

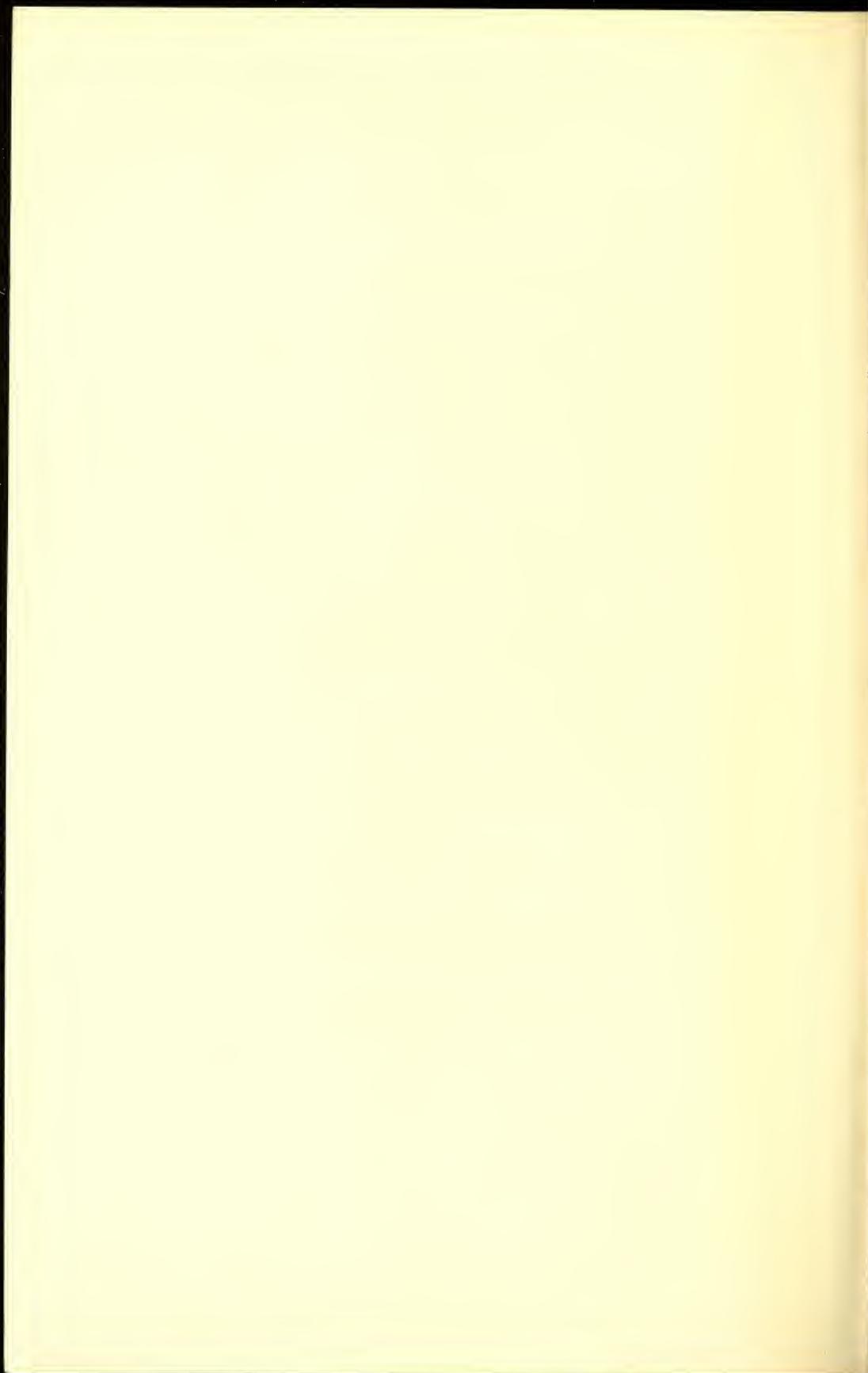


# CATALOG

Rockingham  
Community College

1989-90





# ROCKINGHAM COMMUNITY COLLEGE

P.O. Box 38  
Wentworth, N.C. 27375-0038  
919-342-4261

## 1989-90 Catalog



Accredited by Southern Association  
of Colleges and Schools  
*Equal Opportunity Affirmative Action College*



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## WELCOME

Rockingham Community College is many things. A pig pickin' on the patio of the student center. An archeological dig at an historical tavern just down the road. A machine part fashioned in minutes, not the hours required a few years ago. A computer program you've written that doesn't work. And one that does.

Get acquainted with us. Visit our 257-acre campus under the pines, located in the heart of Rockingham County, North Carolina. We're open from 8 a.m. to 8 p.m. weekdays for admissions, career, academic or other counseling. Business and financial aid offices are open from 8 a.m. to 5 p.m. except as otherwise noted.

RCC also tries to provide a full range of services and activities for night students. The information office and switchboard are open until 9:45 p.m. Monday through Thursday.

We offer 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 (College Transfer) which will transfer to senior institutions; and a variety of non-credit Continuing Education courses.

Visitors may park in front of and beside the Administration Building, which faces N.C. 65, or in the East and West lots. We invite you to become involved in some of the many classes and other activities that make Rockingham Community College a special place.

