS 121 Principles of Accounting II	3	1	3
PHS 113 Survey of Physical Science III	<u>3</u>	<u>3</u>	<u>4</u>
	6	4	7
SUMMER QUARTER			
BUS 225 Cost Accounting (Elective)	3	0	3
EDP 102 Intro. to Data Processing	2	2	3
TEX 230 Manufacturing Processes I	<u>3</u>	<u>0</u>	<u>3</u>
	8	2	9

THIRD YEAR 1984-85

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ECO 261 Principles of Economics I	3	0	3
BUS 247 Business Insurance (Elective)	3	0	3
Elective Social Science	<u>3-5</u>	<u>0</u>	<u>3-5</u>
	9-11	0	9-11
WINTER QUARTER			
ECO 262 Principles of Economics II	3	0	3
ENG 180 Fundamentals of Speech	3	0	3
Elective Social Science	<u>3-5</u>	<u>0</u>	<u>3-5</u>
	9-11	0	9-11
SPRING QUARTER			
ECO 263 Principles of Economics III	3	0	3
TEX 234 Manufacturing Processes II	3	0	3
BUS 235 Supervision I	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9
SUMMER QUARTER			
BUS 268 Business Seminar	1	0	1
TEX 239 Manufacturing Processes III	3	0	3
BUS 236 Supervision II	<u>3</u>	<u>0</u>	<u>3</u>
	7	0	7

TOTAL QUARTER HOURS CREDIT—100-104

BUSINESS ADMINISTRATION PART-TIME NIGHT PROGRAM

A night program is provided for part-time Business Administration students. 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.

Night courses have been scheduled so as to permit a student to sequentially complete the requirements for the Associate in Applied Science Degree in Business Administration in a three-year period of time. Students may wish to continue for a fourth year and complete additional requirements for an emphasis in Accounting. Students should be aware, however, that the three-year sequence begins in the fall of 1982-1983 and will be repeated in the fall of 1985-86. It should also be noted that the sequence of specified courses will be offered during the fall, winter, spring, and summer quarters. Completion of this program without loss of time is dependent upon following the three-year sequence outlined.

PART-TIME NIGHT PROGRAM

FIRST YEAR 1982-83

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 100 English Fundamentals	3	1	3
PSY 105 Psychology of Self and Others	3	0	3
REA 101 Apd Reading Tech I	<u>2</u>	<u>2</u>	<u>3</u>
	8	3	9
WINTER QUARTER			
ENG 101 Freshman English I	3	1	3
MAT 101 Arithmetic	<u>3</u>	<u>4</u>	<u>5</u>
	6	5	8
SPRING QUARTER			
ENG 102 Freshman English II	3	0	3
MAT 130 Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	8	0	8
SUMMER QUARTER			
BUS 101 Intro to Business	5	0	5
BUS 232 Sales Development (Elect)	<u>3</u>	<u>0</u>	<u>3</u>
	8	0	8

SECOND YEAR 1983-84

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
BUS 257 Business Law	5	0	5
ENG 111 Bus Communications	<u>3</u>	<u>0</u>	<u>3</u>
	8	0	8

WINTER QUARTER

BUS 120	Prin of Accounting I	3	1	3
BUS 234	Prin of Management	<u>5</u>	<u>0</u>	<u>5</u>
		8	1	8

SPRING QUARTER

BUS 241	Prin of Marketing	5	0	5
BUS 121	Prin of Accounting II	<u>3</u>	<u>1</u>	<u>3</u>
		8	1	8

SUMMER QUARTER

BUS 225	Cost Accounting	3	0	3
EDP 102	Intro. to Data Processing	2	2	3
BUS 243	Advertising (Elect)	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9

THIRD YEAR 1984-85

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
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FALL QUARTER

ECO 261	Prin of Economics I	3	0	3
BUS 247	Business Insurance	3	0	3
Elective	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

WINTER QUARTER

ECO 262	Prin of Economics II	3	0	3
ENG 180	Fundamentals of Speech	3	0	3
Elective	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER QUARTER

ECO 263	Prin of Economics III	3	0	3
BUS 231	Intro to Taxation	<u>5</u>	<u>0</u>	<u>5</u>
		8	0	8

SUMMER QUARTER

BUS 268	Business Seminar	1	0	1
BUS 258	Business Finance	<u>3</u>	<u>0</u>	<u>3</u>
		4	0	4

Total Quarter Hours—96
AAS Business Administration

FOURTH YEAR 1985-86

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
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FALL QUARTER

BUS 122	Prin of Accounting III	<u>3</u>	<u>1</u>	<u>3</u>
		3	1	3

WINTER QUARTER

BUS 220	Inter Accounting I	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3

SPRING QUARTER

BUS 221	Inter Accounting II	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3

SUMMER QUARTER

BUS 110	Office Machines	1	4	4
Elective		<u>3</u>	<u>0</u>	<u>3</u>
		4	4	7

Associate in Applied Science
Accounting
Years 1-4

BUSINESS ADMINISTRATION REAL ESTATE EMPHASIS

Students interested in a career in Real Estate may choose to enroll in the Business Administration-Real Estate program as the first step toward their goal. Students may find jobs in sales, finance, development, advertising, market analysis, valuation, and property management. Students should expect to attend morning and evening classes. All real estate courses will be offered during the evening hours. Students may graduate with a degree in Business Administration or may choose to select the Comprehensive Real Estate courses only and be certified to sit for the salesman or brokers examination. In order to be successful in the program, students should be strong in communication and mathematics skills.

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 of 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.

At present, Fundamentals of Real Estate I (BUS 162), Fundamentals of Real Estate II (BUS 163), Real Estate Law (BUS 264), and Real Estate Finance (BUS 209) are scheduled at night. The present scheduling of these courses will continue unless the student need warrants a change.

FULL-TIME DAY PROGRAM*

*(Real Estate Courses Taught Only at Night)

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 100 English Fundamentals	3	1	3
MAT 101 Arithmetic	3	4	5
PSY 105 Psychology of Self and Others	2	0	2
REA 101 Applied Reading Techniques I	2	2	3
BUS 162 Fundamentals of Real Estate I	<u>3</u>	<u>0</u>	<u>3</u>
	13	7	16

Note: May choose BUS 102 as an elective.

WINTER QUARTER

ENG	101	Freshman English I	3	1	3
BUS	101	Introduction to Business	5	0	5
MAT	130	Business Mathematics	5	0	5
BUS	163	Fundamentals of Real Estate II	3	0	3
EDP	102	Intro. to Data Processing	<u>2</u>	<u>2</u>	<u>3</u>
			18	3	19

SPRING QUARTER

ENG	102	Freshman English II	3	0	3
BUS	234	Principles of Management	5	0	5
BUS	241	Principles of Marketing	5	0	5
BUS	264	Real Estate Law	<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16

SECOND YEAR**Course Title****FALL QUARTER**

ENG	111	Business Communications	3	0	3
ECO	261	Principles of Economics I	3	0	3
BUS	120	Principles of Accounting	3	1	3
Elective		Social Science	3	0	3
Elective			<u>3</u>	<u>0</u>	<u>3</u>
			15	1	15

WINTER QUARTER

ENG	180	Fundamentals of Speech	3	0	3
ECO	262	Principles of Economics II	3	0	3
BUS	121	Principles of Accounting II	3	1	3
BUS	247	Business Insurance	3	0	3
BUS	257	Business Law	<u>5</u>	<u>0</u>	<u>5</u>
			17	1	17

SPRING QUARTER

ECO	263	Principles of Economics III	3	0	3
BUS	122	Principles of Accounting III OR	3	1	3
BUS	225	Cost Accounting	3	0	3
BUS	231	Intro to Taxation	5	0	5
BUS	209	Real Estate Finance	3	0	3
BUS	258	Business Finance	3	0	3
BUS	268	Business Seminar	<u>1</u>	<u>0</u>	<u>1</u>
			18	1	18

TOTAL QUARTER HOURS CREDIT—101

ELECTRONIC DATA PROCESSING-BUSINESS

The program in Electronic Data Processing-Business is a 7-quarter program designed for the training of individuals in the areas of business programming languages, business systems analysis and design, business software selection, accounting, and management. Additionally, individuals will develop an understanding and skill in business math, elementary algebra and statistics, human relations, report writing, business communications, and business law. With tremendous growth expected in the data processing area, the purpose of this program is to train individuals to meet industry and government needs for future employment and promotion.

~~FULL-TIME LATE AFTERNOON OR NIGHT PROGRAM~~

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FIRST QUARTER			
EDP 102 Introduction to Business Data Processing	2	2	3
MAT 130 Business Mathematics	5	0	5
BUS 120 Principles of Accounting I	3	1	3
BUS 102 Typewriting I	2	3	3
PSY 105 Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>3</u>
	15	6	17
SECOND QUARTER			
ENG 101 Freshman English I	3	1	3
EDP 110 Computer Logic and BASIC Programming I	4	4	6
BUS 121 Principles of Accounting II	3	1	3
EDP 135 Computer Math	<u>5</u>	<u>0</u>	<u>5</u>
	15	6	17
THIRD QUARTER			
ENG 111 Business Communications	3	0	3
BUS 122 Principles of Accounting III	3	1	3
EDP 111 BASIC Programming II	2	4	4
Social Science Elective	3	0	3
EDP 140 Computer Systems	<u>3</u>	<u>2</u>	<u>4</u>
	14	7	17
*Certificate Option			
FOURTH QUARTER			
EDP 211 Small Computers for Business	2	4	4
BUS 225 Cost Accounting	3	0	3
EDP 220 COBOL Programming I	4	3	5
ENG 112 Technical Report Writing	3	0	3
PED PE Elective	<u>0</u>	<u>2-3</u>	<u>1</u>
	12	9-10	16
**Diploma Option			

FIFTH QUARTER

ECO	261	Principles of Economics	3	0	3
EDP	221	COBOL Programming II	3	4	5
BUS	101	Introduction to Business	5	0	5
EDP	230	Systems Analysis and Design I	<u>3</u>	<u>2</u>	<u>4</u>
			14	6	17

SIXTH QUARTER

ECO	262	Principles of Economics II	3	0	3
BUS	257	Business Law	5	0	5
EDP	225	RPG Programming	3	4	5
EDP	231	System Analysis and Design II	<u>2</u>	<u>4</u>	<u>4</u>
			13	8	17

SEVENTH QUARTER

BUS	234	Principles of Management	5	0	5
EDP	275	Research Project	1	9	5
EDP	280	EDP Seminar	1	0	1
EDP	250	Assembler Language Programming or			
EDP	255	PASCAL Programming	<u>3</u>	<u>4</u>	<u>5</u>
			10	13	16

TOTALS FOR A.A.S. DEGREE—117

*Certificate option available at the completion of all courses listed in quarters one through three.

**Diploma option available at the completion of all courses listed in quarters one through four.

ELECTRONIC DATA PROCESSING-BUSINESS PART-TIME LATE AFTERNOON OR NIGHT PROGRAM

Late afternoon and night courses have been scheduled so as to permit a student to sequentially complete the requirements for the Associate in Applied Science Degree in Electronic Data Processing-Business in a three-year period of time. Students should be aware, however, that the three-year sequence begins in the fall of 1982-83 and will be repeated in the fall of 1985-86. It should also be noted that the sequence of specified courses will be offered during the fall, winter, spring and summer quarters. Completion of this program without loss of time is dependent upon following the three-year sequence outlined.

FIRST YEAR 1982-83

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
EDP 102 Introduction to Business Data Processing	2	2	3
BUS 120 Principles of Accounting I	3	1	3
MAT 130 Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	10	3	11

WINTER QUARTER

BUS	102	Typewriting I	2	3	3
BUS	121	Principles of Accounting II	3	1	3
EDP	135	Computer Math	<u>5</u>	<u>0</u>	<u>5</u>
			10	4	11

SPRING QUARTER

BUS	122	Principles of Accounting III	3	1	3
EDP	110	Computer Logic and BASIC Programming I	<u>4</u>	<u>4</u>	<u>6</u>
			7	5	9

SUMMER QUARTER

EDP	111	BASIC Programming II	2	4	4
BUS	101	Introduction to Business	<u>5</u>	<u>0</u>	<u>5</u>
			7	4	9

SECOND YEAR 1983-84

Course Title			Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER					
ENG	101	Freshman English I	3	1	3
BUS	225	Cost Accounting	3	0	3
EDP	140	Computer Systems	<u>3</u>	<u>2</u>	<u>4</u>
			9	3	10

WINTER QUARTER

EDP	211	Small Computers for Business	2	4	4
EDP	220	COBOL Programming I	4	3	5
PED		PE Elective	<u>0</u>	<u>2-3</u>	<u>1</u>
			6	9-10	10

SPRING QUARTER

ENG	111	Business Communications	3	0	3
ENG	112	Technical Report Writing	3	0	3
EDP	221	COBOL Programming II	<u>3</u>	<u>4</u>	<u>5</u>
			9	4	11

SUMMER QUARTER

EDP	230	Systems Analysis and Design I	3	2	4
BUS	257	Business Law	<u>5</u>	<u>0</u>	<u>5</u>
			8	2	9

THIRD YEAR 1984-85

Course Title			Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER					
PSY	105	Psychology of Self and Others	3	0	3
ECO	261	Principles of Economics I	3	0	3
EDP	231	Systems Analysis and Design II	<u>2</u>	<u>4</u>	<u>4</u>
			8	4	10
WINTER QUARTER					
ECO	262	Principles of Economics II	3	0	3
EDP	225	RPG Programming	<u>3</u>	<u>4</u>	<u>5</u>
			6	4	8

SPRING QUARTER

EDP	280	EDP Seminar	1	0	1
Elective		Social Science	3	0	3
EDP	250	Assembler Language Programming or			
EDP	255	PASCAL Programming	<u>3</u>	<u>4</u>	<u>5</u>
			7	4	9

SUMMER QUARTER

EDP	275	Research Project	1	9	5
BUS	234	Principles of Management	<u>5</u>	<u>0</u>	<u>5</u>
			6	9	10

SECRETARIAL SCIENCE MACHINE TRANSCRIPTION EMPHASIS

Today's job market reflects the continued and ever-accelerated demand for competent, well-trained secretarial personnel. The Secretarial Science day 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. Students spend 8-14 hours a week in lab work.

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

FIRST YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER					
ENG	100	English Fundamentals	3	1	3
PSY	105	Psychology of Self & Others	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	101	Intro to Business	5	0	5
Elective			<u>3</u>	<u>0</u>	<u>3</u>
			16	4	17
WINTER QUARTER					
ENG	101	Freshman English I	3	1	3
BUS	103	Typewriting II	2	3	3
BUS	119	Secretarial Accounting	5	1	5
BUS	183	Records Management	1	3	2
MAT	130	Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			16	8	18

SPRING QUARTER

ENG	111	Bus Communications	3	0	3
BUS	109	Mach Transcription I	2	3	3
BUS	104	Typewriting III	2	3	3
BUS	110	Office Machines	1	4	3
BUS	112	Office Procedures	2	4	4
			<u>10</u>	<u>14</u>	<u>16</u>

SECOND YEAR

Course Title			Lec.	Lab	Cr.
			Hrs.	Hrs.	Hrs.
FALL QUARTER					
ENG	180	Fundamentals of Speech OR	3	0	3
ENG	185	Fundamentals of Speech	5	0	5
BUS	215	Mach Transcription II	2	3	3
BUS	205	Adv Typewriting	2	3	3
BUS	211	Adv Office Machines	2	4	4
Elective			<u>3-5</u>	<u>0</u>	<u>3-5</u>
			12-19	10	16-20
WINTER QUARTER					
BUS	115	Business Law	3	0	3
BUS	216	Mach Transcription III	2	3	3
BUS	214	Sec Procedures	2	4	4
Elective			3-5	0	3-5
Elective			<u>3</u>	<u>0</u>	<u>3</u>
			13-15	7	16-18
SPRING QUARTER					
BUS	217	Mach Transcription IV	2	3	3
ECO	101	Consumer Economics	3	0	3
BUS	267	Secretarial Seminar	1	0	1
EDP	102	Intro. to Data Processing	2	2	3
PSY	112	Personality Development	<u>3</u>	<u>0</u>	<u>3</u>
			11	5	13

TOTAL QUARTER HOURS CREDIT—96-102

SECRETARIAL SCIENCE SHORTHAND EMPHASIS

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 day program prepares students to become efficient secretaries, competent in oral and written communication, typing, filing, shorthand, 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. Students may graduate with a two-year degree in Applied Science. Students spend 8-14 hours a week in lab work.

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

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 100 English Fundamentals	3	1	3
PSY 105 Psychology of Self & Others	3	0	3
BUS 102 Typewriting I	2	3	3
BUS 101 Intro to Business	5	0	5
BUS 106 Shorthand I	<u>2</u>	<u>4</u>	<u>3</u>
	15	8	17
WINTER QUARTER			
ENG 101 Freshman English I	3	1	3
BUS 103 Typewriting II	2	3	3
BUS 107 Shorthand II	2	4	3
BUS 183 Records Management	1	3	2
MAT 130 Bus Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	13	11	16
SPRING QUARTER			
ENG 111 Bus Communications	3	0	3
BUS 108 Shorthand III	2	3	3
BUS 104 Typewriting III	2	3	3
BUS 110 Office Machines	1	4	3
BUS 112 Office Procedures	<u>2</u>	<u>4</u>	<u>4</u>
	10	14	16

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Cr. Hrs.
FALL QUARTER			
ENG 180 Fundamentals of Speech	3	0	3
OR			
ENG 185 Fundamentals of Speech	5	0	5
BUS 206 Dictatn/Transcpt I	2	3	3
BUS 205 Adv Typewriting	2	3	3
BUS 211 Adv Office Machines	2	4	4
Elective	<u>3-5</u>	<u>0</u>	<u>3-5</u>
	12-16	10	16-20

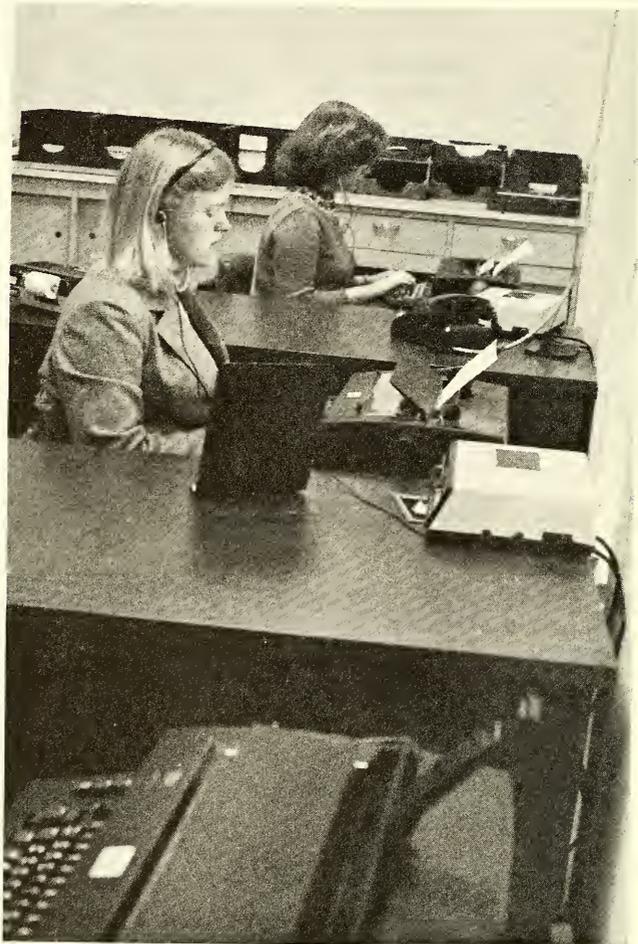
WINTER QUARTER

BUS 119	Sec Accounting	5	1	5
BUS 115	Business Law	3	0	3
BUS 207	Dictatn/Transcpt II	2	3	3
BUS 214	Sec Procedures	2	4	4
Elective		<u>3-5</u>	<u>0</u>	<u>3-5</u>
		15-17	8	18-20

SPRING QUARTER

BUS 208	Dictatn/Transcript III	2	3	3
ECO 101	Consumer Economics	3	0	3
BUS 267	Secretarial Seminar	1	0	1
EDP 102	Intro. to Data Processing	2	2	3
PSY 112	Personality Development	<u>3</u>	<u>0</u>	<u>3</u>
		11	5	13

TOTAL QUARTER HOURS CREDIT—96-102



COLLEGE TRANSFER PROGRAM

LIBERAL ARTS AND SCIENCES

Rockingham Community College offers two years of liberal arts and science 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 the degree requirements.

PHILOSOPHY

The freshman and sophomore level courses introduce the student to areas of study that develop breadth of outlook and contribute to the student's 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 college transfer program is to assist the student in moving toward the following goals:

Developing an understanding and appreciation of the political, social, economic and cultural institutions in our society.

Developing critical and constructive thinking for problem solving and ordering of values.

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 ideas effectively.

Understanding one's cultural heritage and interaction with the biological and physical environment.

Understanding the creative activity of others and encouraging participation in creative activities.