## CHANGES IN PROGRAMS, COSTS, SCHEDULES, ETC.

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



**ROCKINGHAM COMMUNITY COLLEGE  
1989-90 CALENDAR**

**Fall Quarter**

Monday, September 4.....Labor Day Holiday  
 Tuesday, September 5.....Orientation/Work Day  
 Wednesday, September 6.....Registration/Work Day  
 Thursday, September 7.....Classes Begin  
 Wednesday, November 22.....Classes End  
 Thursday, November 23 and  
     Friday, November 24.....Thanksgiving Holidays  
 Monday, November 27.....Grades Due/Work Day

**Winter Quarter**

Tuesday, November 28.....Registration/Work Day  
 Wednesday, November 29.....Classes Begin  
 Friday, December 22 through  
     Monday, January 1.....Student Vacation  
 Wednesday, December 27 through  
     Friday, December 29.....Faculty Vacation  
 Friday, December 22,  
     Monday, December 25 and  
     Tuesday, December 26.....Christmas Holidays  
 Monday, January 1.....New Years' Holiday  
 Tuesday, January 2.....Classes Resume  
 Thursday, February 22.....Classes End  
 Friday, February 23.....Grades Due/Work Day  
 Monday, February 26.....Work Day (Snow Day)  
 Tuesday, February 27.....Work Day (Snow Day)

**Spring Quarter**

Wednesday, February 28.....Registration/Work Day  
 Thursday, March 1.....Classes Begin  
 Friday, April 13 and  
     Monday, April 16.....Easter Holidays  
 Friday, May 18.....Classes End  
 Monday, May 21.....Grades Due/Work Day  
 Tuesday, May 22.....Work Day  
 Wednesday, May 23.....Graduation/Work Day  
 Thursday, May 24 through  
     Friday, June 8.....Faculty Vacation

## Summer Quarter

Monday, June 11 .....	Registration/Work Day
Tuesday, June 12 .....	Classes Begin, Ten-Week and 1st Five-Week Sessions
Wednesday, July 4 .....	Independence Day
Tuesday, July 17 .....	Classes End, 1st Five-Week Session
Wednesday, July 18 .....	Classes Begin, 2nd Five-Week Session
Tuesday, August 21 .....	Classes End, Ten-Week and 2nd Five-Week Session
Wednesday, August 22 .....	Grades Due/Work Day
Thursday, August 23 .....	Work Day
Friday, August 24 .....	Graduation/Work Day
Monday, August 27 through Friday, August 31 .....	Faculty Vacation



## ONE-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Advanced Machinist		X		X
Air Conditioning, Heating and Refrigeration****		X		X
Auto Body Repair****		X		X
Child Care Worker**	X	X	X	X
Cosmetology	X		X	X
Electrical Installation and Maintenance	X			X
Electronics Servicing****		X		X
Industrial Maintenance*		X		X
Light Construction	X			X
Machinist	X		X	
Welding***		X		X

## TWO-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Accounting	X	X	X	X
Administrative Office Technology	X	X	X	X
Business Administration	X	X	X	X
Business Computer Programming**	X	X	X	X
Electromechanical Technology	X		X	
Fine and Creative Woodworking	X		X	
General Office	X	X	X	X
Liberal Arts & Sciences; Fine Arts (College Transfer)	X	X	X	X
Medical Office Technology	X	X	X	X
Nursing-Associate Degree	X		X	
Paralegal Technology	X	X	X	X
Secretarial-Legal	X	X	X	X

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

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

\*\*\*Six-month certificate program.

\*\*\*\*One-year certificate program.

## ACCREDITATION AND MEMBERSHIPS

Rockingham Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. 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 as 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, retroactive to opening of College. (Accreditation reaffirmed in December, 1972 and December, 1983.)
- 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 Assistant 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 Resource 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.
- April 1984—New power lathes, gifts from American Tobacco Co. through RCC Foundation, arrive in RCC machine shop. This is the first part of American's five-year, \$100,000 gift to RCC Foundation.
- April 1984—New Multimedia Learning Center opens in Lab Building. Self-paced Secretarial Science courses taught up to 14 hours a day with state-of-the-art equipment. Enrollment doubles in summer secretarial programs.
- May 1984—Third RCC Open House draws 3,500 people in spite of rainy weather.
- May 1984—New Electromechanical Technology (two-year) program is approved for start of Fall Quarter, 1984.
- May 1984—First Scholarship Luncheon is held to express appreciation to more than 60 individuals and groups who have donated scholarships for RCC students. To date, more than 580 students have attended RCC thanks to these scholarships.
- June 1984—Under new faculty/staff development programs, RCC instructors attend various universities, trade institutions, etc., for advanced degree credits and in-field training.
- September 1984—Citizens' committees formed to work for passage of \$4 million in bonds for campus building projects.