AREAS OF STUDY

Rockingham Community College offers students the opportunity to complete the first two years of various four-year college or university general education requirements. 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 prerequisites and/or lower division requirements may be met, in part or in full, at Rockingham Community College follows:

BUSINESS

Accounting
Business Administration
Business Education
Computer Science

EDUCATION (Teaching)

Elementary
Secondary
Industrial Arts
Physical Education
Recreation
Health

ENGINEERING

Aerospace
Construction
Industrial
Chemical
Civil
Electrical
Mechanical
Nuclear

ENGLISH

English
Journalism

HUMANITIES

Art
Liberal Arts
Literature
Religion
Philosophy

MATHEMATICS

Mathematics
Computer Science

MEDICAL RELATED

Dentistry
Medicine
Medical Technology
Nursing
Physical Therapy
Pharmacy
Pre-Veterinary

NATURAL SCIENCE

Agriculture
Biology
Chemistry
Conservation & Ecology
Forestry
Physical Science
Physics

SOCIAL SCIENCES

Criminal Justice
Economics
History
Political Science
Psychology
Sociology

The listing of an area of study above does not necessarily indicate an availability of specialized courses in that area.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

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 requirements:

	Quarter Hours Credit
Communications English 101, 102, 103	9
Mathematics Mathematics 111 and beyond (Math courses below the 111 level may be included in electives; however, some will not transfer).	15
Social Science Selected from Anthropology, Economics, History, Political Science, Psychology, and Sociology.	9
Humanities* Selected from Art 201; Music 200; French 104, 105, 106; Literature (Any 200 Level); Philosophy; and Religion.	9
*Students taking Engineering Graphics I and II may satisfy the Humanities requirements with 5 hours.	
Natural Science Two lab science sequences of three quarters each selected from Biology, Chemistry, Physics, and Physical Science.	24
Physical Education-Health Selected from Physical Education or Health with a minimum of three credit hours from activity courses including PED 101. (All students wishing to be exempt from PED courses must consult with the Department of Physical Education.)	6
Electives If a course has not been used to fulfill any of the other requirements specified on this page, it may be used to satisfy the elective requirement if appropriate to the students' educational goals. Upon prior approval through the Dean's Office, a maximum of 10 credit hours may be selected from curriculum career or skill-oriented courses provided there is no duplication of course content. (The following courses can not be used as elective credit: ACE 100, 101; ENG 99, 100; MAT 100, 101, 102 103; REA 100, 101, 102; and SSD 102.)	24
+ Credit	Minimum Total
Minimum Grade Point Average (A "2.0" grade average)	+ Credit Hours 96

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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 freshman and sophomore years of study or who are uncertain about a degree objective but are interested in an emphasis on liberal arts.

Graduation from Rockingham Community College with the Associate in Arts degree is based upon meeting the following requirements:

	Quarter Hours Credit
English Composition English 101, 102, 103	9
Mathematics Selected from MAT 106, 111, 112, 113, 214, 160, 165, 170, 175	5-10
Social Science Selected from at least two of the following: Anthropology, Economics, History, Political Science, Psychology, Sociology.	18
Humanities Selected from at least two of the following: Art 201, Mus 200, French 104, 105, 106, Literature (Any 200 Level), Philosophy, Religion	18
Natural Science Three quarters of the same lab science selected from Biology, Chemistry, Physics, and Physical Science.	12
Physical Education-Health Selected from Physical Education or Health with a minimum of three credit hours from activity courses including PED 101. (All students wishing to be exempt from PED courses must consult with the Department of Physical Education.)	6
Electives If a course has not been used to fulfill any of the other requirements specified on this page, it may be used to satisfy the elective requirement if appropriate to the students' educational goals. Upon prior approval through the Dean's Office, a maximum of 10 credit hours may be selected from curriculum career or skill-oriented courses provided there is no duplication of course content.	23-28
(The following courses can not be used as elective credit: ACE 100, 101; ENG 99, 100; MAT 100, 101, 102 103; REA 100, 101, 102; and SSD 102.)	
Minimum Grade Point Average (A "2.0" grade average)	Minimum total + Credit Hours 96

ASSOCIATE IN ARTS DEGREE NIGHT PROGRAM

A night program is provided for 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.

Night courses have been scheduled so as to permit a student to sequentially complete a total of 96 credit hours consisting of both required and elective courses. Students may elect to complete a total of 96 hours on a part-time basis over either a six-year period or on a full-time basis over a three-year period. With either approach it is assumed the student will attend Rockingham Community College during the fall, winter, and spring quarters. Should a student elect to attend summer quarters as well, he or she should be able to reduce the amount of time to complete the associate degree.

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. Specific electives are available within this program of study; however, students may choose other electives which may be offered at night. These other electives include courses in art and music. Students should be aware, however, that the offering of arts elective courses is dependent upon adequate enrollment in such courses offered at night.

Under the Associate in Arts night program, a three/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, selecting a course load appropriate to his/her situation. Completion of this program without loss of time is dependent upon following the sequence outlined.

ASSOCIATE IN ARTS NIGHT PROGRAM

1982-83

Fall

	Con.	Cre.
NAT SCI	6	4
POL 201	3	3
Speech	<u>5</u>	<u>5</u>
	14	12

Winter

	Con.	Cre.
NAT SCI	6	4
POL 202	3	3
ANT 201	<u>5</u>	<u>5</u>
	14	12

Spring		Con.	Cre.
NAT	SCI	6	4
POL	203	3	3
HEA		<u>5/3</u>	<u>5/3</u>
		14/12	12/10

1983-84

Fall		Con.	Cre.
ENG	101	4	3
PED	101	3	1
SOC	201	3	3
HIS	101	<u>3</u>	<u>3</u>
		13	10

Winter		Con.	Cre.
ENG	102	3	3
PED		2	1
SOC	202	3	3
HIS	102	<u>3</u>	<u>3</u>
		11	10

Spring		Con.	Cre.
ENG	103	3	3
HIS	103	3	3
PED		2	1
MUS	200	<u>5</u>	<u>5</u>
		13	12

1984-85

Fall		Con.	Cre.
MAT	106	7	5
ECO	261	3	3
PSY	211	3	3
POL	201	<u>3</u>	<u>3</u>
		16	14

Winter		Con.	Cre.
MAT		7	5
ECO	262	3	3
PSY	212	3	3
POL	202	<u>3</u>	<u>3</u>
		16	14

Spring		Con.	Cre.
ART	201	5	5
REL	201	5	5
ECO	263	3	3
POL	203	<u>3</u>	<u>3</u>
		16	16

1985-86

Fall		Con.	Cre.
NAT	SCI	6	4
LIT		5	5
Speech		<u>5</u>	<u>5</u>
		16	14

Winter
 NAT SCI
 SOC 205
 Elective

Con.	Cre.
6	4
5	5
<u>3/5</u>	<u>3/5</u>
14/16	12/14

Spring
 NAT SCI
 LIT
 HEA

Con.	Cre.
6	4
5	5
<u>3/5</u>	<u>3/5</u>
14/16	12/14

1986-87

Fall
 ENG 101
 PED 101
 SOC 201
 HIS

Con.	Cre.
4	3
3	1
3	3
<u>3</u>	<u>3</u>
13	10

Winter
 ENG 102
 PED
 SOC 202
 HIS or
 BUS 120

Con.	Cre.
3	3
2	1
3	3
3	3
<u>4</u>	<u>3</u>
11/12	10

Spring
 ENG 103
 PED
 SOC 203
 HIS or
 BUS 121

Con.	Cre.
3	3
2	1
3	3
3	3
<u>4</u>	<u>3</u>
11/12	10

1987-88

Fall
 MAT 106
 ECO 261
 LIT
 PSY 211

Con.	Cre.
7	5
3	3
5	5
<u>3</u>	<u>3</u>
18	16

Winter
 MAT
 ART 201
 ECO 262
 PSY 212

Con.	Cre.
5	5
5	5
3	3
<u>3</u>	<u>3</u>
16	16

Spring
 PHI 201
 ECO 263
 LIT

Con.	Cre.
5	5
3	3
<u>5</u>	<u>5</u>
13	13

1988-89**Fall**

NAT SCI
 POL 201
 Speech

Con.	Cre.
6	4
3	3
<u>5</u>	<u>5</u>
14	12

Winter

NAT SCI
 POL 201
 ANT 201

Con.	Cre.
6	4
3	3
<u>5</u>	<u>5</u>
14	12

Spring

NAT SCI
 POL 203
 HEA

Con.	Cre.
6	4
3	3
<u>5/3</u>	<u>5/3</u>
14/12	12/10

1989-90**Fall**

ENG 101
 PED 101
 SOC 201
 HIS

Con.	Cre.
4	3
3	1
3	3
<u>3</u>	<u>3</u>
13	10

Winter

ENG 102
 PED
 SOC 202
 HIS

Con.	Cre.
3	3
2	1
3	3
<u>3</u>	<u>3</u>
11	10

Spring

ENG 103
 PED
 SOC 203
 MUS 200

Con.	Cre.
3	3
2	1
3	3
<u>5</u>	<u>5</u>
13	12

GENERAL EDUCATION DEGREE

The General Education Curriculum is designed to provide general education studies for students who seek personal growth and intellectual enrichment. The curriculum is not designed for students planning to transfer to four-year institutions; however, many of the courses will transfer.

The number of required courses is kept to a minimum in order to allow the student and his or her academic advisor to design a personal curriculum which meets the student's specific educational goals. Courses may be taken in any sequence as long as prerequisites are met. Studies in General Education may lead to a one-year certificate or a two-year Associate in General Education degree.

English and Literature	Quarter Hours Credit
ENG 101 and one other course except ENG 099 and ENG 100	6
Math	
Any five hour math course above MAT 103	5
Soc. Science	
Any two courses selected from the following: ANT, ECO, HIS, POL, PSY, and SOC	6
Humanities	
Five quarter hours selected from: ART, MUS, PHI, REL	5
Natural Science	
Any course selected from: BIO, CHM, PHY, PHS	3-4
*Electives (any combinations of 3 digit courses)	70-71
Certificate in General Education (Same as above except for electives)	<u>22-23</u>
*Electives	48
	Minimum Total + Credit Hours 96
Minimum Grade Point Average (A "2.0" grade average)	



*May include up to 10 hours of vocational courses subject to prior approval of Dean of Instruction.



Visiting Artist Dempsey Calhoun explains metal sculpture to welding students (top) while art students work on their own metal sculpture.



CONTINUING EDUCATION

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 retain 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 use 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.

The registration fee for Continuing Education classes is either \$8.00 or \$15.00, depending on the category assigned by the state Department of Community Colleges. People 65 years of age and older may take Continuing Education classes free of charge. 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 Continuing Education, as in all classes.

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 South-

ern 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.

PROGRAMS

Continuing Education Programs are offered in 7 major program areas.

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.

ADULT HIGH SCHOOL

Purpose

The purpose of the Rockingham Community College Adult High School Program is to provide an opportunity for individuals to participate in or complete a high school program of study. The student will be able to use the Adult High School Diploma for enrollment in college or for continuation of educational interests in other areas.

Classes

There are two tracks from which the Adult High School student may choose. Generally, day classes meet Monday and Wednesday, or Tuesday and Thursday mornings, three hours each meeting (9:00-11:50 A.M.). Evening classes usually meet Monday and Wednesday, or Tuesday and Thursday evenings, three hours each meeting (6:00-8:50 P.M.). A student spends approximately 66 hours in class for each subject per quarter.

Transfer of Previous High School Work

Credit may be given for any of the required units in science and history completed previously in high school. Credit will be given only after receiving an Official Transcript from the previous high school. No credits will be accepted for courses with grades lower than a "D".

Completion Of The Adult High School Program

The focus in the Adult High School Program is on skills in English and math, and on completion of a certain number of courses in science and social science. Upon entrance into the program, the student will be tested in the areas of English, math, and reading to determine entry level skills. Through placement testing, a student may be exempted from certain math courses or may be required to strengthen English, math, or reading skills.

The number of courses completed and the course selections for graduation will be evaluated on an individual basis by using the placement tests and by referring to the student's transcript of previous high school work in history and science.

There is no definite length of time (quarters) for completion of the Adult High School Program. A student entering the program with no credit from previous high school work and showing skills enough to be placed directly into English, math, and social science courses can expect to complete the Adult High School Program in four quarters (12 months). Students who demonstrate a need to develop entry level skills in English, math, or reading should expect to be in the program longer than four quarters.

Fees

Adult High School has no registration fee; however, students are expected to purchase textbooks for each course. The expense of the textbooks varies according to the course of study, but on the average ranges from \$30.00 to \$40.00 per quarter.

General Education Development

The purpose of these courses is to acquaint the student with the structure and content of the GED tests, to review some basic principles of mathematics, to review some basic rules of English grammar and usage, to review some test taking skills, to practice reading and interpreting materials in literature, science, and social science, and to take pre and post tests to determine the student's readiness to take the GED examinations. The focus and length of the courses may vary.

ACADEMIC EXTENSION

Academic extension courses consist of single courses, each complete in itself, designed to serve the academic educational needs of adult citizens, including courses in humanities, mathematics and science, and social science. The tuition for academic extension courses is \$10.00. Among the courses offered are the following:

- Conversational Spanish
- Creative Leadership
- Estate Planning
- History of the Dan River
- Laws Women Should Know
- Marriage Enrichment
- Rockingham County History
- Theatrical Makeup
- Wills, Trusts and Probates

OCCUPATIONAL EXTENSION

Occupational extension courses consist of single courses, each complete in itself, designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. The tuition for occupational extension courses is \$10.00. Among the courses offered are the following:

- Accounting
- Bookkeeping
- CPR
- EMT
- First Aid
- First Responder
- Fire Service Training
- Law Enforcement Training
- Nurses Aid
- Shorthand
- Typing
- Welding Specialties

PRACTICAL SKILLS

Practical skills extension courses consist of single courses, each complete in itself, designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation. The tuition for practical skills courses is \$.75 per class hour. Among the courses offered are:

Aviation
Baking
Beginning Welding
Bricklaying
Cake Decorating
Chair Caning
Furniture Refinishing
Gourmet Cooking
Gardening
Interior Decorating
Landscape Design
Log Structures
Microwave Cooking
Picture Framing and Matting
Sewing
Small Gasoline Engines
Taxidermy
Wicker Repair
Woodworking

AVOCATIONAL

Avocational extension courses consist of single courses, each complete in itself, which focus on an individual's personal or leisure needs rather than his occupation, profession, or employment. The tuition for avocational extension courses is \$.75 per class hour. Among the courses offered are:

Basket and Chairseat Weaving
Candlewicking
Creative Art
Doll Making
Hand Smocking
Macrame
Photography
Stained Glass Construction
Tole Painting

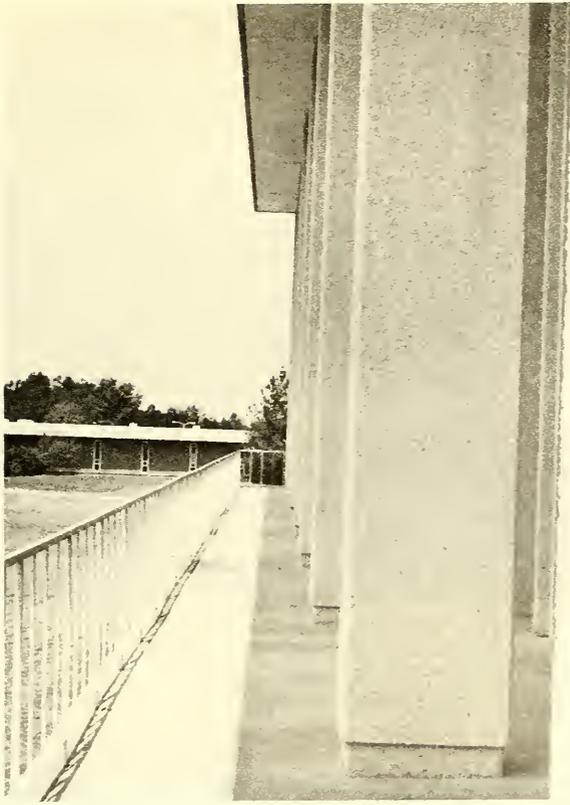
COMMUNITY EDUCATION PROGRAM

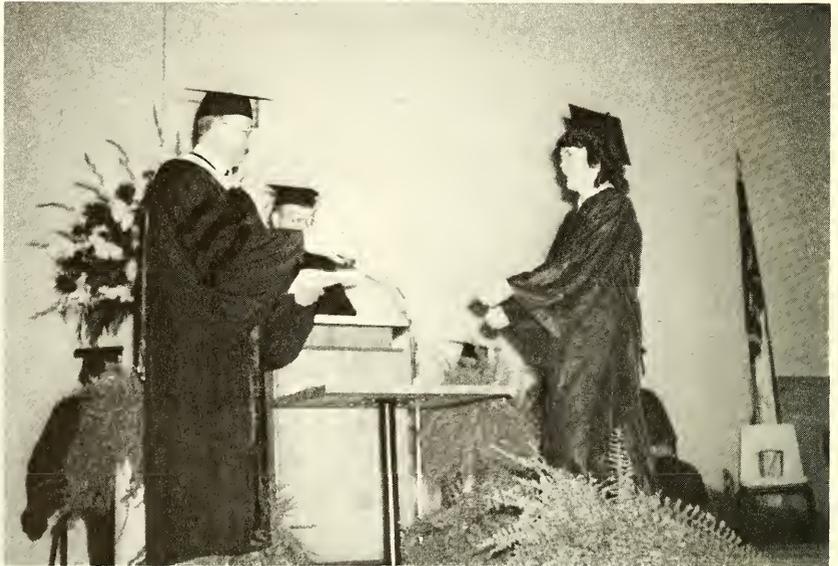
The Community Education program is operated jointly by Rockingham Community College and several local school systems throughout the county. A wide variety of courses ranging from income tax preparation to bread baking to beginners' welding is offered at a number of locations, from schools to town recreation centers, in Reidsville, Eden, Madison-Mayodan, Williamsburg, Ruffin and Stoneville.

The classes exemplify Rockingham Community College's commitment to bringing education to the people, and registration fees are minimal.

For more information contact the Dean of Instruction's office at Rockingham Community College or the Community Schools offices at the school administration buildings in Reidsville, Madison-Mayodan and Wentworth.







COURSE DESCRIPTIONS

The following is a complete alphabetical listing of courses offered by Rockingham Community College. Courses numbered 2001 are Adult High School courses. Courses numbered 100-300 are College Parallel and Technical Courses. Courses numbered in the 1,000 series are vocational courses.

In the course description, following the course number, appears a code (3-3-4) which should be interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory or shop hours; third number equals number of credit hours.

CAREER PLANNING

ACE 100 ACADEMIC CAREER EXPLORATION 3-0-3

A survey course structured around four components—awareness of self, world of work, world of education, and the career/life planning process. The focus of the course is on the student and the student's career/life goals. During the course, attention is given to the student's past, present and future and there is discussion on ways the student can take charge of his/her life and work to bring about the kind of life he/she desires.

ACE 101 CAREER/LIFE PLANNING 5-0-5

A course designed to examine systematically the major components of career/life decision making and to explore and process career information to meet individual, personal, educational, and career life goals and objectives. Through a variety of personal and group exercises and the use of self assessment instruments the individual is provided with a broad base of understanding about himself/herself (his/her interest, abilities, values) and the world of work.

ADULT HIGH SCHOOL

AHS 2001F ENGLISH I—ESSENTIAL FORMS OF WRITTEN EXPRESSION 6-0-6

This course concentrates on the written expression of experience, ideas, and feelings. A review of the fundamentals of grammar will occur as students learn to write effective sentences and paragraphs. Students will also learn about and practice kinds of writing they will encounter on their jobs, in school, and in other day-to-day experiences. Upon successful completion of the course, the students will be able to write clear, correct sentences; to organize thoughts into coherent and unified paragraphs; to write effective business letters; and to present their job qualifications in a written resume and in a mock job interview.

AHS 2001G ENGLISH II—ADVANCED FORMS OF COMMUNICATION—READING, WRITING AND SPEAKING 6-0-6

This course will focus on the communication skills associated with writing, reading and speaking. Upon successful completion of the course, the student should be able to write a short essay; find and use library materials to prepare speeches or essays; read, evaluate and discuss the basic forms of literary expression such as the short story, poetry, and drama; and express ideas orally in discussion and in semiformal speaking situations. Prerequisite: English I.

AHS 2001S INTRODUCTION TO SOCIAL SCIENCE**6-0-6**

This course introduces the student to Psychology, Sociology, Economics and Political Science. Upon successful completion of this course, the student should be able to identify certain basic concepts and methodologies in each of these Social Sciences as well as certain basic interrelationships between these fields of study.

AHS 2001T GENERAL SCIENCE I**6-0-6**

This course focuses on the fundamentals of physical science. Topics to be included are scientific measurement and procedure, laws of motion, the earth, the solar system, and the universe, magnetism and electricity, gravity and friction, chemicals, and energy. Upon successful completion of this course, the student should be able to recognize and discuss the application of these concepts in life situations.

AHS 2001U GENERAL SCIENCE II**6-0-6**

This course focuses on the fundamentals and processing of living matter. Topics to be covered include living things and their habitats, botany, zoology, human systems, disease, heredity, reproduction, life cycles, and the balance of nature. Upon successful completion of this course, the student should be able to recognize and discuss the application of these concepts in life situations.

AHS 2001Z INTRODUCTION TO ADULT HIGH SCHOOL**8-0-8**

This course is designed for students whose placement test scores for reading, English, and arithmetic indicate the need for preparatory work before entrance into Math I, English I, and Social Science courses. The course will emphasize skill building in arithmetic, spelling, writing, and language usage. Specifically, it will build (1) basic comprehension skills such as word attack, word recognition, basic vocabulary, and comprehension skills; (2) writing skills such as forming short sentences, using basic verb forms correctly, using basic punctuation marks; and (3) basic arithmetic skills such as counting, adding, subtracting, multiplying, and dividing one and two-digit whole numbers. The student will receive an "S" grade when he can make 65 or above on the English grammar test or when he can meet the arithmetic requirements stated above or when a reading level of grade 7 is demonstrated.

AHS 2001H GENERAL MATH I**4-1-5**

A general survey of mathematics skills is emphasized in the course. Topics to be covered include operations of whole numbers, fractions, decimals, ratio and proportion, and applications.

AHS 2001I GENERAL MATH II**4-1-5**

The course is a continuation of General Math I. Topics to be covered include the metric system, percents, discounts, rate of increase, markup, profit, commission, measurement, and denominate numbers. Prerequisite: General Math I.

AHS 2001R AMERICAN HISTORY**6-0-6**

A self-paced course designed to explore with students the political, economic and social development of the United States from the era of exploration to the present. Upon successful completion of the course, the student should understand selected concepts and trends in American History.

AIR CONDITIONING**AHR 1101 AUTOMOTIVE AIR CONDITIONING****2-3-3**

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.

ANTHROPOLOGY

ANT 201 GENERAL ANTHROPOLOGY

5-0-5

An introduction to the field of anthropology including the evolutionary process, archaeological studies of prehistoric major human biological stocks of peoples and their characteristics, and human cultural growth.

ART

ART 101 BASIC DESIGN I

3-3-3

For the beginning student, this course consists of a study of the elements and principles of two dimensional design with problems in various media. Concepts dealt with in this course should prepare the student for further art studies. Formerly ART 111.

ART 102 BASIC DESIGN II

2-4-3

For the student who has completed ART 101 and who desires further understanding of design concepts, this course offers an exploration of three dimensional design with problems in various media. Concepts dealt with in this course should prepare the student for initial explorations in sculpture. Formerly ART 113. Prerequisite: ART 101 or by permission of instructor.

ART 104 DRAWING I

2-4-3

For the beginning drawing student, the fundamentals in black and white and color using a variety of media are stressed. Emphasis is placed on developing visual perception, understanding structure, composition and exploration of drawing techniques. Concepts dealt with in this course should prepare the student for further exploration in drawing. Formerly ART 121. Prerequisite: ART 101 or by permission of instructor.

ART 105 DRAWING II

2-4-3

For the student interested in understanding perspective drawing. Drawing II is a continuation of ART 104 with emphasis on media experimentation and understanding of perspective and creating an awareness of the broad range of media used in drawing. Formerly ART 122. Prerequisite: ART 101 & ART 104 or by permission of instructor.

ART 106 DRAWING III

2-4-3

For the student interested in learning to draw the figure, Drawing III is a continuation of ART 104 and 105 with emphasis on the figure and drawing from live models. Concepts dealt with in this course should give the student a strong understanding of anatomy, structure, gesture proportion, and methods of approaching figure drawing. Formerly ART 123. Prerequisite: ART 101 & ART 104 or by permission of instructor.

ART 114A (0-3-2) and ART 114B (0-3-1)

ART 114A (Part one of ART 114) and ART 114B (Part two of ART 114) are the equivalent of ART 114 when taken on a part-time basis.

ART 201 SURVEY OF ART

5-0-5

For all interested students and pre-art majors, this course is a study of the elements and principles of artistic expression as they are revealed in the styles of various periods of history. Students should have a broader view of art history and a greater understanding for various artistic models.

ART 204 INTRODUCTION TO SCULPTURE

2-4-3

For the student interested in expression through sculptural form. Introduction to Sculpture provides an exploration of the creative and technical problems of sculpture with emphasis on the additive, subtractive, manipulative and substitutive processes. Concepts dealt with in this course should prepare the student for further explorations in sculpture. Prerequisite: ART 101 & ART 102 or by permission of instructor.

ART 207 INTRODUCTION TO STUDIO PAINTING 2-4-3

The course develops the student's creative ability and technical skills in oil and/or polymer. Prerequisite: ART 101 & ART 104 or by permission of instructor.

ART 207A INTRODUCTION TO STUDIO PAINTING A 0-3-1

ART 207A (Part one of ART 207) and 207B (Part two of ART 207) are the equivalent of ART 207.

ART 207B INTRODUCTION TO STUDIO PAINTING B 0-3-2

ART 207A (Part one of ART 207) and 207B (Part two of ART 207) are equivalent of ART 207.

ART 208 STUDIO PAINTING I 2-4-3

For the student who desires to pursue the study of painting, Studio Painting I is a continuation of the creative and technical problems of painting with oil and/or acrylics. This course should further enhance the student's knowledge and understanding of painting. Formerly ART 232. Prerequisite: ART 101, 104, 207 or by permission of instructor.

ART 208A STUDIO PAINTING IA 0-3-1

ART 208A (Part one of ART 208) and ART 208B (Part two of ART 208) are the equivalent of ART 208.

ART 208B STUDIO PAINTING IB 0-3-2

ART 208A (Part one of ART 208) and ART 208B (Part two of ART 208) are the equivalent of ART 208.

ART 209 STUDIO PAINTING II 2-4-3

For the student desiring to explore the expressive possibilities of water color, ART 209 offers an exploration of the creative and technical problems of water color. Concepts dealt with in this course should prepare the student for further explorations in water color. Formerly ART 233. ART 101, 104, 207 or by permission of instructor.

ART 209A STUDIO PAINTING IIA 0-3-1

ART 209A (Part one of ART 209) and ART 209B (Part two of ART 209) are equivalent of ART 209.

ART 209B STUDIO PAINTING IIB 0-3-2

ART 209A (Part one of ART 209) and ART 209B (Part two of ART 209) are equivalent of ART 209.

ART 214 INTRODUCTION TO POTTERY 2-4-3

For the student interested in the use of clay as a means of expression, Introduction to Pottery provides an exploration of the creative and technical problems of ceramics with emphasis on wheel throwing and the various methods of hand building, glazing, and firing. Concepts dealt with in this course should prepare the student for further explorations in ceramics. Prerequisite: ART 101 & ART 102 or by permission of instructor.

ART 215 POTTERY II 2-4-3

This course is designed for the advanced student who desires to concentrate on pottery as a total form of art. Upon the completion of the course, the student will have an understanding of the technical structures in glaze, and slip calculation and usage.

AUTOMOTIVE BODY REPAIR

AUB 1100 AUTO BODY REPAIR I

4-12-8

This course is a study of safe work practices, use of hand tools, power tools, and spray equipment as used in the Automotive Body Shop. Straightening of high and low crown metal, shrinking of metal and spot priming and painting will be studied.

AUB 1102 AUTO BODY REPAIR II

3-12-7

This course provides additional study on spot repairs and painting. Use of plastic filler and welding when needed will be instructed. Aligning of doors, fenders, hoods and deck lids as well as vinyl to repair and replacement will be studied. An in depth study of undercoat and top coat paint material is included. The student should gain skill in repairing small wreck damage.

AUB 1103 AUTO BODY REPAIR III

4-21-11

This course provides experience and instruction in total car painting, glass installation, water and air leak repair. The student will gain experience in straightening more advanced wrecks and will be instructed in damage estimating. Prerequisite: AUB 1102.

AUB 1105 AUTO BODY REPAIR IV

4-21-11

This course introduces the student to front end suspension systems, front end alignment and frame straightening. The student will gain additional knowledge and experience in major damage repair and painting. Prerequisites: AUB 1102, 1103.

AUB 1121 AUTOMOTIVE RENEWAL

1-3-2

Upon completion of this course a student should be able to clean and repaint engines; clean and dye seats, doors, headliners, and carpets; renew trunk and engine compartments; buff and polish exterior surfaces; clean and restore chrome; and clean and dress vinyl and convertible tops.

AUTOMOTIVE

AUT 1101 INTERNAL COMBUSTION ENGINES

4-12-8

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: AUT 1102 or permission of instructor.

AUT 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS

4-12-8

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: permission of the instructor.

AUT 1103 AUTOMOTIVE, CHASSIS, AND SUSPENSION SYSTEMS

5-12-8

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 1101 and AUT 1102 or permission of instructor.

AUT 1104 AUTOMOTIVE SERVICING AND POWER TRAIN SYSTEMS

4-18-10

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 1101, AUT 1102, and AUT 1103 or permission of instructor.

AUT 1121 FORK LIFT ELECTRICAL AND FUEL SYSTEMS 2-6-4

A study of the electrical and fuel systems such as starting, charging, and ignition systems, fuel pump, and carburetors used on fork lifts. Basic theory related to operation of the above items will be provided to enable the student to perform procedures for repair used during his laboratory experience.

AUT 1122 FORK LIFT TRUCK MAINTENANCE 2-4-4

A study of brakes, suspension, steering, hoses and connections, wiring, and power train. General repair work on lift trucks will be stressed.

BIOLOGY

BIO 101 GENERAL BIOLOGY I 3-3-4

A study of the characteristics of Planet Earth, a brief survey of Earth's inhabitants, cell structure and function, respiration, photosynthesis, nutrition, digestion, and circulation. (The laboratory must be taken concurrently.)

BIO 102 GENERAL BIOLOGY II 3-3-4

A study of immunity, osmoregulation, nervous systems, locomotion and support, biological systems, behavior, reproduction, and genetics. (The laboratory must be taken concurrently.) Prerequisite: BIO 101 or instructor's permission.

BIO 103 GENERAL BIOLOGY III 3-3-4

A study of plant and animal development, ecosystems, origins of life, evolution, implications for the future. (The laboratory must be taken concurrently.) Prerequisites: BIO 101 and BIO 102 or instructor's permission.

BIO 104 MICROBIOLOGY 3-4-5

A natural science course, for the student who plans to study in a health related or science field, designed to introduce the student to various aspects of microscopic organisms. Topics to be covered include: cellular structure and activities, control of microorganisms, sources and modes of infection, immunity, and pathogenic organisms. Prerequisite: BIO 103, except for the nursing curriculum student.

BIO 105 HUMAN ANATOMY AND PHYSIOLOGY I 3-3-4

A natural science course, for the student who plans to study in a health related or science field, dealing with the structure and function of the human body, as well as a study of the basic principles of mammalian physiology. Topics to be covered include: cells and tissues, the skeletal system, the muscular system and the nervous system. Prerequisite: BIO 103, except for the nursing curriculum student.

BIO 106 HUMAN ANATOMY AND PHYSIOLOGY II 3-3-4

A continuation of BIO 105. Topics to be covered include: the special senses, the cardiovascular system, the respiratory system, the digestive system and the endocrine system. Prerequisite: BIO 105.

BIO 107 HUMAN ANATOMY AND PHYSIOLOGY III 3-0-3

A continuation of BIO 105 and BIO 106. Topics to be covered include: metabolism, the urinary system, the reproductive system, fluid and electrolyte balance, acid-base balance, stress, and the immune response. Prerequisite: BIO 106.

BIO 111 INTRODUCTION TO LIFE CHEMISTRY 2-0-2

Designed primarily for the student studying in health-related areas who has an insufficient background in chemistry, this course focuses on some basic concepts

dealing with the chemistry of life. General topics to be studied include: atomic structure, atoms in combination, chemical reactions, acids and bases, and a survey of the biologically important molecules—carbohydrates, lipids, proteins, and nucleic acids.

BIO 120 NATURE STUDY

2-2-3

An outdoor-oriented course designed to help individuals interested in nature develop a better understanding of their natural surroundings. The course deals with natural history in Rockingham County and other parts of North Carolina through the treatment of the following topics: astronomy, geology, soils, trees and forests, mountains and highlands, sea and shore, and lakes and rivers.

BLUEPRINT READING

BPR 1131 INTRODUCTION TO BUILDING TRADES BLUEPRINT READING

1-3-2

The principles of interpreting blueprints and trade specifications common to the building trade will be taught in this introductory course for the beginning construction student and the person wishing to increase his/her skills in reading blueprints. Basic scale reading, three-view drawings and pictorial sketches will be utilized in BPR 1131. Upon successful completion of the course, the student should be able to interpret blueprint and trade specifications.

BPR 1132 CONSTRUCTION BLUEPRINT READING

1-3-2

For the student with previous experience in blueprint reading, this course provides a more advanced study of blueprint reading. Major emphasis will be on plot plan, floor plan, foundation and basement plans, wall sections, roof systems, and other various detailed drawings. The student will be able to successfully read and interpret more advanced blueprint specifications upon completion of this course. Prerequisite: BPR 1131 or proficiency in BPR 1131.

See also Drafting

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS

5-0-5

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

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

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

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

2-4-3

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

- BUS 107 SHORTHAND II** 2-4-3
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** 2-3-3
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** 2-3-3
Beginning study of machine transcription with emphasis on efficient operation of the equipment and good transcribing techniques. Prerequisites: BUS 102, ENG 110.
- BUS 110 OFFICE MACHINES** 1-4-3
A course designed to provide a functional knowledge of the electronic calculator and to develop the ability to solve various types of problems involving the four arithmetic processes. Primary emphasis is on mastery of the touch system. Prerequisite: MAT 101 or equivalent.
- BUS 112 OFFICE PROCEDURES** 2-4-4
All the general office skills including 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. Prerequisites: BUS 102, BUS 183 recommended.
- BUS 115 BUSINESS LAW FOR SECRETARIAL STUDENTS I** 3-0-3
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
Fundamental accounting procedures including payroll preparation, banking practices, and the handling of cash. Preparation of end-of-period worksheets and financial statements. Recommended prerequisite: MAT 130.
- BUS 120 PRINCIPLES OF ACCOUNTING I** 3-1-3
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
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. Prerequisite: BUS 120 with a grade of "C" or better.
- BUS 122 ACCOUNTING III** 3-1-3
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. Prerequisite: BUS 121.

BUS 123 COMPUTER AUGMENTED ACCOUNTING 1-3-2

This course is designed for the Accounting major and other interested students who have completed at least one quarter of Accounting principles. The course allows students to use the computer to solve various accounting problems. The course will cover journalizing transactions, financial statements, adjusting and closing entries, depreciation, inventory control, and other selected topics in accounting. Corequisite: BUS 121.

BUS 162 FUNDAMENTALS OF REAL ESTATE I 3-0-3

This introductory course is one of two courses designed to introduce students to the real estate industry. Fundamental principles and theories of real estate are covered including terminology, North Carolina's Licensing Law, ethics, and organizational structure.

BUS 163 FUNDAMENTALS OF REAL ESTATE II 3-0-3

This introductory course is a continuation of BUS 162, Fundamentals of Real Estate I. Theory and practice of real estate are covered including fundamental operation of real estate, the real estate industry and its relationship to financing, appraising and law, and listing and closing of real estate.

BUS 164 REAL ESTATE LAW 3-0-3

A survey course of real estate law including legal aspects of the sale, purchase, and management of real property. Special emphasis is placed on the legal steps required to handle a real estate transaction from the preparation of the listing contract to the closing of the sale.

BUS 183 RECORDS MANAGEMENT 1-3-2

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 2-3-3

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 2-3-3

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 2-3-3

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable him/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 2-3-3

A course to further develop skills in the practice of correspondence and to improve production from shorthand notes into mailable transcripts. Students will be assigned to an office on campus for work experience to better prepare the student for adjustment to the world of work. Prerequisite: BUS 207.

BUS 209 REAL ESTATE FINANCE**3-0-3**

A study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market.

BUS 211 ADVANCED OFFICE MACHINES**2-4-4**

The classes for this course will be operated as a simulated office when enrollment is sufficient. The following equipment will be used in the office: IBM Selectric Typewriters, Electronic Calculators, Dictating Machine, Transcribing Machine, duplicating equipment, and the telephones. Units on word processing, Mag Card II, Memory Typewriter, and IBM Electronic typewriters will also be included. If enrollment is not sufficient for the simulation, units on duplicating, keyboarding on the computer, and a transcription project on a word processor will be included. Prerequisites: BUS 110 and BUS 104 or equivalent.

BUS 214 SECRETARIAL PROCEDURES**2-4-4**

A course designed to provide answers to problems of office procedure, efficiency, and human relations. The student learns the language and procedures of the business office. He/she is guided in the development of initiative, independent thinking and office problem solving. Prerequisite: BUS 112.

BUS 215 MACHINE TRANSCRIPTION II**2-3-3**

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**2-3-3**

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**2-3-3**

The terminal course in machine transcription designed to develop production skill as a transcriptionist with emphasis on legal transcription and the various kinds of business communications used in a legal office. Speed and accuracy of content are emphasized. Prerequisite: BUS 216.

BUS 220 INTERMEDIATE ACCOUNTING**3-0-3**

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**

A continuation of BUS 220. Prerequisite: BUS 220.

BUS 225 COST ACCOUNTING**3-0-3**

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs, standard cost principles and procedures; selling and distribution costs; budget and executive use of cost figures. Prerequisite: BUS 121.

BUS 231 INTRODUCTION TO TAXATION**5-0-5**

This course is designed for students interested in taxation. Principles of federal taxation relating to individual income taxes with emphasis on minimization of personal tax burden and preparation of personal tax returns. Upon successful completion of this course, the student should understand and be able to apply the concepts of taxation.

BUS 232 SALES DEVELOPMENT**3-0-3**

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 sales are examined. Selling demonstrations allow students to develop individual skill in meeting selling problems encountered. (Elective)

BUS 234 PRINCIPLES OF MANAGEMENT**5-0-5**

This course is required for all business majors and is open to all students interested in the study of management. The course is designed to provide information about the major functions of management and the skills that lead to managerial success in business and industry through study of planning, organizing, directing and controlling of activities in an organization. (Formerly BUS 233 and BUS 264.)

BUS 235 SUPERVISION I**3-0-3**

This 33-hour course is designed for present and prospective supervisors who have the need and desire to participate in learning activities that will assist the participants in becoming more effective supervisors. Information about the supervisor's role and opportunities to examine and discuss processes essential to effective supervision will be provided. Successful completion of this course should provide the individual with a better understanding of the supervisor's role, and should provide him with a better understanding of various techniques which he can use to improve his effectiveness as a supervisor.

BUS 236 SUPERVISION II**3-0-3**

This 33-hour course is designed for present and prospective supervisors who have the need and desire to participate in learning activities that will assist the participants in becoming more effective supervisors. A study of organizational goals and objectives, training and instructional techniques, evaluation and counseling, delegation planning and organizing and problem solving will be provided. Successful completion of this course should provide the student with a better understanding of various techniques which can be used to improve effectiveness as a supervisor.

BUS 241 PRINCIPLES OF MARKETING**5-0-5**

A course designed for the business student and may be of interest to the non-business major. The course covers the performance of business activities that direct the flow of goods and services from the producer to consumer or user. While more attention is directed to the role of marketing in our socioeconomic system, emphasis is placed on the marketing problem-solving and decision-making required of a firm's executives. Upon successful completion of the course, the student will have a broad understanding in the field of marketing and how it operates in American business today. (Formerly BUS 239 and BUS 240.)

BUS 243 ADVERTISING**3-0-3**

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**

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 viewpoint of personal, business, social, and special group needs. The newer forms of coverage are given special attention.

BUS 257 BUSINESS LAW**5-0-5**

A comprehensive study of the principles of business law designed for the business student and other students who need an understanding of substantive business law

and an awareness of the legal environment in which business enterprise operates. Topics covered include an introduction to the field of law, how it developed and how it operates as a method of control; study of the purpose of law in our present-day society; the law of contracts and sales; and a study of the Uniform Commercial Code in relation to these topics. Upon successful completion of the course, the student will be conscious that business decisions are considered and endorsed in the light of their legal ramifications. (Formerly BUS 255 and BUS 256.)

BUS 258 BUSINESS FINANCE 3-0-3

Problems involved in the acquisition and use of funds necessary to the conduct of business. Sources and instruments of capital and finance, financial organization, and financing of operations and adjustment. Co-requisites: ECO 263, BUS 121.

BUS 267 SECRETARIAL SEMINAR 1-0-1

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

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

BUS 1103 BUSINESS OPERATIONS 3-0-3

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.

CARPENTRY

CAR 1108 BUILDING CODES 2-0-2

For the contractor, carpenter, or future home owner, this course provides the necessary information on the various state and local building codes pertaining to concrete, masonry, plumbing, electricity, and carpentry. On completion of the course, the student should possess important information about current building codes and restrictions.