- November 1984—Bond issue passes by 4-1 ratio, assuring construction of \$3.6 million Technical Laboratories Building and \$400,000 in other facilities. Design work begins immediately.
- May 1985—Sunny spring weather and new exhibits help draw estimated 8,000 people to annual Open House.
- August 1985—For second year, 100 per cent of all RCC Associate Degree Nursing graduates who take state licensing exams pass, placing RCC in top echelon of state nursing programs.
- February 1986—Land is cleared for new \$3.6 million Technical Laboratories Building on south side of campus near Gymnasium.
- Fall 1986—Events held to commemorate Twentieth Anniversary of Rockingham Community College—first classes held October 1966.
- January 1987—Julius J. Gwyn elected Chairman of Board of Trustees, succeeding Welsford F. Bishopric who served continuously as Chairman from January 1964. Both are original Trustees.
- Fall 1987—Major campus renovation projects begin.
- Fall 1987—New Fine and Creative Woodworking (two-year) Associate Degree program is started.
- January 1988—Technical Laboratories Building opened and dedicated.
- June 1988—Advanced Machinist program is approved.
- July 1988—RCC Foundation completes its most successful Annual Giving Campaign in its six-year history of fund raising, with more than \$90,000 raised.
- August 1988—Instructional/Storage Building completed



## STATEMENT OF PURPOSE

Rockingham Community College is a comprehensive, public community college with an open door admissions policy. Our purpose is to provide individuals with quality, economical, and convenient educational opportunities consistent with student and community needs. The following objectives have been identified as necessary to the fulfillment of this purpose:

To provide guidance services to aid students in their personal, career, and academic planning and in problem-solving.

To provide opportunities for students to develop their basic skills.

To provide suitable courses for students who wish to complete high school.

To provide students with vocational training for employment in the trades.

To provide students with training for employment in technical fields.

To provide students with freshman and sophomore level courses transferable to other colleges and universities.

To provide students with courses to upgrade vocational, occupational, and educational skills.

To provide students and the community with opportunities for personal growth, cultural and academic enrichment.

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Rockingham Community College does not discriminate in administering or access to, or treatment or employment or admission in its program and activities. No person shall be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Inquiries may be directed to the Equal Opportunity/Affirmative Action Officer at the college.

In addition, Rockingham Community College is committed to a policy of affirmative action. As part of our commitment to increase the number of black personnel, the institution has established a goal that the proportion of black employees should be equal to their proportionate representation in the relevant labor markets. The Trustees and the President shall oversee the plan of action, and the President shall monitor the implementation of this plan through the Affirmative Action Officer. Affirmative action and equal opportunity are considered integral parts of the mission and purpose of Rockingham Community College.

## 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 at (919) 342-4261 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, D.C. 20202.

## **SEXUAL HARASSMENT POLICY**

The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with the long-standing policy of Rockingham Community College that conduct creating an intimidation, hostile, or offensive environment for either employees or students will not be tolerated, and those violating this practice may be subject to disciplinary action up to and including termination of employment or student status.

Any employee or student who feels that he or she has been or is being subjected to sexual harassment is urged to immediately contact the Dean of Student Affairs, Dean of Instruction, Business Manager, or Personnel Officer.

## **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., and on Friday until 5:00 p.m. except when RCC is closed for holidays or other reasons.

## **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 stations in all faculty office areas.

## **NIGHT STUDENTS**

To serve area residents who may have daytime jobs, families, farm work, or other commitments, Rockingham Community College attempts to make a full range of programs and services available. Most Continuing Education and many curriculum programs are offered at night. Where there is sufficient demand, some programs are offered both day and night. Night programs are offered in a sequence that enables people to attend RCC part-time. The Student Affairs office is open evenings, Monday through Thursday, until 8 p.m. to serve students and applicants.

Evening programs include: Air Conditioning, Heating and Refrigeration; Auto Body Repair; Child Care Worker; Cosmetology; Electrical Installation and Maintenance; Electronics Servicing; Industrial Maintenance; Light Construction, Welding (all one-year or less), Accounting, Business Administration; Business Computer Programming; General Office; College Transfer (both arts and sci-

ences); Secretarial-Legal; Secretarial-Medical; and Secretarial Executive. For more information, refer to these programs in the Index.

## **ADMISSION PROCEDURES 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 are 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 chances 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 with the consent of public school officials. State Board of Community Colleges policy prohibits Rockingham Community College from serving students under the age of 16.

### **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 may 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).

\*Additional requirements are necessary for applicants who wish to enter the two-year Registered Nursing Program. Students should contact the Admission Office for more information.

### **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 a curriculum program may be admitted as a Special Credit Student. Placement testing is not required for special credit students in most cases.

## Reentering Students

A student who previously attended RCC but was not enrolled the 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 diploma 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—Courses which are judged equivalent in content and quantity to courses 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—Courses which are judged not to be equivalent in content and quality to courses offered at RCC. The appropriateness of non-equivalent courses 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. Courses taken 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 courses 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 students. 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 courses 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 courses 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 Experiences 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 courses 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.

### **Residency**

The last 30 hours of credit toward the degree/diploma/certificate must be earned at Rockingham Community College unless otherwise approved by the Dean of Instruction.

## **REGISTRATION**

Rockingham Community College operates on the quarter system. Students should bring their social security number and the appropriate registration fee to the registration process.

Students begin the registration process by picking up packets of registration materials in the Records Office and bringing the materials to an appointment with an assigned advisor. Students are advised to set up an appointment with their advisor.

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 and in the schedules.)

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, 1987 basic fees are as follows:

### College Transfer, Technical, Vocational Programs

North Carolina Residents tuition is \$6.25 per credit hour	
maximum tuition is	\$75.00
*maximum activity fee is	<u>9.00</u>
total fee per quarter	\$84.00
Out-of-State Students tuition is \$58.50 per credit hour	
maximum tuition is	\$702.00
*maximum activity fee is	<u>9.00</u>
total fee per quarter	\$711.00

### \*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.

*\*Students taking credit courses off campus, plus those students 65 years and older, will not be charged an Activity Fee.*

### Supply Fees

Additional fees may be charged for classes where the need for supplies is greater than normal.