CAR 1109 CONSTRUCTION ESTIMATING 2-2-3

This course is designed for the student wishing to increase his/her knowledge in the more detailed points of construction. With both lecture and laboratory work, the student will become familiar with basic methods of estimating quantities and labor for different types of construction. This course provides essential information for the student planning a career in construction. The student will be able to estimate quantities of building material and labor needed to construct a building upon completion of the course. Prerequisite: BPR 1131 or proficiency in BPR 1131.

CAR 1120 CARPENTRY I 4-12-8

For the beginning construction student, Carpentry I is an introduction to basic carpentry and hand tools used in the building process. Through theory and experience, the student will learn to establish building lines, erect batten boards, and erect various floor, wall and ceiling framing. At the end of the course, the student should be able to successfully initiate the building process. (Formerly CAR 1121)

CAR 1122 CARPENTRY II 4-12-8

Designed for the student with some degree of construction skills, this course is a continuation of the building process through study and shop work. The student will prepare gable ends, soffits, vents and trim; the student will also gain skills in cutting stairways and installation of exterior doors and windows. Upon completion of this

phase of the building process, the student should have acquired skills in exterior work and special interior work.

CAR 1171 CARPENTRY III 4-12-8

This course concentrates on exterior and interior wall trim for the more advanced carpentry student. The student will also be exposed to finish flooring, interior doors, and installation procedures for paneling. Shop work will increase student ability in utilizing building materials. Upon completion of Carpentry III, the student will have acquired skills in interior finish work.

CAR 1172 INTERIOR AND EXTERIOR FINISHES 2-2-3

This course provides additional information for the student interested in increasing his/her knowledge of interior and exterior finish work. Each student will be given the opportunity to apply different stains, clear finishes, and/or paints to various types of wood. The student can expect increased skill in application and additional knowledge of finish work upon completion of this course.

CAR 1181 INSULATION AND SOUNDPROOFING 2-0-2

Insulation and Soundproofing is a study of commercially available insulation materials and characteristics of the materials. The course will concentrate on the application, thermal properties, sound absorbency, fire resistance and weather proofing ability of these products. Upon completion of the course, the student will be aware of the characteristics and use of insulation and soundproofing materials.

CHEMISTRY

CHM 100 PROBLEM SOLVING IN GENERAL CHEMISTRY 1-2-2

Designed for the chemistry student who needs to upgrade math skills related to the study of chemistry, this course covers exponential numbers, logarithms, unit conversions, significant figures, algebraic equations, and functional relationships as they pertain to problem solving in General Chemistry.

CHM 101 GENERAL CHEMISTRY I 3-3-4

First quarter chemistry lecture and laboratory for students planning to study in the field of chemistry and for students who wish to take a course designed for chemistry majors. Topics include measurements in the metric system, inorganic nomenclature, introduction to chemical stoichiometry and the mole, chemical formulas and equations, thermochemistry, and physical behavior of gases. Co-requisites: Chemistry 100, MAT 107.

CHM 102 GENERAL CHEMISTRY II 3-3-4

Second quarter college chemistry lecture and laboratory for students planning to study in the field of chemistry and for students who wish to take a course designed for chemistry majors. Topics include electronic structure of atoms, bonding, periodic properties of the elements and the relationship to electronic structure, physical properties of solids and liquids, introduction to solution chemistry. Prerequisite: CHM 101.

CHM 103 GENERAL CHEMISTRY III 3-3-4

Third quarter college chemistry lecture and laboratory for students planning to study in the field of chemistry and for students who wish to take a course designed for chemistry majors. Topics include thermodynamics and spontaneity of chemical and physical systems, introduction to chemical equilibrium, chemical equilibrium in aqueous solution, oxidation-reduction reactions in electrochemical cells, spontaneity and extent of redox reactions. Prerequisite: CHM 102.

COSMETOLOGY

COS 1150 COSMETOLOGY I

5-0-5

Introduction to cosmetology including the study of bacteriology, sanitation, first-aid, theory of shampoo and rinses, finger waving, pin curling, and the care of hands and nails. The student is guided toward the development of a pleasing personality, charm and poise.

COS 1151 COSMETOLOGY I LAB

0-25-8

Orientation to use and care of equipment, supply dispersal, and lab procedures including demonstrations and practice in methods of applying shampoo, rinses, finger waves, pin-curl patterns, and the application of scientific principles to manicuring and hand make-up.

COS 1160 COSMETOLOGY II

5-0-5

Theory and practice of hair shaping, styling, tinting, and bleaching including the care and use of natural and artificial hair wigs.

COS 1161 COSMETOLOGY II LAB

0-25-8

Demonstrations and practice in cutting, shaping, and styling natural hair, wigs, and hairgoods including the chemistry and application of tints and bleaches.

COS 1170 COSMETOLOGY III

5-0-5

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

Application of permanent waving solutions and heat waving including the manipulation of facial treatments and the proper application of basic and theatrical make-up.

COS 1180 COSMETOLOGY IV

5-0-5

A study of the principles, techniques and materials used in scalp treatments. A continuation of anatomy with increased emphasis on 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

Application of principles of body electricity and chemistry to beauty culture processes including hair and scalp types, treatments, and products.

COS 1190 COSMETOLOGY V

5-0-5

This course is designed for the cosmetology graduate who elects to qualify for the cosmetology license through continued classroom study in lieu of serving an apprenticeship. This course provides a review of the principles, techniques and materials studied in previous cosmetology courses and further prepares the student to take the North Carolina Cosmetics Arts Certification Exam.

COS 1191 COSMETOLOGY V LAB

0-23-7

This course is designed for the cosmetology graduate who elects to qualify for the cosmetology license through continued classroom study in lieu of serving an apprenticeship. The course is a continuation of COS 1181.

DRAFTING

DFT 1101 INDUSTRIAL SPECIFICATIONS

1-0-1

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
 Interpretation and reading of blueprints: Information on the basic principles of the blueprint: lines, views, dimensioning procedures, and notes. Prerequisite or co-requisite: MAT 1101.
- DFT 1105 BLUEPRINT READING: MECHANICAL II** 1-2-2
 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
 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.
- DFT 1117 BLUEPRINT READING: WELDING I** 1-2-2
 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** 1-2-2
 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.
- DFT 1119 BLUEPRINT READING: WELDING III** 1-2-2
 Study of actual shop and construction drawings. Student will learn step by step process for fabricating from working drawings. Students will learn to make sketches for use in custom shop fabrication. Prerequisite: DFT 1118. Co-requisite: Welding 1143.
- DFT 1120 BLUEPRINT READING: WELDING IV** 1-2-2
 Student of sheet metal layout, pattern making and welding shop related problems. The student will learn how to develop jigs and fixtures used in fabrication. Prerequisite: DFT 1119. Co-requisite: Welding 1144.
- DFT 1123 MECHANICAL DRAFTING I** 3-10-6
 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 instruments. As the quarter progresses, the student becomes more involved with advanced drawings, using the principle views with emphasis on accuracy, lettering, overall neatness and locating views. Methods of reproducing prints will be included during the first quarter. Prerequisite or co-requisite: MAT 1101.
- DFT 1124 MECHANICAL DRAFTING II** 4-12-8
 In the second quarter the student proceeds into more complex multi-view drawings including sections and auxiliaries plus theoretical drafting in the form of descriptive geometry (points, lines and planes) and revolutions. Sheet metal drafting practices (intersections and developments) are also covered. This quarter is concluded with instruction in shop processes and various methods of fabrication. Prerequisite: DFT 1123.
- DFT 1133 MECHANICAL DRAFTING III** 3-8-5
 This quarter starts with threads, fasteners and springs followed by dimensions and tolerances. At this point, using all previous drafting material covered, the student is

ready to begin preparation of working drawings. First the student prepares a set of working drawings of a simple machine (4 to 5 parts) from the textbook. The student then proceeds to a master project which is a set of working drawings of a more complex tool, jig, fixture or machine as approved by the instructor. Prerequisite: DFT 1124.

DFT 1134 MECHANICAL DRAFTING IV

4-10-7

This first part of this quarter is used to complete, refine and revise as necessary the master project from the previous quarter. The student then prepares drawings in the specialty areas of welded fabrication, gears and cams, piping, electronics, and mapping. The quarter concludes with technical illustration which includes lettering, inking and various shading methods including airbrush. Prerequisite: DFT 1133.

DFT 1813 ELECTRICAL BLUEPRINT READING I

1-2-2

A starting course for the student unfamiliar with electrical blueprints. Subject areas will involve identification of symbols, layouts, diagrams and blueprints applicable to electrical installations, with emphasis on electrical plans for domestic and commercial buildings. The student should be able to read and interpret a simple electrical blueprint to specify the given information or install the electrical circuits.

DFT 1814 ELECTRICAL BLUEPRINT READING II

1-2-2

A continuation of Electrical Blueprint Reading I with emphasis on electrical plans for industrial buildings. The course will focus on the advanced installation of electrical loads, control centers, voltage feeders and substations. The student should be able to read and interpret an industrial blueprint.

DFT 1821 ELECTRICAL BLUEPRINT READING

2-2-3

A starting course for the student unfamiliar with electrical blueprints. Subject areas will involve identification of symbols, layouts, diagrams and blueprints applicable to electrical installations, with emphasis on electrical plans for industrial and commercial buildings. The course will focus on the advanced installation of electrical loads, control centers, voltage feeders and substations. The student should be able to read and interpret an industrial blueprint.

See also Blueprint Reading.

ECONOMICS

ECO 101 CONSUMER ECONOMICS

3-0-3

A survey course designed to help the layperson 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 261 PRINCIPLES OF ECONOMICS I

3-0-3

A study of the fundamental concepts of economics including macroeconomics, microeconomics, and economic principles as they apply to current economic events. Topics included in the 3-quarter sequence include supply and demand, individual and family income, national income and product, the banking system, business cycles, fiscal and monetary policy, types of competition, international trade, and comparative economic systems.

ECO 262 PRINCIPLES OF ECONOMICS II

3-0-3

A continuation of ECO 261.

ECO 263 PRINCIPLES OF ECONOMICS III

3-0-3

A continuation of ECO 262.

ELECTRONIC DATA PROCESSING

- EDP 102 INTRODUCTION TO BUSINESS DATA PROCESSING** 2-2-3
A comprehensive study of the history of data processing with particular emphasis upon recent developments in modern business computer systems. Business 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.
- EDP 110 COMPUTER LOGIC AND BASIC PROGRAMMING I** 4-4-6
An introduction to computing techniques through the study of the BASIC language. Students learn the techniques of business problem solving and program development. Also included is a study of logical operations and decision making. Areas of study include simple and compound logic statements, flowcharting techniques, and the application of logic to decision making. Prerequisite: EDP 102.
- EDP 111 BASIC PROGRAMMING II** 2-4-4
A continuation of the study of BASIC programming. The course will cover more complex features of the language and more advanced programming techniques. Prerequisite: EDP 110.
- EDP 135 COMPUTER MATH** 5-0-5
A course in the study of basic mathematical concepts relating to information processing. Topics include numbering systems, algebraic applications in business, equations, and business statistics. Prerequisite: MAT 130.
- EDP 140 COMPUTER SYSTEMS** 3-2-4
A study of computer systems including the concepts of job scheduling, operating systems, multiprogramming, teleprocessing, file organization, and job control languages. Prerequisite: EDP 111.
- EDP 211 SMALL COMPUTERS FOR BUSINESS** 2-4-4
A study of the application of small computers to solve business problems, primarily relating to small businesses. Common heavily used applications on small computers, like word processing, financial planning, and accounting will be examined. Small computer system alternatives, software package evaluation, selection of hardware and software, and vendor commitments are examined. Prerequisite: EDP 140.
- EDP 220 COBOL PROGRAMMING I** 4-3-5
An introductory course in compiler language programming utilizing COBOL. Includes COBOL concepts, components, structure, and basic instruction. Students will be required to program, debug, and test specified business-oriented problems using COBOL. Prerequisite: EDP 102.
- EDP 221 COBOL PROGRAMMING II** 3-4-5
A continuation of the study of COBOL. Includes more complex COBOL instruction and techniques. Prerequisite: EDP 220.
- EDP 225 RPG PROGRAMMING** 3-4-5
An introduction to RPG programming. Emphasis will be on developing program logic and writing programs to solve business problems. Prerequisite: EDP 102.
- EDP 230 SYSTEMS ANALYSIS AND DESIGN I** 3-2-4
A study of the overall computer-based systems analysis and design process, information problems of business organization, and the interrelationships of functions. The initial phase of systems analysis and evaluation is studied in detail. Prerequisite: EDP 221, EDP 140.

EDP 231 SYSTEMS ANALYSIS AND DESIGN II**2-4-4**

A continuation of Systems Analysis and Design I. More advanced concepts in analysis and design will be studied. Emphasis will be placed upon applications in the business enterprise. Prerequisite: EDP 230.

EDP 250 ASSEMBLY LANGUAGE PROGRAMMING**3-4-5**

An introduction to the study of assembly language programming. Includes language specifications, operations, rules for writing source programs, and debugging. Prerequisite: EDP 102, EDP 110.

EDP 255 PASCAL PROGRAMMING**3-4-5**

An introduction to the study of PASCAL programming. Basic PASCAL concepts, structure, and instructions will be studied. Emphasis will be on developing logic and writing programs using PASCAL. Prerequisite: EDP 102, EDP 110.

EDP 275 RESEARCH PROJECT**1-9-5**

This course will provide the student an opportunity to combine the concepts learned in previous courses and apply them in a practical problem. Individual assignments of a selected business problem will be made. The student will be responsible to define and carry out the project to completion. Prerequisite: EDP 231, EDP 221.

EDP 280 EDP SEMINAR**1-0-1**

A course designed for students completing the requirements for the Electronic Data Processing degree. The course is designed to discuss and explore topics relevant to careers and trends in information processing and business applications. Prerequisite: EDP 231.

EDUCATION

EDU 1002 HEALTH AND SAFETY OF THE YOUNG CHILD**3-0-3**

Intended for anyone working with or planning to work with young children. The student will study nutrition, first aid, grooming, sign of ill health, safety precautions, child abuse and neglect. A student completing this course will be better able to plan for the health and safety needs of children.

EDU 1006 COMMUNICATING EFFECTIVELY WITH THE YOUNG CHILD**3-0-3**

Intended for anyone working with or planning to work with young children. The student will study the factors determining language development in young children, the development of listening skills, and ways of improving communication skills of adults who serve as models. The student completing the course will have a working knowledge of how language is used as a way of entering a child's world effectively.

EDU 1007 CREATIVE ACTIVITIES IN MUSIC**3-3-4**

Intended for anyone working with or planning to work with young children. The student will study music appropriate for young children and ways of integrating music into the total program. Upon completing this course, the student will have a wide repertoire of children's songs and a working knowledge of how they can be incorporated into a total program. (Permission of instructor required)

EDU 1008 SCIENCE IN EARLY CHILDHOOD PROGRAMS**3-3-4**

Intended for anyone working with or planning to work with young children. The student will explore science as spontaneous and planned experiences. He will study scientific facts and concepts appropriate for young children. Upon completion of the course, the student will have a collection of activities in basic scientific areas. (Permission of instructor required.)

EDU 1009 CREATIVE ACTIVITIES IN ART

3-3-4

Intended for anyone working with or planning to work with young children. The student will study art in relation to the creative process and the stages of artistic development in children. Practical experience will be provided for experimentation in various media. Upon completion, the student will have a file of art activities and a plan for incorporating each into a total program. (Permission of instructor required.)

EDU 1010 SPECIAL PROBLEMS IN EARLY CHILDHOOD PROGRAMS

3-0-3

Intended for anyone working with or planning to work with young children. Student will explore ways to help children deal with such problems as fear, divorce and separation, and death. Upon completing the course, the student will have a better understanding of the behavior of children and how to most effectively cope with it. Prerequisite: EDU 1022 and EDU 1023).

EDU 1013 WORKING WITH PARENTS

3-0-3

Intended for anyone working with or planning to work with young children. The student will study the role of parents in preschool programs and will practice techniques for working with parents and conducting parent meetings. The student completing this course will be able to more effectively work with and incorporate parents into the preschool program.

EDU 1014 READINESS SKILLS FOR YOUNG CHILDREN

3-0-3

Intended for those who work with preschool children and slow learners. The student will be introduced to the excitement and extensiveness of an organized, sequential approach to developing a math curriculum for young children. Upon completing the course, the student will be prepared to plan and present appropriate developmental math activities to a group of preschoolers.

EDU 1018 PRESCHOOL EDUCATION

3-0-3

A course designed to familiarize the student with the principles and practices used in early childhood education. The student will be aware of the types of experiences and facilities which will promote optimal development of each child. Guidelines for identifying, planning, organizing and implementing appropriate programs and facilities are derived through group discussions and individual projects. (Formerly EDU 1001)

EDU 1019 CHILDREN'S LITERATURE

3-0-3

A course designed to give the student experience in the art of storytelling and using various methods of presentation. A careful survey is made of various types of children's literature and the role they play in the total program for children. The student completing this course will have a wide repertoire of children's stories and a working knowledge of children's books. (Formerly EDU 1012)

EDU 1020 HUMAN GROWTH AND DEVELOPMENT I

3-0-3

A course designed to give the student an understanding of the development of the human being from the fetal stage to pre-schoolers. The student will be familiar with the motor, speech, emotional, social and intellectual development of children and will recognize the various factors influencing these areas of development. (Formerly EDU 1015)

EDU 1021 HUMAN GROWTH AND DEVELOPMENT II

3-0-3

A course designed to give the student an understanding of the development of the human being from the pre-school stage to adolescence. The student will be familiar with the motor, speech, emotional, social and intellectual development of children and will recognize the various factors influencing these areas of development. Prerequisite: EDU 1020 (Formerly EDU 1005).

EDU 1022 HUMAN GROWTH AND DEVELOPMENT III**3-0-3**

A course designed to give the student an understanding of the physical, emotional and social development of the adolescent and the many factors influencing the social acceptance and development of self concept of the adolescent. The student will learn the effect of home climate as well as the development of moral values in the adolescent. Prerequisites: EDU 1020 and EDU 1021.

EDU 1023 EXCEPTIONAL CHILDREN**3-0-3**

A course designed to identify children with developmental variations requiring modification in activities. The student will be able to adapt instructional techniques and activities to fit the needs of the exceptional child. The student will be familiar with legislation affecting the handicapped/disadvantaged child and will demonstrate understanding of the screening, referral and placement process. Prerequisite: EDU 1020 and EDU 1021. (Formerly EDU 1017).

EDU 1024 SEMINAR/PRACTICUM**1-6-3**

A course designed to develop occupational competencies through experience and practice in an early childhood classroom and will be given opportunities to apply knowledge acquired in studies. The student will participate in learning activities and problem-solving activities relating to pre-school children. Prerequisite: Recommendation of supervising instructor. (Permission of instructor required.)

**EDU 1025 AUDIO-VISUAL AND INSTRUCTIONAL
EQUIPMENT AND MATERIALS****1-3-2**

A course designed to teach the student how to select, use, and evaluate the use of audio-visual and instructional equipment and materials. Experiences in the operation and proper care of equipment and materials will be provided. The preparation of inexpensive, teacher-student made materials will be emphasized. (Permission of instructor required.)

ELECTRICAL**ELC 1801 DIRECT AND ALTERNATING ELECTRICITY I****2-2-3**

A beginning course for the student with no background in electrical principles. The course covers the fundamental concepts of direct and alternating electricity used in the electrical field. Emphasis will be placed on the practical application and calculation of current, voltage, resistance, and power rules to electrical circuits. In addition, the course will emphasize construction of electrical circuits to verify electrical principles and use of test equipment to obtain electrical measurements. The student will be able to apply the knowledge of electrical circuits and test equipment to electrical wiring and control circuits.

ELC 1802 DIRECT AND ALTERNATING ELECTRICITY II**2-2-3**

Continuation of Direct and Alternating Electricity I, with instruction in alternating current circuits. Emphasis will be placed on inductance, capacitance, and electromagnetism in single and three-phase electrical circuits. The student should be able to apply the course topics to electrical devices and wiring.

ELC 1803 DIRECT AND ALTERNATING ELECTRICITY**2-6-4**

A beginning course for the student with no background in electrical principles. The course covers the fundamental concepts of direct and alternating electricity used in the electrical field. Emphasis will be placed on the practical application and calculation of current, voltage, resistance, and power rules to electrical circuits.

Emphasis will be placed on inductance, capacitance, and electromagnetism in single and three-phase electrical circuits. In addition, the course will emphasize construction of electrical circuits to verify electrical principles and use of test equipment to obtain electrical measurements. The student will be able to apply the knowledge of electrical circuits and test equipment to electrical wiring and control circuits.

ELC 1821 ELECTRICAL WIRING I**2-2-3**

A starting course for the student with no electrical wiring experience. This introductory course provides instruction covering electrical wiring devices and basic wiring techniques. Electrical circuits will be constructed in the classroom building mock-up. The student should be able to wire residential or small commercial electrical installations.

ELC 1822 ELECTRICAL WIRING LAB I**0-8-4**

Lab exercises designed to apply and verify the knowledge given and demonstrated in Electrical Wiring I.

ELC 1824 ELECTRICAL WIRING II**2-2-3**

The second wiring course for the student having basic wiring skills. This course provides instruction on industrial wiring devices and wiring techniques. Electrical circuits will be constructed in the classroom, with live projects when available. The student should be able to wire industrial circuits and systems.

ELC 1825 ELECTRICAL WIRING LAB II**0-8-4**

Lab exercises designed to apply and verify the knowledge given and demonstrated in Electrical Wiring II.

ELC 1828 CONDUIT BENDING AND LIGHTING**1-3-2**

Study the methods and techniques required to design and install an electrical conduit system. The process includes determining the proper size and type of conduit and related fittings required by the National Electrical Code and the use of tools and materials needed for the installation. A number of lighting systems are studied with particular emphasis being placed on fluorescent lighting systems of different voltage levels. Additionally, electrical conductors and their associated connections suitable for both the conduit systems and the lighting systems are studied.

ELC 1831 NATIONAL ELECTRICAL CODE I**4-0-4**

An introductory course for the student with no background with the Electrical Code. Coverage of the purposes, interpretations, applications and calculations that an electrician would need to utilize in performing electrical work. The student should be able to properly apply those covered areas of the National Electrical Code to electrical installations.

ELC 1832 NATIONAL ELECTRICAL CODE II**4-0-4**

A continuation of National Electrical Code I. The course completes the coverage of other special electrical wiring areas and systems. The student should be able to properly apply those covered areas of the national electric code.

ELC 1841 ELECTRICAL MACHINES I**2-2-3**

A course for the student with a knowledge of the basic electrical principles. The student will study the various types of machines that operate on direct, single, and polyphase current. This course will also focus on application, maintenance and measurements common to the various types of motors. The student should be able to select, maintain and troubleshoot various types of motors.

ELC 1842 ELECTRICAL MACHINES II**2-2-3**

A continuation of Electrical Machines I. An advanced coverage of three-phase circuits, transformers, and special topics. The student should be able to select, maintain and troubleshoot these advanced circuits.

ELC 1851 ELECTRICAL CONTROLS I**2-2-3**

A basic course for the student with no skills in working with electrical controls. The topics covered are motor controls, pilot devices, controllers, sequential operations, and typical control circuits. Laboratory activities will apply the knowledge of devices

and principles of various control circuits. The student should be able to construct, maintain and troubleshoot simple control circuits.

ELC 1852 ELECTRICAL CONTROLS LAB I **0-8-4**

Lab exercises designed to apply and verify the knowledge given and demonstrated in Electrical Controls I.

ELC 1854 ELECTRICAL CONTROLS II **2-2-3**

The second basic course in Electrical Controls providing advanced coverage of motor controls and associated devices. The student should be able to construct, maintain and troubleshoot advanced electrical motor control circuits.

ELC 1855 ELECTRICAL CONTROLS LAB II **0-8-4**

Lab exercises designed to apply and verify the knowledge given and demonstrated in Electrical Controls II.

ELECTRONICS

ELN 1112 DIRECT AND ALTERNATING CURRENT **5-10-10**

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 1124 PRINTED CIRCUITS **2-4-4**

A hands-on course about circuit breadboarding and board artwork, etching, drilling, component mounting and removal, testing and defects. In addition the student will inherently develop skills in integrated circuit handling, using test equipment, record-keeping, circuit comprehension both digital and analog and troubleshooting. Prerequisites: ELN 1112, MAT 1115, ELN 1129. Corequisites: ELN 1135, ELN 1126.

ELN 1126 TRANSISTOR THEORY AND CIRCUITS **4-8-8**

Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Silicon Controlled Rectifiers (SCR), Thermistors, Unijunction Transistors (UJT), and Zener Diodes will also be covered. Prerequisites: ELN 1112, MAT 1115, and MAT 1116.

ELN 1129 DIGITAL ELECTRONICS **6-10-11**

Theory of logic gates such as "and," "or," "not," etc., are considered. Emphasis is on applications such as decoders, memory circuits, counters, registers, etc. Attention is also given to circuit simplification using the Karnaugh map.

ELN 1130 OP AMPS AND TIMING CIRCUITS **2-6-5**

A course for second quarter Electronics' students which covers the theory of operation of operational amplifiers with emphasis on practical applications. Timers are covered in several circuit configurations. Monostables are explored for narrow pulse generation. The integrated voltage regulator is tested. Prerequisite: ELN 1112.

ELN 1135 MICROPROCESSORS AND MEMORY CONCEPTS **4-8-8**

A study of microprocessors command signals, resulting outputs, internal circuitry and interconnecting circuitry for a working system. A look at typical memory (both fixed and changeable) circuitry necessary for relatively short programs and how memory makes the system functional. Prerequisite: ELN 1129.

ELN 1140 MICROCOMPUTERS **6-15-13**

An introductory course for a microcomputer system. Such areas as interfacing, keyboard, memories and programming are considered. Diagnostic procedures are investigated. All subject areas are confirmed by hands-on lab exercises. Prerequisite: ELN 1135.

ENGLISH

ENG 099 BASIC ENGLISH SKILLS

2-2-3

A remedial course designed for students whose English placement test score demonstrates a need for extensive drill in the basics of English grammar and usage. A student assigned to this course must successfully complete it before being allowed to enter English 100. Most of the work will center around writing complete sentences free of errors in agreement, verb tense, and spelling.

ENG 100 ENGLISH FUNDAMENTALS

3-1-3

An open-ended grammar/writing course for students whose entrance examination indicates a need for a review of fundamentals. Students will complete this course when they pass the departmental grammar exam and when they demonstrate a satisfactory knowledge of the language in their writing assignments.

ENG 101 FRESHMAN ENGLISH I

3-1-3

An open-ended composition course for the entering student in which the student will study basic concepts of writing expository paragraphs and essays and will review mechanics and vocabulary where appropriate. English 101 is completed when the student demonstrates that he/she can write clear, precise, prose, free of mechanical defects, has completed the vocabulary requirements of the syllabus, and can recognize the techniques of logical reasoning.

ENG 102 FRESHMAN ENGLISH II

3-0-3

A composition course in which the student will study form, development, organization, and support in terms of longer, argumentative-persuasive papers. He/she will also study the basic research skills and form necessary to the writing of a term paper/report. In addition, the student will analyze prose works in regard to strategies of writing. Upon completion of the course, the student will have mastered the form of the essay and will have demonstrated knowledge of research skills in regard to the writing of a research paper. Prerequisite: ENG 101.

ENG 103 FRESHMAN ENGLISH III

3-0-3

A composition course in which the student will write critical papers on literature and will be exposed to the basic skills necessary to the interpretation of fiction and poetry. Upon completion of the course, the student will have increased his/her skills in understanding and writing about literature. Prerequisite: English 102.

ENG 111 BUSINESS COMMUNICATIONS

3-0-3

A comprehensive study of the principles of effective business communications and the application of these principles to memorandums, letters, reports. Prerequisite: ENG 101.

ENG 112 TECHNICAL REPORT WRITING

3-0-3

This course includes the basic instruction in technical report writing focusing primarily on business reports of various kinds including the organization, problem definition, research, use of appendices, charts, illustrations, etc. Prerequisite: ENG 101 or permission of instructor.

ENG 180 FUNDAMENTALS OF SPEECH

3-0-3

In this beginning speech class, the student will be introduced to the basic theories of oral communication and will participate in a variety of interpersonal, group and public speaking situations. Upon completion of the course, the student should be a more confident and effective speaker. Open to all students.

ENG 185 FUNDAMENTALS OF SPEECH

5-0-5

This 5-hour speech course is advantageous for students transferring to schools on the semester system. It includes an introduction to the basic theories of oral communication with practice in interpersonal, group, and public speaking situations. All the

objectives of ENG 180 are included plus a special media project and further speaking exercises. (Students may NOT receive credit for both ENG 180 and ENG 185.)

ENG 212 STUDIES IN LITERATURE 3-0-3

A study of selected writers, topics, etc. Course content will vary from offering to offering as student/instructor interest dictates. Prerequisite: ENG 102 or permission of instructor.

ENG 220 CREATIVE WRITING I 0-2-1

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

Continuation of ENG 220.

ENG 222 CREATIVE WRITING III 0-2-1

Continuation of ENG 221.

ENG 240 ENGLISH LITERATURE I 5-0-5

This humanities elective is a study of selected major British writers from the Anglo-Saxon period through the Restoration and the 18th century. Upon completion of this course the student will understand the development of the English language from its earliest forms to the more modern forms and the relationship of the historical and social movements to the literary themes and forms. (Formerly ENG 201 & part of ENG 202) Prerequisite: ENG 103 or permission of the instructor.

ENG 241 ENGLISH LITERATURE II 5-0-5

This humanities elective is a study of selected major British authors from the Romantic Age to the present. Upon completion of the course the student will understand the relationship between literary themes and forms and the historical and social setting in which these writings occurred. (Formerly last part of ENG 202 and all of ENG 203). Prerequisite: ENG 103 or permission of the instructor.

ENG 242 MAJOR AMERICAN WRITERS I 5-0-5

A humanities elective, this course is a study of major writers from 1607 through the Civil War and the Realists. Upon completion of the course, the student will have increased his knowledge and perspective of American literature as a reflection of American culture. (Formerly ENG 205 and part of ENG 206). Prerequisite: ENG 103 or permission of the instructor.

ENG 243 MAJOR AMERICAN WRITERS II 5-0-5

A humanities elective, this course is a study of major writers from the post-Civil War period and the Naturalist writers to the present. Upon completion of the course, the student will have increased his knowledge and perspective of American literature as a reflection of American culture. (Formerly last part of ENG 206 and all of 207.) Prerequisite: ENG 103 or permission of the instructor.

ENG 250 WORLD LITERATURE I 5-0-5

A study of important literary works from the classical age to 1800 with emphasis on literature other than English and American. A Humanities elective designed to introduce students to the thought and literary art of other cultures. Prerequisite: ENG 103 or permission of instructor.

ENG 255 WORLD LITERATURE II 5-0-5

A study of important literary works from 1800 to the present with emphasis on literature other than English and American. A Humanities elective designed to introduce students to the thought and literary art of other cultures. Prerequisite: ENG 103 or permission of instructor.

ENG 1102 COMMUNICATIONS SKILLS

3-1-3

For vocational students, this course emphasizes basic job-seeking strategies ranging from writing resumes and business letters to filling out job applications, requisitions, and order forms. Added emphasis is given to library skills, job awareness skills, job attitudes, oral communication, and preparation for the job interview. Upon completing this course, the student will be equipped with the communications skills necessary to compete for a job.

ENGINEERING GRAPHICS

EGR 101 ENGINEERING GRAPHICS I

2-4-3

This course is designed for the student working toward a degree in engineering. It is an introductory 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

This course is designed for the student working toward a degree in engineering. It is a continuation of EGR 101 requiring study of more complex drawing problems intended to develop students' imaginative ability and requiring use of auxiliaries, sections, and working drawings. Prerequisite: EGR 101.

FOOD SERVICE

FSO 1000 EQUIPMENT

3-0-3

This course is designed to acquaint the participant with the use and care of large and small equipment used in food service facilities. Emphasis will be on simplifying work and effectively using time and motion.

FSO 1001 SANITATION AND SAFETY

3-0-3

The participant will learn the sanitation procedures required of a food service operation. The proper care and maintenance of hand tools and machines will be emphasized. The study of "cause and effect" of accidents and the procedure for development of a food service safety program will be viewed.

FSO 1002 FOOD SCIENCE

3-2-4

This course will acquaint the student with an understanding of the physical and chemical characteristics in the process of food preparation. The various issues of food additives, and scientific nutritional information will be emphasized.

FSO 1003 QUANTITY FOOD I

3-4-5

The participant will be introduced to quantity food production in food service facilities. Practical work experiences will be given to the student with emphasis on quality products. The participant will learn the various food production areas.

FSO 1004 PRINCIPLES OF FOOD PREPARATION

2-2-3

The student will learn basic principles of food preparation with emphasis on standards and methods of preparation. The relationship to factors regulating or affecting the preparation of standard food products will be emphasized. The selection, purchasing, storage, and preservation of foods will be included.

FSO 1005 QUANTITY FOOD PRODUCTION II

3-4-5

This course will integrate and coordinate class work and laboratory experiences and is designed to provide the application of basic principles in planning and managing of quantity production and service. This course includes quantity preparation, organizing of work, food costs, and portion control. Emphasis will be on production and service of quality food products; ordering, receiving and storage procedures; production scheduling; labor costs; and work scheduling.

FSO 1006 NUTRITION AND HEALTH**5-0-5**

The participant will study the influence of physical and emotional health from infancy to adulthood. Basic nutrition will be emphasized along with the importance of balanced diet in growth and maintenance of healthy children as well as the nutritional requirements throughout all phases of the human life cycle.

FSO 1007 FOOD SERVICE MANAGEMENT**3-3-4**

The participant will become acquainted with applying management principles to all types of food service operations. Emphasis will be placed on the organization structure, policies, finances, and controls.

FSO 1008 FOOD SERVICE MATH**3-0-3**

The participant will relate basic math principles to the operation of a food service facility. Math skills that will be covered are those that relate to the preparation crew, the service crew and the management personnel. Upon completion of this course, the student will have become familiar with the math skills needed for advancement in the food service field.

FSO 1009 COOPERATIVE WORK EXPERIENCE**0-20-2**

This experience will provide a practical introduction to the food service field. Students will be evaluated by the instructor as to their performance and abilities with the cooperation of the employing facility in light of all areas of the food service operation.

FSO 1010 COOPERATIVE SEMINAR**3-0-3**

The participant will become acquainted with working in food service occupations. Emphasis will be on topics which deal with knowing oneself and one's work potential, developing an understanding of the food service business, exploring career opportunities, as well as the process of filling out job applications, writing resumes and letters of application, and presenting personal data in job interviews. It will be taken concurrently with Cooperative Work Experience.

FSO 1011 BAKING I

The participant will learn how to prepare quality baked products using the recipe approach. This method allows the participant to learn proper procedures and techniques necessary for preparing a variety of quality baked products. Practical experiences will be used to further enable the participant to develop baking skills necessary in the food service field.

FRENCH**FRE 101-102-103 ELEMENTARY FRENCH I, II, III****3-0-3 (Each)**

A study of the basic elements of French, fundamentals of grammar: drill in pronunciation, reading, and special emphasis on oral expressions in the language. The student with two or more high school units in French should schedule FRE 104.

FRE 104-105-106 INTERMEDIATE FRENCH I, II, III**3-0-3 (each)**

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.

HEALTH**HEA 140 INTRODUCTION TO DRUG USE AND ABUSE****3-0-3**

An introductory survey of drugs used in contemporary society with emphasis upon sociological, psychological and physiological effects of drugs.

HEA 170 PERSONAL HEALTH AND HUMAN SEXUALITY**3-0-3**

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 covering the mental aspects of the subject matter.

HEA 175 FIRST AID 3-0-3

Principles and techniques of emergency first aid, civilian defense, and related safety factors.

HEA 280 PERSONAL AND COMMUNITY HEALTH 5-0-5

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.

HISTORY

HIS 101 WESTERN CIVILIZATION I 3-0-3

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

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

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

A survey of the history of the United States to 1815.

HIS 112 AMERICAN HISTORY II 3-0-3

A survey of the history of the United States from 1815 to 1900.

HIS 113 AMERICAN HISTORY III 3-0-3

A survey of the history of the United States from 1900.

HIS 121 AFRO-AMERICAN HISTORY 5-0-5

A survey of the political, economic and social contribution of Afro-Americans to American life and culture.

HIS 122 ROOTS: SAGA/AMERICAN FAMILY 3-0-3

Roots is a course designed to teach the economic, political and social development of Afro-Americans through film. The class will review and analyze the film with assigned supplementary historical articles.

HIS 211 NORTH CAROLINA HISTORY I 3-0-3

A history of North Carolina from exploration through the American Revolution.

HIS 212 NORTH CAROLINA HISTORY II 3-0-3

A history of North Carolina from the American Revolution through the Civil War.

HIS 213 NORTH CAROLINA HISTORY III 3-0-3

A history of North Carolina from Reconstruction to the present.

HIS 220 WOMEN IN AMERICAN SOCIETY 3-0-3

A study of the historical and sociological issues of women in America from the Colonial Era to the present. Upon completion of the course, persons enrolled will have an increased awareness and knowledge of the political, economic and social issues and contributions that women made to American society.

INDUSTRIAL SAFETY

ISA 101 INDUSTRIAL SAFETY

1-0-1

Development of industrial safety, basic factors of accident prevention including protective equipment, eye protection, First Aid, fire prevention, use of fire extinguishers. Emphasis on personal responsibility and attitudes for safety.

MASONRY

MAS 1101 MASONRY I

1-7-3

For the student with little or no previous experience in masonry, Masonry I provides an introduction to various types of masonry construction including brick and concrete block primarily through shop work. The use and care of the basic masonry tools such as the level, trowel, slicker, and brickhammer will be emphasized. The Masonry I student will have acquired the basic skills in masonry at the end of the course.

MAS 1104 MASONRY II

1-7-3

Designed for the student with previous masonry study, Masonry II offers information and application on building fireplaces, arches, and other complex masonry construction projects. This elective will increase knowledge of an experience in the more difficult and skilled areas of masonry. Prerequisite: Masonry I.

MATHEMATICS

MAT 100 ELEMENTARY GEOMETRY

5-0-5

Study of fundamental concepts of plane geometry designed for the student who has 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. Prerequisite: MAT 102 or High School Algebra.

MAT 101 ARITHMETIC

3-4-5

A remedial, open-ended course designed for students who need to develop basic arithmetic skills. Topics to be covered may include: operations on whole numbers, fractions, decimals, ratio and proportion, percent, measurement, and introduction to algebra.

MAT 102 ALGEBRA

4-3-5

A remedial, open-ended course designed for students who have not mastered high school algebra I and II. Topics to be covered include rational numbers, polynomials, equations, graphing, systems of equations, and factoring. Prerequisite: MAT 101 or satisfactory placement test score.

MAT 103 INTERMEDIATE ALGEBRA

3-4-5

(Formerly MAT 107) This course is designed for students who need intermediate algebra in preparation for entering college algebra (MAT 111). Topics from elementary algebra will be covered in more depth. In addition the use of electronic calculators, scientific notation, radical expressions, algebraic fractions, and linear and quadratic functions will be covered. Prerequisite: MAT 102 or satisfactory placement test score.

MAT 104 NURSING MATHEMATICS

1-3-2

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. Prerequisite: MAT 101 or satisfactory placement on test score.

MAT 106 PRINCIPLES OF MATHEMATICS

5-0-5

An introductory, survey type course designed for the liberal arts student. Topics which may be covered include sets, logic, probability, statistics, consumer math,

computers, and the metric system. The student will study a minimum of five topics, each of which will lead to the solution of real problems. Prerequisite: MAT 102 or satisfactory placement test score.

MAT 111 COLLEGE ALGEBRA

5-0-5

A precalculus course designed for the student who plans to study in the fields of business, science, and mathematics or who has an interest in mathematics. Topics covered include the real number system, algebraic expressions, exponents, equations and inequalities, relations and functions, exponential and logarithmic functions, and matrices and determinants. Prerequisite: MAT 103 or adequate performance on math placement test.

MAT 112 COLLEGE TRIGONOMETRY

5-0-5

A precalculus course for the student who plans to study science or mathematics or who has an interest in mathematics. Topics covered include trigonometric ratios and functions, triangles and vectors, identities and equations, complex numbers, and polynomial functions. Prerequisite: MAT 111 or the equivalent.

MAT 113 ANALYTIC GEOMETRY AND CALCULUS I

5-0-5

This is a beginning calculus course for the student who plans to study business, science, or mathematics. Topics covered include rectangular coordinates, functions, limits and continuity, derivatives of algebraic functions, the chain rule, relative maxima and minima, antiderivatives and the generalized power formula, the definite integral, the fundamental theorem of calculus, and applications of the definite integral. Prerequisite: MAT 111 or the equivalent.

MAT 130 BUSINESS MATHEMATICS

5-0-5

This 55-hour course is designed for all students enrolled in a program in the Business Technologies Department and is open to all students interested in a background in principles of business mathematics. A student may register for MAT 130 upon completion of MAT 101 or demonstrate a proficiency in mathematics which will result in credit by exam for MAT 101. The course is designed to assist the student to become more aware of and competent in the application of basic arithmetic principles and procedures to everyday business problems. Upon successful completion of the course the student should be able to reach practical solutions to mathematical problems that arise daily in the various areas of a business career. (Formerly MAT 105, MAT 109, and MAT 110.)

MAT 160 BASIC PROGRAMMING

2-3-3

An introductory course in the BASIC programming language for math, science, business, liberal arts students. Topics include flow charts, algorithms and programming, and BASIC codes. This course is designed to introduce students to the use of the computer as a problem solving aid, and to prepare them to continue their study of computer programming.