### Senior Citizens

North Carolina residents 65 years or older may take any courses or programs at Rockingham Community College with no tuition charged. It does not matter whether these senior citizens take one course or five—there is still no tuition. Textbooks costs are the same for all students, regardless of age.

For Continuing Education (non-credit or Extension) courses, senior citizens 65 or older who are North Carolina residents, pay no registration fees. In many of the courses, however, there are charges for materials which senior citizens do pay.

Because costs are lower for senior citizens, Rockingham Community College has become a favorite place for people over 65 to meet, to learn new skills that may bring in some extra income, to explore new ideas, and to stay young during their retirement years.

### **Refunds**

Except for students receiving Veteran's Educational Assistance, State Board policy provides that tuition refunds shall not be made unless the student is, in judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition and the entire activity fee will be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the College 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.

The premium 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.

## **RESIDENT STATUS FOR TUITION PAYMENT**

The basis for determining the appropriate tuition charge rests upon whether a student is a resident or a nonresident for tuition purposes. Each student must make a statement as to the length of his or her residence in North Carolina, with assessment by the institution of that statement to be conditioned by the following:

*Residence:* To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least 12 months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in North Carolina. In particular it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence

or abode incident to enrollment in an institution of higher education.” The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification, who must show his or her entitlement by the preponderance (the greater part) of the residency information.

*Initiative:* Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination.

*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 except for certain special cases.

- (a) If a minor's parents live apart, the minor's domicile is deemed to be North Carolina for the time period(s) that either parent, as North Carolina legal resident, may claim and does claim the minor as a tax dependent, even if other law or judicial act assigns the minor's domicile outside North Carolina. A minor thus deemed to be a legal resident will not, upon achieving majority before enrolling at an institution of higher education, lose North Carolina legal residence if that person (1) upon becoming an adult “acts, to extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina” and (2) “begins enrollment at an institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at such institution.”
- b. If a minor has lived for five or more consecutive years with relatives (other than parents) who are domiciled in North Carolina and if the relatives have functioned during this time as if they were personal guardians, the minor will be deemed a resident for tuition purposes for an enrolled term commencing immediately after at least five years in which these circumstances have existed. If under this consideration a minor is deemed to be a resident for tuition purposes immediately prior to his or her eighteenth birthday, that person on achieving majority will be deemed a legal resident of North Carolina of at least 12 months duration. This provision acts to confer in-state tuition status even in the face of other provisions of law to the contrary; however, a person deemed a resident of 12 months duration pursuant to this provision continues to be a legal resident of the State only so long as he or she does not abandon North Carolina domicile.

*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.

*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.

*Military Personnel:* No person shall lose in-state resident status solely by reason of serving in the Armed Forces outside of the State of North Carolina **if his home of record while in service is North Carolina.** Members of the armed services abiding in this state incident to active military duty and their dependent relatives living in the same household may be eligible to be charged a tuition rate less than the out-of-state rate when they do not qualify as residents for tuition purposes. The application for their reduced rate must be submitted prior to the first day of classes of the first term of enrollment.

*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.

*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.

*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 resident 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.

*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.

Regulations governing the classification of students by residence for tuition purposes are detailed in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each

enrolled student is responsible for being familiar with the manual, which governs such classification determinations. Copies of the manual are available in the Student Affairs Office for inspection on request.

### **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. The 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.

#### **Bookstore Refund Policy**

**A. TO RECEIVE REFUND OR EXCHANGE OF BOOK PURCHASES, THE FOLLOWING CONDITIONS APPLY, AS APPROPRIATE:**

1. Books must be in **ABSOLUTELY NEW** condition.
2. Defective Books—Will be replaced without charge.
3. A course is dropped and books returned within the two week period after the beginning of each quarter.  
*Must* have cash register receipt and the student's drop/add slip signed and completely filled in.

**B. ALTHOUGH THE ABOVE CONDITIONS HAVE BEEN MET, REFUND OR EXCHANGE *WILL NOT* BE MADE IF:**

1. A name or other writing has been made in the book, or the book damaged in any way.
2. The purchaser finds after purchase that he can obtain from another source or that he does not need the book. Other source or need should be determined prior to purchase. Recommend purchases not be made until after you attend class and are certain of course book and need for it.

### **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 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.

### Satisfactory Academic Progress Policy

A financial aid recipient must progress satisfactorily as defined by this institution toward a specific degree, diploma or certificate and must meet the required criteria. The awarding and continuation of 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. All others are unacceptable.

Basic progress toward a degree, diploma, or certificate will be measured on a minimum target completion rate for courses taken and cumulative G.P.A. (See G.P.A. and time frame grids.)

### G.P.A. Requirements

Each student must complete the required number of credit hours per quarter as follows:

<b>Credit hours enrolled for at end of Drop-Add</b>	<b>Required to pass</b>
6-12 +	$\frac{1}{2}$ of total
<b>Credit hours attempted</b>	<b>GPA no less than</b>
1—15	1.00
16—32	1.25
33—48	1.58
49—64	1.80
65—80	1.85
81—95	1.95
95 +	2.00

### Time Frame Completion Rate

<b>Eligible Program Length</b>	<b>Maximum time allowed for Program Completion</b>
2 Quarters	3 Quarters
4 Quarters	6 Quarters
5 Quarters	7 Quarters
7 Quarters	9 Quarters
8 Quarters	10 Quarters
Pre-Nursing	3 Quarters

Failure to complete a designated program in the maximum length of time allowed may result in suspension of aid.