MAT 165 COMPUTER CONCEPTS

3-4-5

A computer literacy and beginning programming course for college parallel and general education students. Topics include computer applications and their impact on society; computer hardware components; the use of commercially available software packages, including word processing programs, algorithms and flowcharts; and programming using BASIC. Students cannot receive credit for both MAT 160 & MAT 165. Prerequisite: MAT 106 or a higher math course, or permission of instructor.

MAT 170 PROGRAM CONCEPTS I

2-3-3

A general overview of concepts involved in problem solving using a computer. Generation of algorithms, translation of algorithms into programs, and computer solution of both numerical and non-numerical problems using various, structured programming languages will be stressed. A continuation of MAT 160 for business, mathematics, science and liberal arts students. Prerequisite: MAT 160.

- MAT 175 STRUCTURED PROGRAMMING** 3-4-5
 An introductory level treatment of a structured programming language such as Pascal. Emphasis is on the analysis or preparation of both numerical and non-numerical problems for computer solution using a block-structured language. Topics include principles of good programming styles, structured programming concepts, debugging and testing, string processing, sorting, data structures, records and files, and recursion. Each student will be expected to complete a substantial programming project. Prerequisite: MAT 160.
- MAT 201 ANALYTIC GEOMETRY AND CALCULUS II** 5-0-5
 This is a calculus course for the student who has completed MAT 113. Topics covered include the following: applications of the derivative, the antiderivative, and the definite integral with algebraic functions; and the derivatives of the trigonometric functions, the exponential and logarithmic functions, the inverse trigonometric functions, and the hyperbolic functions. Prerequisite: MAT 112; MAT 113.
- MAT 202 ANALYTIC GEOMETRY AND CALCULUS III** 5-0-5
 This is a calculus course for the student who has completed MAT 201. Topics covered include techniques of integration, the conics, polar coordinates, indeterminate forms, improper integrals, and infinite series. Prerequisite: MAT 201.
- MAT 203 ANALYTIC GEOMETRY AND CALCULUS IV** 5-0-5
 This is a calculus course for the student who has completed MAT 202. Topics covered include parametric equations, vectors in the plane and in three-dimensional spaces, three-dimensional spaces, functions of two or more variables, partial derivatives, and multiple integrals. Prerequisite: MAT 202.
- MAT 204 ELEMENTARY DIFFERENTIAL EQUATIONS** 5-0-5
 This course is designed for students who will major in mathematics, physics, or engineering. The topics to be covered include: first-order equations with separable variables; physical and geometrical applications of first-order equations; linear equations of first-order and applications; linear equations of higher order with constant coefficients, solution by repeated linear first-order equations, variation of parameters, and undetermined coefficients; and applications of second-order differential equations to vibrational models. Corequisite: MAT 203.
- MAT 214 STATISTICS** 5-0-5
 A non-calculus course designed for the student interested in the study of the techniques and procedures for handling data. Topics include: sampling, analysis of data, probability, binomial and normal distributions, hypothesis testing, T-distribution, Chi-square distribution, F-distribution and analysis of variance, and regression and correlation. Prerequisite: MAT 106 or beyond.
- MAT 270 PROGRAM CONCEPTS II** 2-3-3
 A continuation of MAT 170, with emphasis on file and string manipulation using disk systems. Both sequential and random access files will be addressed. Program files, and the linking of data and program files will be introduced. Prerequisite: MAT 170.
- MAT 1101 FUNDAMENTALS OF MATHEMATICS** 5-0-5
 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
 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**

Trigonometric ratios, solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics are applied to practical problems. Prerequisite: MAT 1103.

MAT 1115 ELECTRICAL MATHEMATICS**5-0-5**

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; a working knowledge of the powers of ten; Ohm's Law for series and parallel circuits; quadratic equations; and Kirchhoff's Laws.

MAT 1116 ELECTRICAL MATHEMATICS**5-0-5**

This course is an introduction to trigonometric functions, their graphs and applications to right triangles; addition, subtraction and resolution of vector quantities; and circuit solutions. Prerequisite: MAT 1115.

MAT 1123 MACHINIST MATHEMATICS**3-0-3**

Designed to develop a sound knowledge of the principles of mathematics used in the machinist trade and its application to tapers, screw threads, pulley and gear speeds, speeds and feeds, and gears.

MAT 1151 BUILDING TRADES MATH**4-0-4**

This math class is designed for the person interested in furthering his/her knowledge of construction concepts. The major emphasis will be on the practical applications of various calculations used in construction work including grade, rafter layout, stairway layout, ratios and proportions, volumes and areas of odd shapes, and weights of materials. The course will also offer an introduction to plane trigonometry. At the end of the class, the student should be able to calculate the information needed for construction work.

MAT 1824 ELECTRICIAN'S MATH I**4-0-4**

A course for the beginning student with a limited mathematics background. Topics covered will be directed to those mathematical areas employed in the electrician's field. Emphasis will be placed on whole numbers; fractions; decimals; simple formulas; powers and roots. Practical application and problems furnish the trainee with experience in wire size, electrical loads and simple electrical formulas. The student should be able to solve simple electrical mathematical problems.

MAT 1825 ELECTRICIAN'S MATH II**4-0-4**

Continuation of Electrician's Math I to apply those basic mathematical skills to single and three-phase alternating current circuits. The student should be able to solve mathematical problems of alternating current circuits.

MACHINIST**MEC 1101 MACHINE SHOP THEORY AND PRACTICE I****3-12-7**

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 co-requisite: MAT 1101; DFT 1104.

MEC 1102 MACHINE SHOP THEORY AND PRACTICE II**3-12-7**

Advanced operations in the use of layout tools and procedures, advanced engine lathe operations, 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 co-requisite: MAT 1103; DFT 1105; DFT 1101 or permission of instructor.

MEC 1103 MACHINE SHOP THEORY AND PRACTICE III

3-12-7

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 electronic comparators, surface measuring instruments, and electronic height gauges. Prerequisite: MEC 1102. Prerequisite or co-requisite: MAT 1104; DFT 1106 or permission of instructor.

MEC 1104 MACHINE SHOP THEORY AND PRACTICE IV

3-12-7

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Additional processes on the numerically controlled milling machine, 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 co-requisite: MAT 1123 or permission of instructor.

MEC 1113 SHOP PROCESSES

1-3-2

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

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

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 1117 TESTING AND IDENTIFYING METALS AND ALLOYS

1-2-2

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.

MEC 1140 HYDRAULICS—FUNDAMENTALS

2-4-4

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies actuators and basic maintenance procedures.

MEC 1141 PNEUMATICS—FUNDAMENTALS

2-4-4

This course is arranged to give the student a general knowledge of the basic components of pneumatic systems, as well as a general understanding of the basic laws and

formulas used in simple pneumatic calculations. The course covers such topics as the use of standard pneumatic symbols, pumps, control valves, control assemblies actuators and basic maintenance.

MEC 1151 MAINTENANCE SCHEDULES 2-0-2

This course is designed to make the student aware of preventive maintenance schedules including cleaning, lubrication, adjustment, and repair checks. Use of flow-charts and written schedules will be taught.

MEC 1152 LUBRICATION SEMINAR 1-0-1

This course will be taught in compacted segments using films and guest speakers from the lubrication field. The type, amount and frequency of use of these products will be taught.

MEC 1153 BEARING SEMINAR 1-0-1

This course will be taught in compacted segments using films and guest speakers from the bearing industry. Type, use, and care of bearings and seals as well as removal and installation will be instructed.

MEC 1161 MECHANICAL MECHANISMS 1-3-2

This course is designed to improve the job knowledge, skills and effectiveness of mechanics presently employed or just entering the work force. It presents basic and applied theory and practice in problematical situations. Basic mechanical components, bearings and lubrication, fundamentals of machine adjustments and troubleshooting are taught.

MEC 1511 METROLOGY 1-2-2

The purposes of this course are (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 individual who has a need for or an interest in such training.

MEC 1512 PRACTICAL MACHINING OPERATIONS 1-3-2

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 individual who has a need for or an interest in such training.

MEC 1900 SPECIAL PROBLEMS IN MACHINE SHOP AND MATERIALS TESTING 1-3-2

Directed study to provide individualized study, practice, and analysis in specialized areas of machine shop and materials testing.

MUSIC

MUS 102A CLASS PIANO I 1-1-1

A beginning course in Piano for the student who has no previous piano background. The course includes keyboard orientation, basics of note reading, simple rhythms and harmonization of simple melodies through knowledge of basic chords.

MUS 103A CLASS PIANO II 1-1-1

A course for the student who has completed MUS 102A or has appropriate background. The course includes extension of skills from MUS 102A with more complicated rhythm patterns, and theoretical concepts to include chord structure and scales.

- MUS 104A CLASS PIANO III** 1-1-1
 A course for the student who has completed MUS 103A or who has appropriate background. Course includes extension of skills of MUS 103A with attention on independence of hands and introduction to functional keyboard skills.
- MUS 105 GUITAR I** 0-3-1
 Beginning instruction in guitar requiring no previous musical background. The course includes understanding the nature of the instrument, tuning, basic chords, and some experience in reading music.
- MUS 106 GUITAR II** 0-3-1
 Continuation of MUS 105 including additional experience in reading music and also bar chords.
- MUS 107 GUITAR III** 0-3-1
 Continuation of MUS 106.
- MUS 121 APPLIED MUSIC I** 1-0-1
 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
 Continuation of MUS 121.
- MUS 123 APPLIED MUSIC III** 1-0-1
 Continuation of MUS 122.
- MUS 131 APPLIED MUSIC I** 2-0-2
 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
 Continuation of MUS 131.
- MUS 133 APPLIED MUSIC III** 2-0-2
 Continuation of MUS 132.
- MUS 151 CHORUS I** 0-2-1
 Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.

- MUS 152 CHORUS II** 0-2-1
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.
- MUS 153 CHORUS III** 0-2-1
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.
- MUS 200 SURVEY OF MUSIC** 5-0-5
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.
- MUS 202A CLASS PIANO IV** 1-1-1
A course for the student who has completed MUS 104A or who has appropriate background. The course includes extension of skills from MUS 104A with harmonizations to include simple transpositions, introduction to polyphonic styles, arpeggios, and introduction to standard piano literature.
- MUS 203A CLASS PIANO V** 1-1-1
A course for the student who has completed MUS 202A or who has appropriate background. The course includes extension of skills from MUS 202A with greater independence of hands, playing in three voice texture, and extended harmonizations to include substitute chords.
- MUS 204A CLASS PIANO VI** 1-1-1
A course for the student who has completed MUS 203A or who has appropriate background. The course includes extension of skills from MUS 203A and playing Chorale style and increased knowledge of standard piano literature.
- MUS 221 APPLIED MUSIC I** 1-0-1
Continuation of MUS 123.
- MUS 222 APPLIED MUSIC II** 1-0-1
Continuation of MUS 221.
- MUS 223 APPLIED MUSIC III** 1-0-1
Continuation of MUS 222.
- MUS 231 APPLIED MUSIC I** 2-0-2
Continuation of MUS 133.
- MUS 232 APPLIED MUSIC II** 2-0-2
Continuation of MUS 231.
- MUS 233 APPLIED MUSIC III** 2-0-2
Continuation of MUS 232.
- MUS 251 CHORUS I** 0-2-1
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.
- MUS 252 CHORUS II** 0-2-1
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.

MUS 253 CHORUS III**0-2-1**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisite.

NURSING**NUR 109 FUNDAMENTALS OF NURSING I****6-8-8**

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. (Formerly NUR 101.)

NUR 110 FUNDAMENTALS OF NURSING II**6-8-8**

Nursing 110 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 109. (Formerly NUR 102.)

NUR 111 MEDICAL/SURGICAL NURSING**6-8-8**

Nursing 111 begins the learning experience involved in the care of patients with selected common recurring medical and/or surgical problems in all age groups. The total care of the patient requiring specific surgery of the eye, ear, or throat will be included as well as the total needs of the patient who is experiencing nutritional problems, fluid and electrolyte imbalance, or problems of the reproductive system. Incorporated will be general and specific nursing actions, related technical skills, dietary modifications and drug therapy. Prerequisite: NUR 110.

NUR 112 MATERNAL AND CHILD CARE (8-week session)**6-8-8**

Maternal and Child Care Nursing 112 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 111.

NUR 211 NURSING CARE IN PHYSICAL/MENTAL ILLNESS I**6-16-11**

Nursing 211 focuses on those conditions which markedly affect the individual's emotional status and self concept. The course is divided into two segments. One introduces the student to various concepts regarding mental illness, communication and behavioral changes. Learning experiences are provided which enable the students to acquire theoretical knowledge as well as to develop personal awareness of themselves. The focus of the other segment is on nursing care for patients with physical conditions that alter the patient's appearance and/or physical functioning to the extent that it also affects their self concept and their interpersonal relations. The student is given opportunities in the clinical setting to utilize the Nursing Process in caring for patients experiencing changes in body image and/or behavioral disorders. (Formerly NUR 201.)

NUR 212 NURSING CARE IN PHYSICAL/MENTAL ILLNESS I**6-16-11**

Nursing 212 will continue learning experiences involving patients in all age groups with emphasis on pediatrics. Nursing problems in infectious and communicable disease, metabolic and endocrine dysfunction, cardiovascular and peripheral vascular disorders, and disorders of the blood will be studied in depth. The student is given the opportunity to further develop skills in planning nursing care. Evidence of planning will be reflected in the nursing care plan as the nursing problem and objective are identified and realistic nursing interventions implemented. Patient and/or family teaching will be emphasized. Related technical skills, dietary modification, drug therapy, preventative and rehabilitative nursing actions will be incorporated. Community agencies and resources will be used to enhance learning experiences. (Formerly NUR 202.)

NUR 213 NURSING SEMINAR**3-0-3**

Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse. Presented concurrently with NUR 214. Prerequisite: NUR 109 through NUR 212. (Formerly NUR 203.)

NUR 214 NURSING CARE IN PHYSICAL/MENTAL ILLNESS III**6-16-11**

Nursing 214 will continue learning experiences involving the care of patients of all age groups with major, recurring health problems requiring more complex technical skills and more comprehensively planned nursing care. The student continues to integrate theoretical principles and concepts obtained from all previous courses. The emphasis of discussion will be on nursing care of patients with the following: neurological disorders, emergency and disaster situations, burns, and critical illness. There is continued demonstration of the ability to identify nursing diagnosis, plan, implement, and evaluate nursing actions through formulation of nursing care plans to meet the physical and emotional needs of the patient with complex situations. The student is also given an introduction to the team leadership concept with clarification of the roles of the various team members. The team leadership approach will be used throughout the course to provide nursing care to groups of patients. (Formerly NUR 204.)

PHYSICAL EDUCATION**PED 100 PHYSICAL FITNESS****0-3-1**

This course is designed for adults of various ages and with differing degrees of physical fitness who are interested in attaining and maintaining an appropriate state of fitness. The course will provide opportunities for the student to improve physical endurance (both muscular and cardiovascular), strength, and flexibility. The student will receive help in designing a fitness plan suited to individual goals and needs. Upon successful completion of the course, the student should experience less physical fatigue and should be able to design an appropriate individual fitness program. In addition, the student should be able to monitor his/her fitness level and make needed modifications in their fitness program. S/U option only.

PED 101 PHYSICAL FITNESS AND FUNDAMENTALS**0-3-1**

This course is designed for the freshman student. It includes an individualized approach to learning the principles of cardiovascular endurance, weight control, strength and flexibility. Individuals will apply what they learn by writing and engaging in their own personalized fitness programs.

PED 108 BASIC SCUBA DIVING**0-3-1**

Designed to introduce the beginner to scuba diving with basic instruction in the fundamental skills and safety patterns. National recognized certificates through PADI given upon satisfactory completion of 33 hour course and two field trips. Prerequisite: Ability to pass Professional Association of Diving Instructors (PADI) swimming test. A special fee is charged for this course.

PED 112 BADMINTON**0-2-1**

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 113 BEGINNING BOWLING**0-2-1**

This course is designed primarily for the fundamental skills of bowling for recreational purposes or for leisure time activity. The extent to which individuals participate in recreational activities during their leisure time will depend upon the degree of skill that they have developed in the activity. Therefore, the very basic skills of bowling shall be taught in hopes that they will be mastered to the point where they will be used for leisure time purposes. This course is taught off campus with an additional fee.

PED 114 GOLF**0-2-1**

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 117 TENNIS**0-2-1**

A course designed to develop physical fitness and to give the beginner 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**0-2-1**

Course includes basic program in riding for the beginner—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 the development of physical fitness through horsemanship. It is taught off campus with an additional fee.

PED 119 HUNTER SAFETY AND TRAP SHOOTING**0-2-1**

This course is aimed primarily at inexperienced hunters but is designed to be beneficial to experienced gun handlers also. Hunter Safety and Trap Shooting should bring about an understanding of the responsibility of ownership of guns, emergency treatment of accident victims, survival, hunter ethics, wildlife conservation, and create an awareness and appreciation of our natural resources. Each student will complete an official N.C. Wildlife Resources Commission Hunter Safety Course Examination.

PED 124 ANGLING/ARCHERY/RECREATION**0-2-1**

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 fundamental 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, croquet, and paddle ball will be covered.

PED 130 BASKETBALL**0-2-1**

A course designed to teach the history, rules, and strategy as well as the fundamental skills of beginning basketball.

PED 135 SOFTBALL**0-2-1**

A course designed to teach the history, rules, strategy and fundamental skills of softball. Emphasis is placed on defensive play by positions, physical fitness, and the value of team play.

PED 136A VOLLEYBALL**0-2-1**

A course designed to include the history, rules, fundamental skills and strategy of the game. Emphasis is placed on set-ups, spiking, and physical fitness.

PED 137 INTERMEDIATE TENNIS 0-2-1

This course is a continuation of PED 117 and is designed to improve the basic strokes and playing manners.

PED 150 INDOOR SPORTS 0-2-1

This course encourages physical fitness through different indoor activities such as indoor hockey, whiffleball, team handball, badminton, and volleyball.

PED 151 GYMNASTICS AND TRAMPOLINE: MEN'S EVENTS I 0-3-1

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 152 GYMNASTICS AND TRAMPOLINE: WOMEN'S EVENTS I 0-3-1

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 155 WEIGHT TRAINING 0-3-1

A course designed for teaching the basic skills of body development through weight training. The student should gain knowledge of the principles of strength development and improve himself/herself physically.

PED 193 VOLLEYBALL OFFICIATING 1-1-1

This course is designed to teach the principles of game control, rule interpretation, and provide laboratory experience in the game of volleyball.

PED 194A BASKETBALL OFFICIATING 1-1-1

This course is designed to teach the principles of game control, rule interpretation, and laboratory experience in the game of basketball.

PED 218 ADVANCED HORSEMANSHIP 0-2-1

A continuation of PED 118. Prerequisite: PED 118 or permission of instructor.

**PED 252 ADVANCED GYMNASTICS AND TRAMPOLINE:
MEN'S EVENTS II** 0-3-1

A continuation of PED 151. Prerequisite: PED 151 or permission of the instructor.

**PED 252 ADVANCED GYMNASTICS AND TRAMPOLINE:
WOMEN'S EVENTS II** 0-3-1

A continuation of PED 152. Prerequisite: PED 152 or permission of instructor.

PED 255 ADVANCED WEIGHT TRAINING 0-3-1

A continuation of PED 155. Prerequisite: PED 155 or permission of the instructor.

PHILOSOPHY

PHI 201 INTRODUCTION TO PHILOSOPHY 5-0-5

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 SCIENCE

PHS 111 SURVEY OF PHYSICAL SCIENCE I 3-3-4

This course is one of three courses designed for students interested in the study of physical science. The content focuses on the basic concepts of physical science as they occur in chemistry. General topics studied include elements and their com-

pounds, biochemistry, energy relations, and chemical reactions. These three courses may be taken in any order.

PHS 112 SURVEY OF PHYSICAL SCIENCE II 3-3-4

This course is one of three courses designed for students interested in the study of physical science. The content focuses on the earth and is taught in two parts. One half deals with aspects of the earth and its environment that are related to concepts in chemistry. The other half deals with aspects of the earth and its environment that are related to concepts in physics. These three courses may be taken in any order.

PHS 113 PHYSICAL SCIENCE III 3-3-4

This course is one of three courses designed for students interested in the study of physical science. The content focuses on the basic concepts in physical science as they occur in physics and astronomy. General topics studied include forces, motion, heat, energy, comets, planets and stars. These three courses may be taken in any order.

PHYSICS

PHY 160 TOPICS IN ASTRONOMY 1-1-1

This course will include various topics in astronomy and might vary in content and credit offering. The particular topics covered and the difficulty of the laboratory hours associated with the course will determine the lecture-laboratory-credit hours scheme. The choice of the topics and credits to make up the course must be approved by the Dean of Instruction. However, suggestions for content can be initiated by students, current high interest topics in astronomy, or from members of the mathematics/science department.

PHY 201 GENERAL PHYSICS I 3-3-4

The first quarter of a three quarter sequence of study in general introductory physics, this course is designed for the non-science major. The student will study the fundamental concepts in rigid body mechanics, vector analysis, statics, dynamics and rotational motion. No previous experience in physics is assumed and the level of mathematics does not require calculus. Prerequisite: MAT 112 or permission of instructor.

PHY 202 GENERAL PHYSICS II 3-3-4

This is the second quarter of General Physics and is designed for the non-science major. The basic concepts covered are heat, wave motion, ideal gases, kinetic theory, electrostatics, electric circuits, electromagnetism and applied electricity. The level of mathematics does not require calculus. Prerequisite: PHY 201 or permission of instructor.

PHY 203 GENERAL PHYSICS III 3-3-4

This is the final quarter in General Physics. The basic concepts covered are physical optics, topics in modern physics and nuclear physics. Prerequisite: PHY 202 or permission of the instructor.

PHY 211 COLLEGE PHYSICS I 4-3-5

This is the first quarter sequence of study in introductory college physics with calculus. This sequence is designed for students planning to study in the fields of science, engineering or mathematics. Fundamental concepts are covered in rigid body mechanics, vector analysis, statics, dynamics and rotational motion. Prerequisite: MAT 113.

PHY 212 COLLEGE PHYSICS II 4-3-5

This is the second quarter of College Physics. The basic concepts covered are in heat, wave motion, ideal gases, kinetic theory, electrostatics, electric circuits, elec-

tromagnetism and applied electricity. This course requires the use of calculus. Prerequisite: PHY 211 or permission of the instructor.

PHY 213 COLLEGE PHYSICS III 4-3-5

This is the final quarter of College Physics. The basic concepts covered are in physical optics, modern physics and nuclear physics. An individually designed experiment is the final requirement. Prerequisite: PHY 212 or permission of the instructor.

PHY 1101 APPLIED SCIENCE I 3-2-4

This course is designed for the student studying in various trade or skill areas and introduces certain physical principles and their applications. Topics in this course include measurements, motion, forces, work, power, simple machines, and fluids.

PHY 1102 APPLIED SCIENCE II 3-2-4

This course is designed for the student studying in various trade or skill areas and introduces certain physical principles and their applications. Topics introduced are temperature, heat, thermal expansion, static electricity, electric current, magnetism, and electric motors and generators.

POLITICAL SCIENCE

POL 201 AMERICAN GOVERNMENT I 3-0-3

A study of the origin, formation, organization, and development of the national government.

POL 202 AMERICAN GOVERNMENT II 3-0-3

A study of the functions, powers, policies, and programs of the national government.

POL 203 AMERICAN GOVERNMENT III 3-0-3

A study of the organization, function, powers, problems, and relations of state and local governments in the United States.

PSYCHOLOGY

PSY 100 PERSONAL AWARENESS 2-0-2

This course is designed for people of all ages who are interested in discovering and capitalizing on their personal capabilities and strengths. Upon successful completion of this course, participants will have a more realistic awareness of their values, motivators and added personal data for career and life goal decision making. The course is composed of structured experiences in a small group setting.

PSY 105 PSYCHOLOGY OF SELF AND OTHERS 3-0-3

This practical course examines the basic aspects of human relationships as they apply to the individual and his/her total world . . . occupation, society, home, and interpersonal relationships. It will move from an examination of self-concept, through interpersonal and intergroup experiences, verbal and non-verbal communication, stress resolution and problem solving, life styles, occupational choice and work attitudes, primary and family relationships.

PSY 107 ROLES AND RELATIONSHIPS 2-0-2

This course is designed for people of all ages who are interested in or plan to work in group settings, large organizations, or with the public. Participants will acquire a more realistic understanding of the dynamics of groups, interrelationships between people and expectations and hazards in work and group situations. The course is designed to utilize structured experiences and discussion.

PSY 112 PERSONALITY DEVELOPMENT 3-0-3

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 211 GENERAL PSYCHOLOGY I 3-0-3

An introduction to general psychology with emphasis on the scientific methods used in psychological research, physiological psychology, perception, altered states of consciousness, sleep and dreaming, learning principles, memory, problem solving, creativity, motivation and emotion.

PSY 212 GENERAL PSYCHOLOGY II 3-0-3

A continuation of Psychology 211 with an emphasis on stress, human development, intelligence, psychological testing, personality development and theories, abnormal behavior, psychotherapy, human sexuality and social psychology.

PSY 214 PSYCHOLOGY OF INFANCY AND CHILDHOOD 3-0-3

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 5-0-5

An introduction to behavior pathology, description, dynamics, and modification of abnormal behavior is explored from the psychodynamic, cognitive-behavioral, and humanistic-existential perspectives. Emotional, social, psychotic, childhood, and organic disorders are covered in depth. Prerequisites: PSY 211 and 212.

PSY 216 PERSONALITY THEORY 5-0-5

This course is an introduction to the major principles, concepts, and theories of personality. Major personality theorists (e.g. Jung, Freud, Skinner, Adler, Rogers, Dollard and Miller, Kelly) and their theories are examined, particularly with respect to the historical and current trends in psychology. Prerequisites: PSY 221 and 212.

READING

REA 100 READING IMPROVEMENT 3-1-3

This developmental course is intended for students with difficulties in reading, comprehension, vocabulary, and language usage as indicated by scores on a standardized reading test and English language proficiency tests. The basic content areas will be word attack, including dictionary skills, vocabulary, and paragraph and short article comprehension.

REA 101 APPLIED READING TECHNIQUES I 3-1-3

This course is a series of modules revolving around reading and study skills and is open to the student in all curriculum areas. The content of the course includes main ideas in paragraphs and in articles, vocabulary development, word attack skills, and specific study techniques. The lab-type setting stresses the individualized-tutorial approach by having the instructor serve as a manager of learning and not a lecturer. After completing the modules, the student should be able to transfer and integrate his/her resulting reading behavior into his/her college courses, evidence more confidence in his/her reading ability, and develop a more positive attitude toward reading in general.

REA 102 APPLIED READING TECHNIQUES II 1-2-2

This developmental course offers a group of individual modules to assist technical and college transfer students to identify and solve reading difficulties not covered in Rea 100 or Rea 101. The lab type setting stresses the tutorial approach to improved spelling, critical reading, speed reading, textbook attack, and learning technical vocabulary. Prerequisite: Rea 101 or permission of instructor.

REA 1102 VOCATIONAL READING**3-2-3**

This developmental reading course is designed specifically for vocational students who need help in reading textbooks. Using vocationally oriented materials, the course will stress word attack skills, vocabulary and comprehension improvement including textbook attack. A grade of "S" (satisfactory) will be given to those students who pass the post-test made up of excerpts from a required vocational text.

RELIGION**REL 201 WORLD RELIGIONS****5-0-5**

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.

SCIENCE**SCI 100 ASCENT OF MAN****3-0-3**

A history of science as presented by Dr. Jacob Bronowski—mathematician, poet, playwright and humanist. Intended for students of science and the arts to upgrade their understanding of the cultural evolution of science.

SOCIOLOGY**SOC 201 INTRODUCTION TO SOCIOLOGY I****3-0-3**

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**

Continuation of SOC 201, with emphasis on the major social institutions and certain social problems related specifically to those institutions.

SOC 203 SOCIAL PROBLEMS**3-0-3**

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**

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 206 SOCIOLOGY OF AGING**5-0-5**

This course will deal with a variety of problems experienced by older adults. A sociological perspective will be applied to such topics as: 1) changing family patterns, 2) socialization of the older adult, 3) retirement, 4) death and dying, 5) the emotional and social changes experienced by the older adult.

SOC 207 INTRODUCTION TO SOCIAL SERVICES**5-0-5**

This course is designed to introduce the student to those institutions, public and private, which perform designated social service functions in society. Agencies may include those whose primary function is financial assistance, corrections, mental health services, geriatric services, and child welfare services. Examination is made of social techniques used in solving social problems.

SOC 208 INTERPERSONAL COMMUNICATION**3-0-3**

A basic course dealing with interpersonal communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and

hamper the helping process. Students will learn techniques of interviewing for specific purposes and acquire basic abilities in working with people. In addition, the course will examine the leadership of various kinds of groups and emphasize various group processes.

SOC 210 SUPERVISED FIELD EXPERIENCE

1-5-3

The field experience for social services students is an educationally directed learning experience within an agency setting. Students learn through actual participation. Class provides sessions and information on agency procedures. The student is placed within an agency for one quarter in order to gain a practical experience. Student must have approval of Social Services advisor.

SPANISH

SPA 101 ELEMENTARY SPANISH I

3-1-3

For the student with little or no previous instruction in Spanish. The student will be able to understand, speak, read, and write—in that order—the most elementary Spanish. Emphasis is on correct pronunciation; the exclusive use of Spanish in class; and the active practice of 402 words dealing with everyday situations, the classroom, seasons of the year, the human body and clothing, and jobs. The text is supplemented by a workbook, 30-minute tapes, posters, and transparencies.

SPA 102 ELEMENTARY SPANISH II

3-1-3

On the foundation of previously learned material, the student will practice two forms of the present tense and one past tense. His actively used vocabulary will expand by 685 additional words, his carefully guided compositions will increase in expressiveness, and his oral participation in class will become more flexible. Hispanic culture and geography are introduced. The text is supplemented by a workbook, 30-minute tapes, and transparencies. Prerequisite: Spanish 101 or two years of high-school Spanish.

SPA 103 ELEMENTARY SPANISH III

3-1-3

Recognizing the verb as the core of a sentence, the student will practice two more past tenses, the future tense, and the present tense of the subjunctive. With a total of 1700 actively used words and a firm command of six verb tenses, the student will read and write increasingly complex compositions and will express himself orally with confidence in an accent acceptable to the native ear. Hispanic culture is a regular part of the course. The text is supplemented by a workbook, 30-minute tapes, and transparencies. Prerequisite: Spanish 102 or three years of high-school Spanish.

STUDY SKILLS DEVELOPMENT

SSD 102 STUDYING FOR SUCCESS

2-0-2

This course is offered to help technical and college transfer students to achieve a higher grade point average. The following skills will be stressed: factors in becoming a successful student, vocabulary/dictionary improvement, listening/lecture improvement, textbook attack, and better test-taking methods.

TEXTILES

TEX 230 MANUFACTURING PROCESSES I

3-0-3

This 33-hour course is designed to provide instruction related to the textile industry and is required of all business students enrolled in the Textile/Supervision Emphasis. The course would be valuable to present or prospective employees of the textile industry or by present or prospective employees of companies associated with the textile industry. A study of yarn numbering systems, mechanics, economic trends, textile fibers, and current related topics will be provided. Successful completion of the course should provide the student with a better understanding of the concepts necessary to build on in a working relationship with the textile industry.

TEX 234 MANUFACTURING PROCESSES II**3-0-3**

This 33-hour course is designed to provide instruction related to the textile industry and is required of all business students enrolled in the Textile/Supervision Emphasis. This course would be valuable to present or prospective employees of the textile industry or by present or prospective employees of companies associated with the textile industry. A study of spun yarn systems, textured yarn systems, weaving, knitting, dyeing, finishing and current related topics will be provided. Successful completion of the course should provide the student with a better understanding of the concepts necessary to build on in a working relationship with the textile industry.

TEX 239 MANUFACTURING PROCESSES III**3-0-3**

This 33-hour course is designed to provide instruction related to the textile industry and is required of all business students enrolled in the Textile/Supervision Emphasis. The course would be valuable to present or prospective employees of the textile industry or by present or prospective employees of companies associated with the textile industry. A study of quality control, cost control, work simplification, safety, energy management, and current related topics will be provided. Successful completion of the course should provide the student with a better understanding of the concepts necessary to build on in a working relationship with the textile industry.

WELDING**WLD 1101 BASIC WELDING****0-3-1**

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.

WLD 1102 BASIC WELDING II**0-3-1**

Continued practice in manipulative procedures using AC and DC arc welding equipment as well as MIG and TIG equipment. Basic fundamentals of machine set up, safety demonstrations, practice procedures with group, and individual demonstrations by the instructor.

WLD 1111 AUTO BODY WELDING I**0-6-2**

This course includes demonstration by the instructor and practice by student in welding various joints flat and vertical positions. Safety will be stressed in Oxyacetylene Welding, Arc Welding, Bronze Welding, and Flame Cutting.

WLD 1112 AUTO BODY WELDING II**0-6-2**

This course provides the student with additional experience in Oxyacetylene Welding, Arc Welding, Bronze Welding, Flame Cutting on thin metal common to automobile construction.

WLD 1141 WELDING THEORY AND PRACTICE I**3-18-9**

Orientation on all shop equipment including ARC, oxyacetylene, 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 1142 WELDING THEORY AND PRACTICE II**3-15-8**

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 1141.

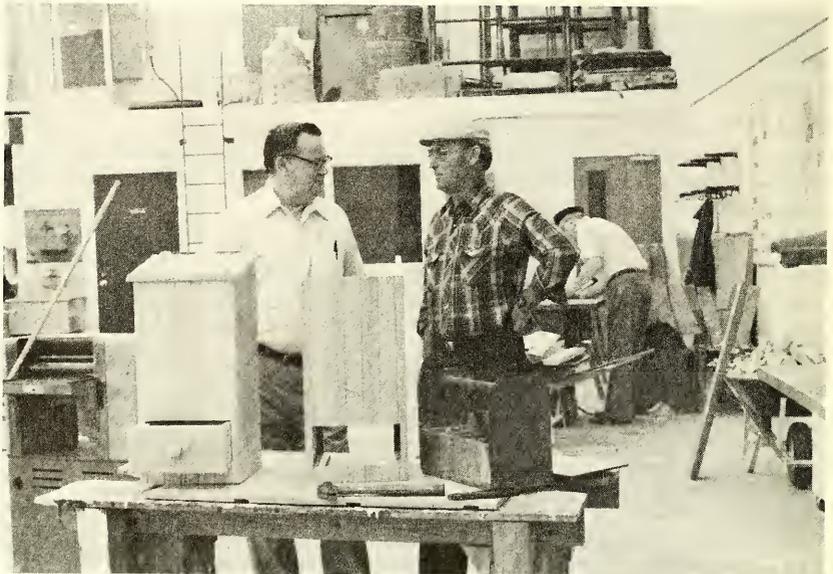
WLD 1143 WELDING THEORY AND PRACTICE III**3-21-10**

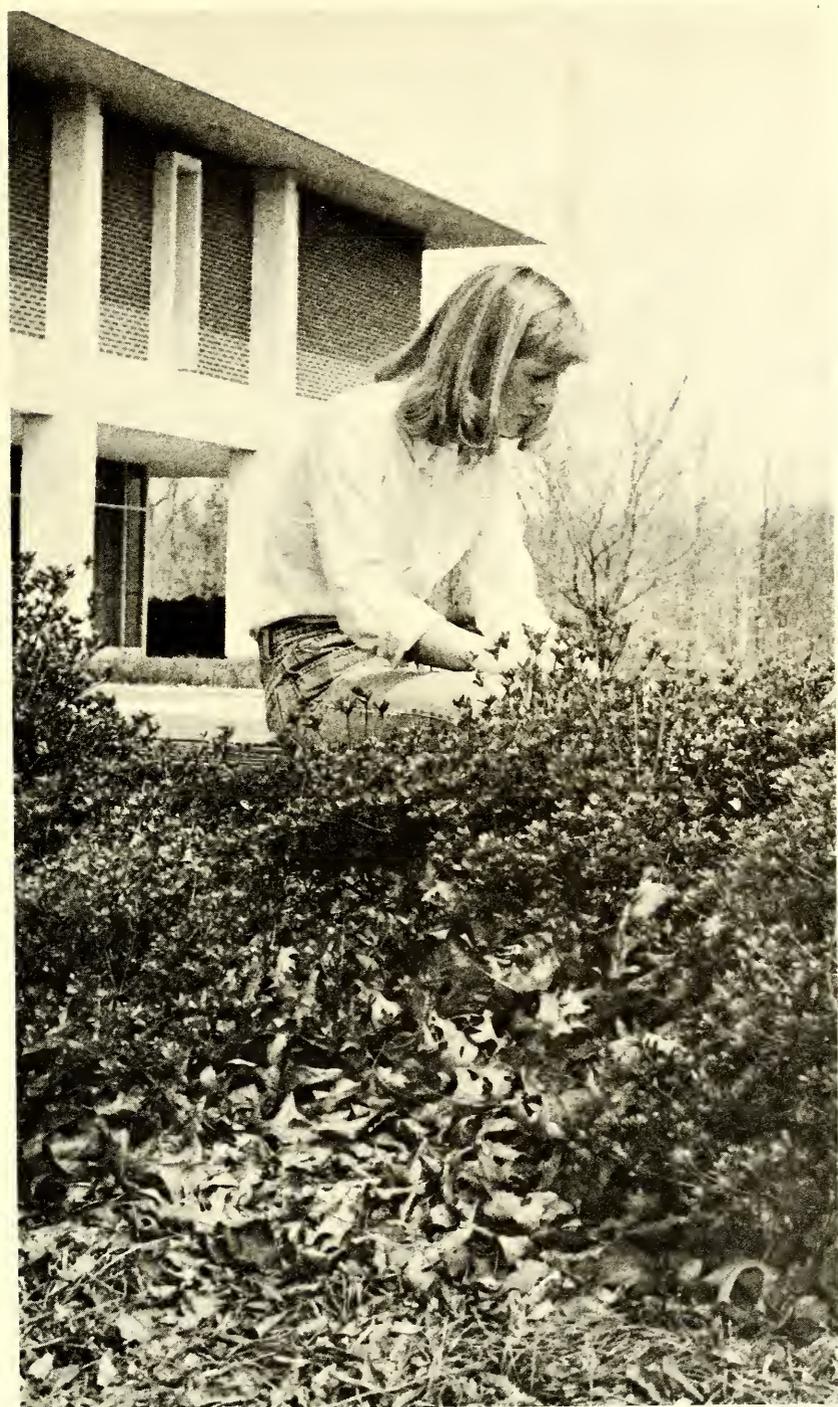
Development of advanced techniques in ARC, Mig, and Tig welding through continued practice and project work under supervision. Prerequisite: WLD 1142.

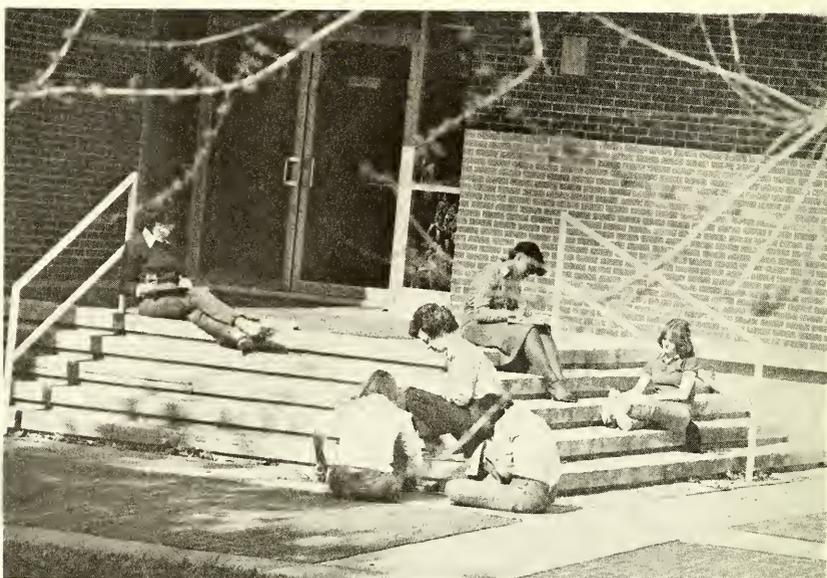
WLD 1144 WELDING THEORY AND PRACTICE IV

4-18-10

Primary project work that would give experience in layout, fitting, aligning and a variety of welding procedures. Prerequisite: WLD 1143.







Some classes are formal — some are not.

ROCKINGHAM COMMUNITY COLLEGE TRUSTEES

Welsford Bishopric, Chairman
Eden

Helen S. Dalton
Madison

Sue McMichael
Reidsville

Weldon R. Price
Reidsville

Conrad R. Duncan
Stoneville

Dr. C. Hunter Moricle
Reidsville

James Rudder
Providence

Julius J. Gwyn
Reidsville

Christine S. Penn
Madison

Sara B. Stultz
Eden

Robert A. Harris
Eden

Radford G. Powell
Reidsville

Florence Wharton
Ruffin

ADMINISTRATION

Dr. Jerry Owens, President

Dr. Jack Garber, Dean of Student Affairs

Dr. Jerry Owens, Acting Dean of Instruction

Mr. Bob Collie, Business Manager

FACULTY AND STAFF

Aiken, Frances M.—Secretarial Science

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

Ashby, Chrysler—Electrical Installation and Maintenance

B.S., M.A., Appalachian State University. Additional study at Virginia Polytechnic Institute at Blacksburg.

Barber, Donna—Secretary, Dean of Instruction's Office

Barber, Henry—Automotive Mechanics
North Carolina State University.