Students taking less than a full time course load repeatedly shall be evaluated on an individual basis and in accordance with the satisfactory academic progress policy. These students will be allowed a reasonable length of time to complete a program.

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 that stated above.

If, after the first quarter of receiving aid, the 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, the student will receive a warning and be 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 met the standards shown above, aid is continued. If the aid is terminated, the student must attend subsequent quarters at his own expense and improve his hours and cumulative G.P.A. to meet the required academic progress standards. It is understood that in certain cases, "progress" will be left to the judgment of the Director of Financial Aid and that extenuating circumstances will be taken into consideration when a student is unable to meet set requirements.

Re-entering students remaining in the same program (those out for one quarter or more, unless the one quarter is 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 to the new program of study. These must meet minimum grade point average requirements.

### **Right of Appeal**

Any student whose financial aid has been terminated may submit a written appeal to the Financial Aid Office explaining why satisfactory progress was not maintained and why aid should not be terminated.

### **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 in the Financial Aid Office to all students.

A financial aid recipient is **OBLIGATED TO REPORT TO THE FINANCIAL AID OFFICE 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 cause 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 Federal Student Aid or the Financial Aid Form (FAF). These applications are available in the Financial Aid Office and at most high schools 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 \$2,000 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. Application may be made on the FAF and must be postmarked by March 15.

### **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. Annie Wootton Memorial Scholarship**

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

### **B. 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.

### **C. Gerald B. James Scholarship**

Named for the College's founding President, who retired in 1983, this scholarship provides funds for students as awards for high achievement.

#### **D. 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 para-medical services.

#### **E. The William Alexander Rankin and William Alexander Rankin Jr. Memorial Scholarship Fund**

The interest derived from the principal sum in the fund will be source of the scholarship. It is to be awarded to a student from Rockingham County, with preference to residents from Wentworth Township.

#### **F. 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. The award is based on academic ability and need.

#### **G. Virginia Jett Scholarship**

This scholarship is given by the First Presbyterian Church of Reidsville in memory of Virginia Jett, who was a lifelong resident of Reidsville. The interest derived from the principle sum in the fund will be the source of the annual scholarship(s) to be awarded to a student(s) from Rockingham County.

#### **H. Maud G. Lemons and Wade W. Lemons Memorial Scholarship**

The interest from a bequest made by the late Maud G. Lemons will be the source of three annual scholarships to be awarded to Western Rockingham City school system students. Maud Lemons served as a school teacher for 46 years, the majority of which was spent in the Madison-Mayodan city school system.

#### **I. N.C. Community College Scholarship**

The General Assembly appropriated money to the Department of Community Colleges to be invested and the interest accrued is to be used for scholarships. Recipients of these scholarships must be a North Carolina resident enrolled in a curriculum program and maintain a 2.0 GPA. Preference is given to students with the greatest financial need, minorities, black students enrolled in college transfer programs, displaced persons seeking new job skills and women in non-traditional curriculum programs.

#### **J. Cate Scholarship**

This scholarship is given by the Cates family and the interest derived from the principal sum in the fund will be the source of the scholarship. This scholarship will be awarded to any student who enrolls in a diploma or post-secondary degree program and has financial need.

#### **K. Anne Simpson Jones Memorial Scholarship**

The interest derived from the principal sum in the fund will be the source of the scholarship. This scholarship was established in memory of Anne Simpson Jones by her son (Robert Jones). Mrs. Jones was an active participant of several fine arts activities and the scholarship is available to a resident of Rockingham County who plans to enroll in the Fine Arts Associate Degree Program.

#### **L. Gena Leigh Joyce Memorial Scholarships**

This scholarship is given by the parents of Gena Leigh Joyce. Gena was a high school senior at the time of her death and was planning to attend Rockingham Community College the next fall. The recipient of this scholarship must be a resident of Rockingham County, in the top 10 percent of their graduating high school class, enrolled in the College Transfer program and demonstrate financial need.

#### **M. Southern Bell Telephone and Telegraph Scholarship**

Recipients of this scholarship must be a resident of North Carolina, be enrolled in a course of study leading to a degree or diploma, maintain a passing grade average at or above the level required for graduation, and demonstrate financial need. Secondary consideration in the selection process should include whether or not the applicant is one whose job skills have become obsolete because of economic recession in their job fields.

#### **N. Welsford Farrell Bishopric Scholarship**

This scholarship was established in the honor of Welsford Farrell Bishopric, who was elected the first chairman of the Board of Trustees of Rockingham Community College and served in that capacity for 23 consecutive years. The recipient must demonstrate financial need, enroll in a post-secondary degree or diploma program, and maintain a "C+" average. Preference will be given to Spray Cotton Mills employees or their children and Rockingham County residents.

#### **O. Nolen-Snodderly Memorial Scholarship**

This scholarship is given by Don and Lorene Snodderly. The interest derived from the principal sum in the fund will be source of the scholarship. The recipient of this scholarship must be a resident of Rockingham County; preference to be given to graduates of Eden City and Western Rockingham City Schools. The recipient also must be enrolled in the Associate Degree Nursing program and must maintain a "B" average after the first quarter of enrollment. This scholarship may be renewed for a second year if the student maintains a "B" average.