Bennett, Ruth—Administrative Assistant to Dean of Student Affairs
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A.A.S., Rockingham Community College.

Boudreaux, Robert A.—Physical Education

B.S., Louisiana State University; M.Ed., Northeast Louisiana State College.

Bowie, Ray R.—English

B.A., Catawba College; M.A., Wake Forest University.

Bradley, Harry—Custodian.

Bray, William W.—Vocational Related Studies

B.C.E., North Carolina State University; M.S., Rochester Institute of Technology.

- Brim, John J.—Maintenance Employee, Building and Grounds
- Burgess, Dean—Coordinator, Human Resources Development Program
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- Butler, Deborah—Computer Operator
A.A.S., Rockingham Community College.
- Butler, Lelia—Mathematics
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- Byrd, Richard F.—Cosmetology
Continental Beauty College. Postgraduate, Bruno, Toronto, Canada; Clairol, New York.
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A.B., Washington and Jefferson College; M.S., University of Illinois.
- Carter, Diana A.—Secretary, Dean of Instruction's Office
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King's Business College; Rockingham Community College.
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B.A., B.S., M.A., Appalachian State University.
- Clifton, Jo—Administrative Assistant to the President
Commercial Certificate, The Woman's College of the University of North Carolina.
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- Crowson, William D.—Coordinator, Evening Student Activities
A.S., Sandhills Community College.
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- Currin, Theodore R.—Drafting
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- Davies, Deborah—Library Clerk
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A.B., Duke University; B.F.A., M.F.A., East Carolina University.
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B.A., Duke University; M.A., Vanderbilt University.
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- Eggleston, Bobby—Custodian/Parking Lot Attendant
- Eggleston, Sandy—Early Childhood Assistant
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A.A.S., Rockingham Community College.
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- Moseley, Jack—Custodian
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- Strickland, Brenda—Secretary to Faculty
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- White, Linda—Purchasing Officer/Clerk/Equipment Coordinator

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- Wilson, David—Mathematics
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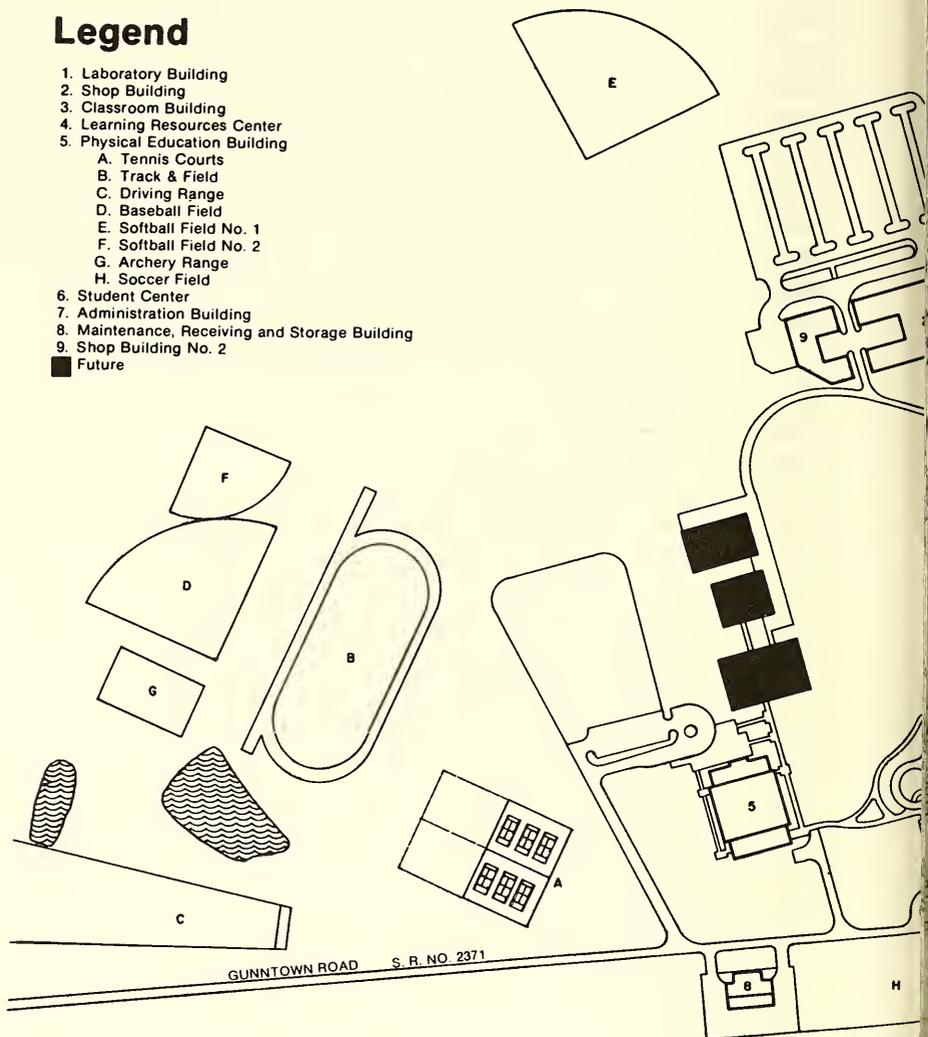
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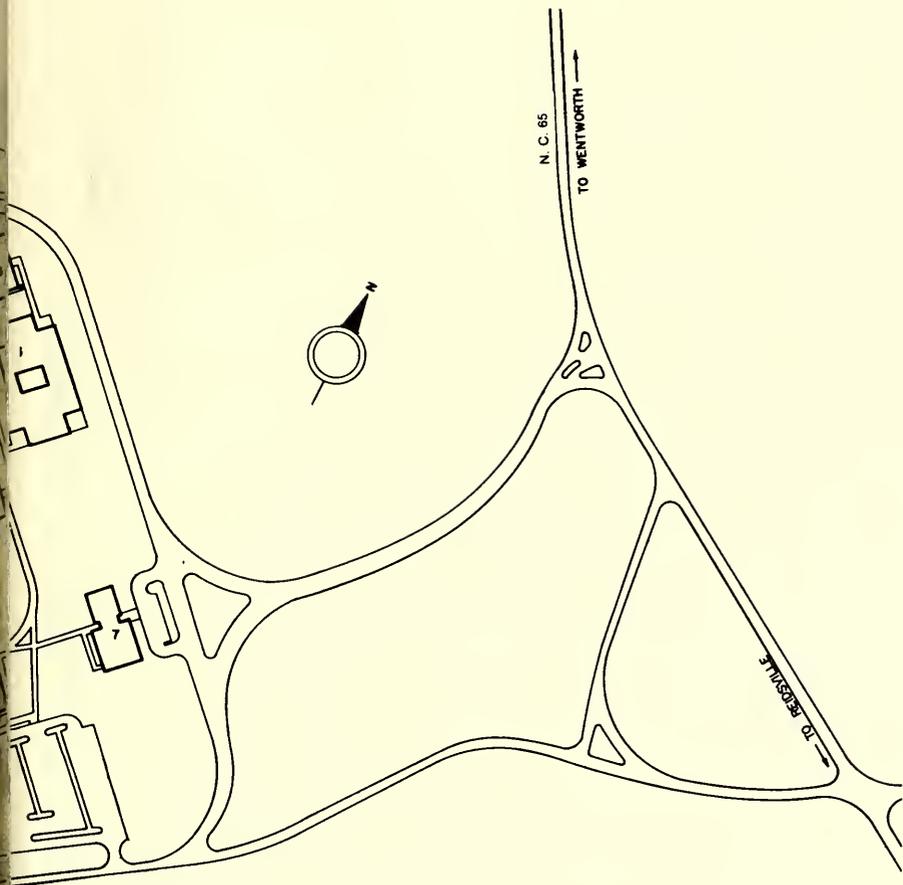
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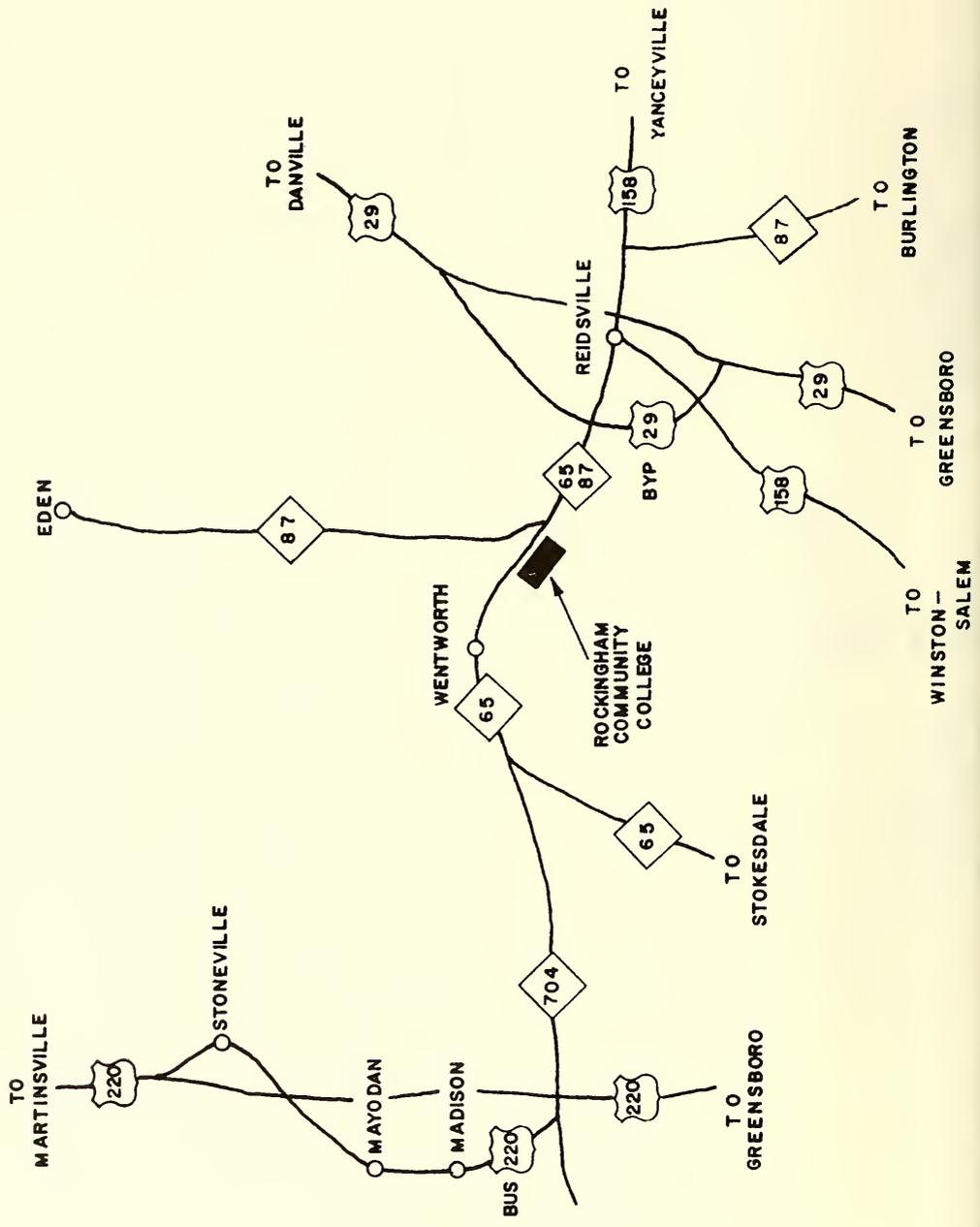
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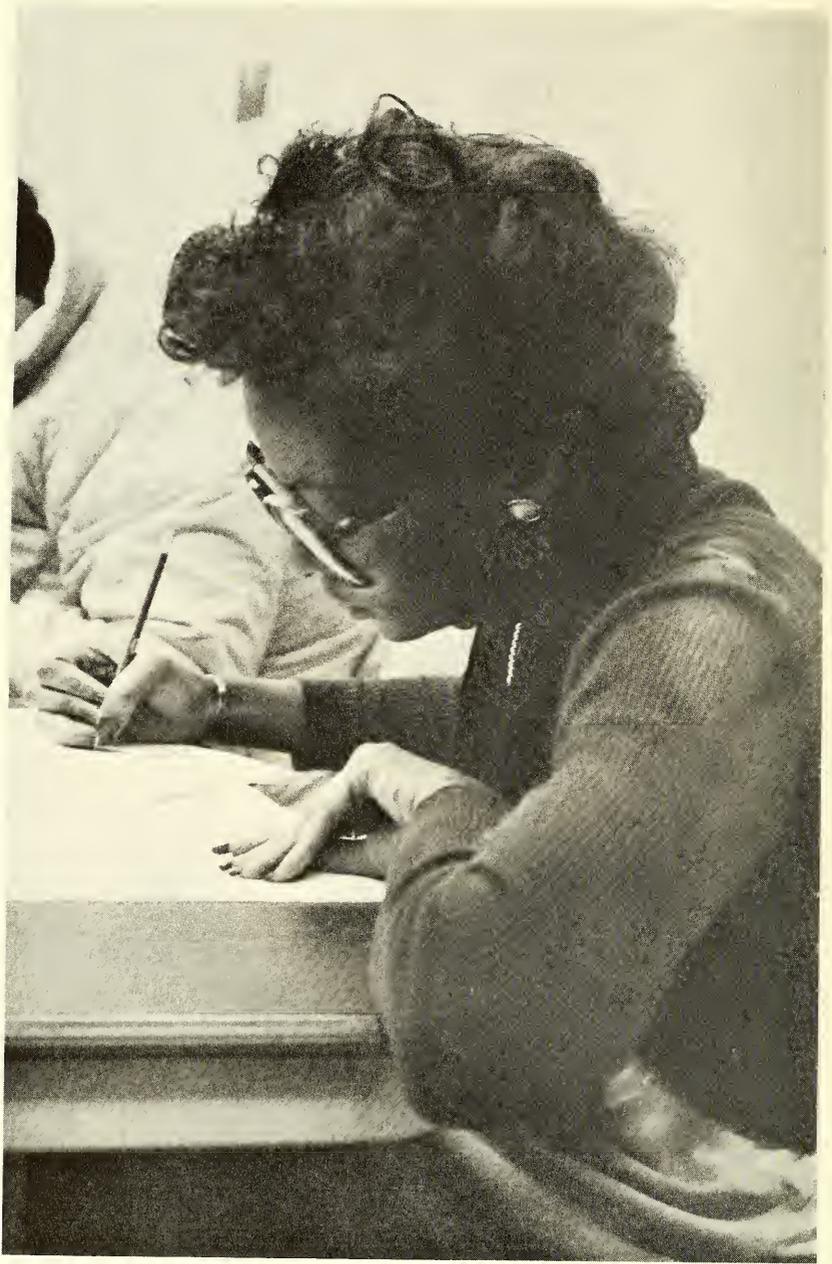
1. Laboratory Building
2. Shop Building
3. Classroom Building
4. Learning Resources Center
5. Physical Education Building
 - A. Tennis Courts
 - B. Track & Field
 - C. Driving Range
 - D. Baseball Field
 - E. Softball Field No. 1
 - F. Softball Field No. 2
 - G. Archery Range
 - H. Soccer Field
6. Student Center
7. Administration Building
8. Maintenance, Receiving and Storage Building
9. Shop Building No. 2
- Future

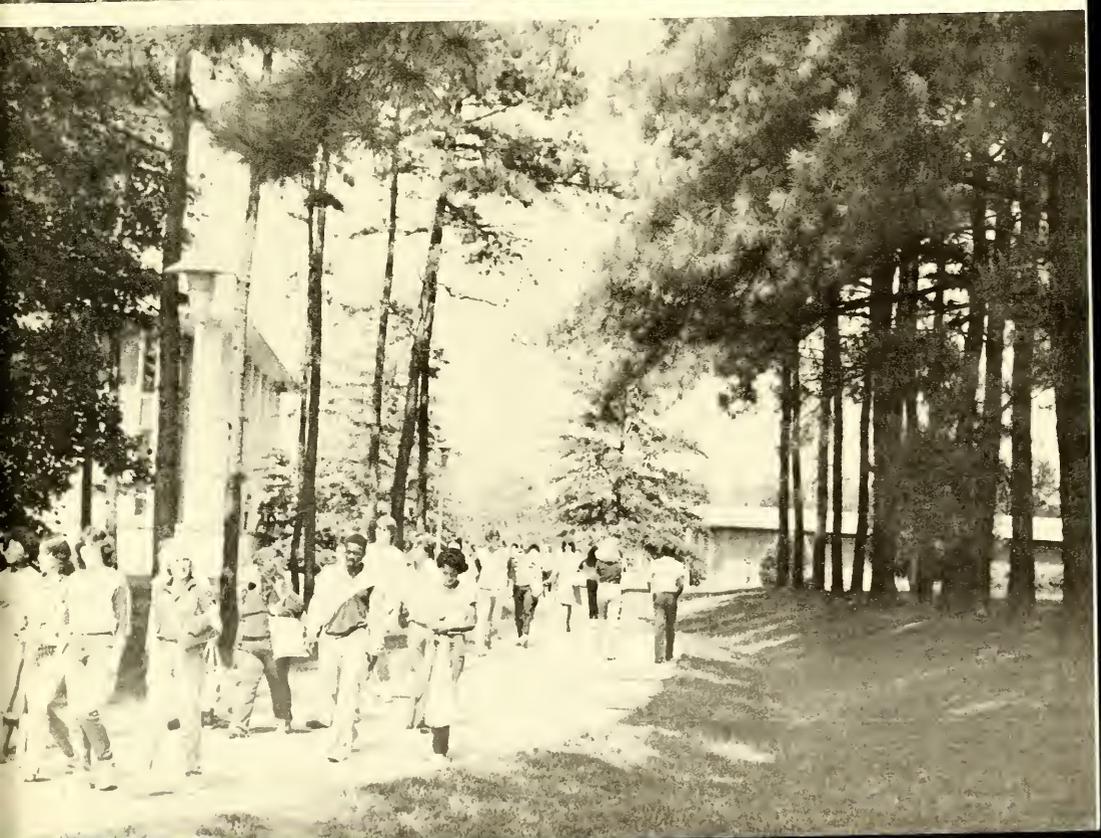


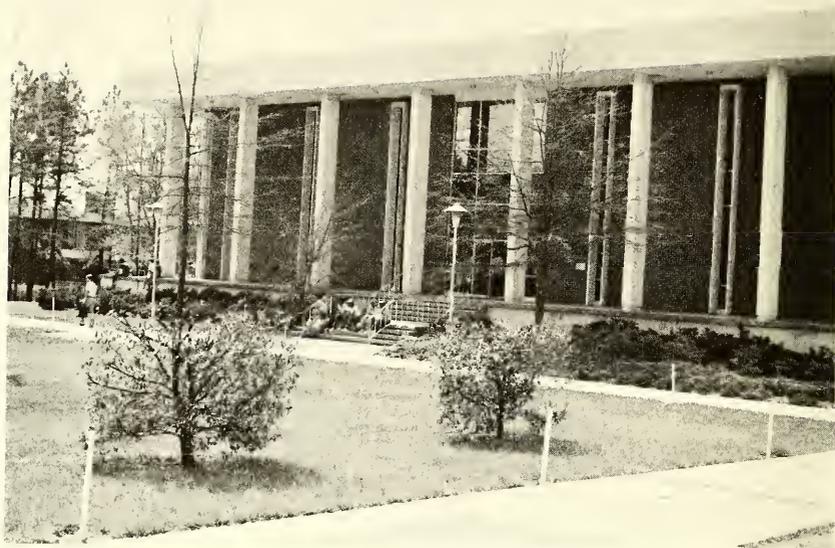












CORRESPONDENCE DIRECTORY

For Information On:

Write to or call:

Admissions	Hal R. Griffin, Director of Admissions/Recruitment (Ext. 127)
Business Matters	Bob R. Collie, Business Manager (Ext. 184)
Continuing Education	Judy Law or Von Neal, Program Planners, or Donna Barber, Secretary (Ext. 140)
Financial Aid	Mary Smathers, Financial Aid Officer (Ext. 117)
Gifts, Contributions	Barbara Hardy, Director, Resources Development (Ext. 210)
Job Placement	Freedia Jones, Counselor (Ext. 117)
Learning Resources Center (Library)	Bob Foeller, Director of Learning Resources Center (Ext. 245) Information Desk LRC, (Ext. 247)
Physical Education Facilities	Hugh Citty, Department Chairman, Physical Edu- cation Department (Ext. 183 or 136)
Records, Registration and Transcripts	Jane Siler, Records Coordinator (Ext. 117)
Student Activities	Stan K. Perry, Director of Student Activities (Ext. 218)

Address all correspondence to:
Rockingham Community College
P.O. Box 38
Wentworth, North Carolina 27375

Telephone (919) 342-4261 or, from Madison, Mayodan or Stoneville,
427-3160

ROCKINGHAM COMMUNITY COLLEGE
Wentworth, N.C. 27375

**Address Correction
Requested**



WENTWORTH, N.C. 27375
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