#### **P. Wachovia Technical Scholarship**

Established by the Wachovia Bank and Trust Company, two scholarships in the amount of \$500 are awarded each year. Recipients must be enrolled full-time in the second year of the Electromechanical Technology, Business Administration, or Electronic Data Processing Program. Students should also demonstrate scholastic promise and financial need.

#### **Q. Emily Patterson Kinlaw Memorial Scholarship**

This scholarship was established in memory of Emily Patterson Kinlaw who was the daughter of John and Susan Kinlaw. The recipient must be a Rockingham County resident and a graduate of Reidsville Senior High School. The recipient must demonstrate financial need and have a "B" average. This scholarship is renewable if the student maintains a "B" average.

#### **R. Edna Price King Memorial Scholarship**

This scholarship was established in memory of Edna Price King by her husband, Elwood King, and her sons. This scholarship will be awarded to a Reidsville Resident or a Rockingham County resident who plans to enroll in the Nursing Program at Rockingham Community College. The recipient must also demonstrate financial need.

#### **S. Alexander Powell Sands Memorial Scholarship**

This scholarship was established in memory of Alexander Powell Sands and is awarded to a resident of Rockingham County. Recipients must have financial need and preference is given to students enrolled in the College Transfer Program and planning to major in an agricultural-related field at a four-year institution. Recipients are eligible for a second-year scholarship if a "B" average is maintained.

#### **T. Maude C. Heffner Memorial Scholarship**

This scholarship was established in memory of Maude C. Heffner and may be awarded to students enrolled in any program leading to a degree or diploma. Recipients must demonstrate financial need and maintain a "C" average. This scholarship is renewable if a "C" average is maintained.

#### **U. Irene C. Soyars Memorial Scholarship**

This scholarship was established in memory of Irene C. Soyars by her grandchildren, Hank, Sandra, and Garry Strader. The recipient must be a resident of Rockingham County and enrolled in the College Transfer Program. This award is also based on financial need and scholastic achievement.

#### **V. William C. Stokes Memorial Scholarship**

This scholarship was established in memory of William C. Stokes, who was one of the original trustees at Rockingham Community College. Recipients must be a resident of Rockingham County and demonstrate financial need. This award is renewable if a "B" average is maintained. Recipients may be enrolled in any program leading toward a certificate, diploma or degree.

#### **W. Fred B. Coates Scholarship**

This scholarship was established in honor of Fred B. Coates, a veterinarian in Reidsville. First priority will be given to a Rockingham County student who is enrolled in the College Transfer Program pursuing a career in veterinary medicine or a related field. Second priority will be given to a Rockingham County student enrolled in the College Transfer Program aspiring to become a medical doctor or nurse. Preference will be given to any student recommended by the Reidsville Veterinary Hospital. Recipients will automatically receive a second-year scholarship if a "B" average is maintained.

#### **X. Other scholarships are available through the Financial Aid Office.**

### **3. LOAN FUNDS**

#### **A. Perkins Loan**

Formerly known as the National Direct 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 nine 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 \$3,000 may be borrowed during the first two years of study.

#### **B. Rockingham Community College, Duncan-Marion, Mary Rochester 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 four 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.

#### **C. 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
5. Rockingham County Fund
6. Job Training Partnership Act

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 certain service persons, veterans, and reservists. The program is designed to encourage self-improvement and offers financial help to such persons 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.

Application for VA educational benefits may be made in the Veteran Affairs Office on campus. Certified copies for Form DD 214 will be required.

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 who wish to receive full educational 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 credit hours in the Adult High School Program and some vocational programs.

In some 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 (pays tuition only)

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

- 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	\$376	\$448	\$510	\$32
Three-quarter	283	336	383	24
Half-time	188	224	255	17

\*Rates for VEAP and new GI Bill are different

## **SPECIAL REGULATIONS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS**

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:**

Courses taken as independent study, TV courses or self-instructional courses, cannot be used to determine pay status.

**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 or take more electives than needed.

**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. Changes of Program:**

After initially entering a program, students are allowed only two changes of programs. The first change is approved without challenge, but the second change must be approved by the VA after it is verified to be in the best interest of the student.

When a program is completed and the student goes to another program, a change will occur unless all of the credits transfer from the previous program.

**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 day 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 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 benefit payments 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. However, the course cannot be repeated for VA benefits credit.

- “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 payable up to the last date of attendance in the 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 for 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.

#### **7. Probation:**

All students receiving VA educational benefits must maintain satisfactory progress toward their diplomas/degrees. (See RCC Academic Probation and Suspension Policy on Page 52.) If progress is unsatisfactory, the law requires the College to report this to the VA. Students receiving VA benefits may have one quarter on probation to bring their standing above probation status. If these requirements are not met, their VA benefits will be terminated. If the College does allow the student to continue enrollment, the benefits will not be paid until the probation or suspension is removed. Students must receive counseling through the College before readmittance will be certified for benefits. Students must show that the cause of unsatisfactory performance has been removed.

#### **Class Attendance**

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 student receiving VA benefits is dismissed from the college for misconduct, the benefits are terminated immediately.

#### **Veterans Work-Study Programs**

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 working as an office assistant in the Office of Veterans Affairs. The number of applicants selected will depend upon the availability of VA-related work.

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 of 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).

# 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.

### **Advisor Responsibilities:**

To provide technical assistance by:

1. Discussing and explaining the advisement process.
2. Monitoring advisee progress through scheduled appointments to obtain feedback.

3. Maintaining an active file on each advisee.
4. Maintaining an updated graduation check list.
5. Maintaining office hours and appointment sheets for advisees.
6. Assisting advisees to develop long range plan of study.
7. Assisting advisees in selection of courses for a particular quarter.
8. Approving the registration for advisees by signing the appropriate registration forms.

### **Student Responsibilities:**

To assume responsibility for his/her education by:

1. Scheduling an appointment with their advisor at least 2 weeks prior to the beginning of registration. (To make an appointment, the student must go to the advisor's office and reserve a time on the sign-up sheet.)
2. College transfer students should obtain a copy of the transfer requirements (if available) from the school to which they wish to transfer from the Career Center and/or copy of the appropriate college catalog(s) and take them with you when you meet with your advisor.
3. Discussing with your advisor your long-range plan of study that is appropriate for your particular career life goals.
4. As soon as schedules are available, selecting courses and developing a suitable schedule of classes using the program planning sheet.
5. Meeting with your advisor during registration to fill out and sign registration forms and make any necessary changes.
6. Discussing any changes in schedule and registration with your advisor.
7. During the quarter if you wish to drop a course, meet with your advisor and discuss the drop, revise the long-range plan and fill out the appropriate forms.
8. If the student wishes to change program and/or advisor, you should see a counselor to discuss your plans and complete the necessary forms.

### **Counseling Services**

The primary objectives of counseling at Rockingham Community College are:

- to help people reach personal goals
- to help people create realistic plans which meet their needs in all areas of living
- to help people improve decision-making abilities which will aid them in exercising self-direction and problem-solving in personal, academic and career planning.

Counseling Services are available to all students and offer the opportunity for each individual to explore with a professional counselor individual concerns, skills 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, interpersonal development and academic progress. 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.

People are encouraged to use the counseling services as an important part of the college lives. For further information, visit or call the Student Affairs Office.

### **CAREER LIFE PLANNING**

Resources to assist people in career life planning are provided through the Career Center, which is located in Whitcomb Student Center. The resources are designed to encourage individuals to examine and understand their personal aptitudes, interests, behaviors, abilities, skills and values and to use this information in exploring and establishing realistic career 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 containing occupational materials including books, pamphlets, filmstrips, cassettes, and employment-related information is maintained in the Career Center. Also, a collection of materials concerning colleges, universities, trade and professional schools is available.

Printouts of course equivalency information for the major N.C. schools are available upon request in the Career Center.

### **PLACEMENT SERVICES**

#### **Job Placement**

Job placement services are available through the Job Placement Officer located in Whitcomb Student Center. The placement service facilitates the meeting of the student and the prospective employer; therefore, **THE COLLEGE CANNOT GUARANTEE EMPLOYMENT.**

Students seeking part-time or full-time employment should see the job announcement board located in the lower lobby of the Student Center. Graduating students will be given the opportunity to fill out a registration packet for job placement during the last quarter of attendance.

## **SPECIAL NEEDS FOR HANDICAPPED PERSONS**

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. It is the intent of the College that all courses of study be fully accessible to all qualified students; to this end, assistance is provided including special parking privileges, relocation of classes, modified instructional and/or testing methods and help to acquire auxiliary aids when needed. To facilitate the delivery of these services, RCC would appreciate the advance notice of three months from handicapped persons so that special equipment and necessary adjustments in programs and facilities may be made.

## **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 is done through the College Assembly, which is made up of five students, five faculty, and five 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 five students elected to the College Assembly are the Student Caucus; the student who is elected by their own constituency 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.

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 the functions or activities of the clubs. Clubs and committees are RCC are:

Alpha-Omega Club, the Science-Fiction Club, the Dance-Concert Committee, the Outings and Trips Club, the Alternative Action Committee, the Nature Club, the Athletics Committee, the Special Events Committee, the Chess Club, the New Dimensions Club, the Astronomy Club, and Alpha Kappa Pi chapter of Phi Theta Kappa (academic honors society).

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

### **Meritorious Service Awards to Individuals**

Meritorious Service Awards may be awarded at graduation ceremonies to individual and/or groups who, in the judgement of faculty, staff and students, have made a significant contribution to the progress of the college and/or well-being of the college community. This contribution would be above and beyond the normal expectations of performance as a member of an organization, as an office holder, as a student, etc.

A candidate may be nominated by faculty, staff, student, or campus organizations on a petition which must be endorsed by the signatures of at least two faculty, two staff, and two students. Petition signers may sign only two petitions in each category annually. A committee consisting of the President, the Dean of Instruction, the Dean of Student Affairs, the Director of Student Activities, the Chief Faculty Representative, the Chief Student Representative and the Chief Staff Representative will review the nominations and select the recipient(s) who have made contributions above and beyond the normal expectations. Unanimous approval for the active members of this committee will be required for selection.

### **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 of lounging, meeting friends, 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. 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.

### **FOOD**

The Dragon's Den, located in the lower level of the Whitcomb Student Center, provides biscuits, eggs, ham, sausage, soup, hot dogs and hamburgers on a daily basis. Also provided through vending machines is a selection of sandwiches and other food. The Dragon's Den operates from 7:30 a.m. to 1:30 p.m. Monday through Friday. Monday through Thursday nights vending machines are available in the Dragon's Den and in other buildings on campus.

## **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 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. Participating in these sports is voluntary and college credit is not given.

Sports offered in the intramural program are correlated with those taught in 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). Equipment can be checked out with an I.D. card. 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, gymnastics 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. Time and supervision of free play is governed by the Physical Education Department.

## **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 everyone; 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.

### **Rockingham County Historical Collections Room**

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 for 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**

The catalog of Rockingham Community College is intended to describe the operations and programs offered by the College.

Students generally may expect to earn a diploma or degree in accordance with the curriculum requirements outlined in the catalog published at the time of initial enrollment. However, the College reserves the right to make changes in the curricula and/or schedule when it is deemed to be in the best interest of the students and/or College.

When changes occur students must adjust to these changes unless special permission is granted.

If a student withdraws and then re-enters the same program, the catalog in effect at the time of re-entry will be the catalog used to determine diploma or degree requirements.

Associate in Arts  
 Associate in Fine Arts  
 Associate in General

Degree	Education	Associate in Applied Science	Diploma/Certificate
<b>Requirements</b>	<b>Associate in Science</b>	<b>Technical students:</b>	<b>Vocational students:</b>
	College transfer students: Complete general education requirements as outlined for the appropriate degree	Complete program under which they enter as outlined in the catalog:	Complete program under which they entered as outlined in catalog:
	Complete a total of 96 quarter hours	Accounting Administrative Office Technology Business	Air Conditioning Heating & Refrigeration Auto Body Repair Cosmetology
	Last 30 credit hours must be taken at RCC unless otherwise approved by Dean of Instruction	Administration Business Computer Programming General Office Associate Degree Nursing	Electrical Installation and Maintenance Electronics Servicing Food Service Specialist
	A quality point average of 2.0 or better in all courses credited to the degree program	Electromechanical Technology Fine and Creative Woodworking Medical Office Technology	Industrial Maintenance Light Construction Machinist/ Advanced Machinist Welding
		Last 30 credit hours must be taken in RCC unless otherwise approved by Dean of Instruction	Last 30 credit 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 degree program	A quality point average of 2.0 or better in all courses credited to the diploma or certificate program

**Adult High School**

Complete English I, II and III, Math I and II, Science I and II, American History I and II, Government and Introduction to Social Science. Satisfactory performance on the N.C. High School Competency Test is also required.

## **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 persons involved:

- Arrange for the student to work with 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 to not succeed, (3) exclusion from a program or the college.

## **GRADING**

### *Philosophy*

Operating under the "OPEN DOOR" policy, Rockingham Community College accepts all adults who make application and can benefit from any of the programs offered (see admission procedures and requirements). It is believed that, given the proper program and circumstances, most students can perform satisfactorily. The overall objective is to work with students at their present 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 to 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 is 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 as 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 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 designed 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 students should be able to complete the course with minimum 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 quarter. Withdrawals may be student or instructor initiated. This symbol does not count as hours attempted or as hours earned.	0 per qtr. hr.
WP	The student withdraws 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 withdraws 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, below). This symbol counts as hours earned but not as hours attempted. Not more than one-half of the required credit for a degree or as 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 pass 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.

Students may audit a course one time prior to taking the course for credit. Once academic credit has been awarded for a course, students may audit the class two additional times.

To audit a course, the student should 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 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 credit 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 pass 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 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., is 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 a 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 Point Average**

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

### **Grade 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 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 re-

sponsibility 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 Academic Probation and Suspension System*

1. The system is fairly and uniformly administrable 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.

<b>Hrs. Attempted</b>	<b>GPA Less Than</b>
$\frac{1}{4}$ of the hours required for graduation	1.25—Probation 1.00—Suspension
$\frac{1}{2}$ of the hours required for graduation	1.50—Probation 1.25—Suspension
$\frac{3}{4}$ 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—Academic probation applies only to those students who have not been accepted into the nursing program but who are taking academic courses previous to acceptance into the nursing program. Students who have been accepted into the nursing program should refer to the nursing program rules and regulations on page 93 and Probation and Dismissal on page 96.

*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

### *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 only 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 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 programs 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 regarding benefits, questions concerning program change, repeat courses, 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 (Instructor-Initiated Course Withdrawals, P. 60).

### **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 Resource 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. 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. 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 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 299, or 1199, depending on the student's classification.

1. If the student is enrolled as a College Transfer 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 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 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 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 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 description (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 course.

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 Records Office.

## **COOPERATIVE EDUCATION**

Cooperative Education offers students the opportunity to apply classroom and laboratory/shop instruction to supervised work experience related to the student's career goals. In this way local business and industry become laboratories offering students a glimpse into the realities of their chosen fields. The program is designed to provide the necessary tools to further prepare students for the transition from community college to career.

### **Eligibility**

Any student enrolled in a vocational or technical program approved for cooperative education is eligible to enroll in Cooperative Education courses provided he/she meets the following requirements.

1. Has approval from the supervising instructor
2. Has a 2.00 grade point average (overall)
3. Has completed six quarter hours of major courses
4. Has agreed to the rules and regulations of the employing firm during the time enrolled in the Cooperative Education course
5. Possesses the abilities, interest, and maturity to benefit from the Cooperative Education experience.

### **Academic Credit**

Credit hours for Cooperative Education courses are listed in the back of the catalog. Credit for work experiences may not exceed the number of credits approved for the technical or vocational program in which the student is enrolled. Cooperative Education has been approved for credit in lieu of major courses identified in the program description by an asterisk or as a required program course.

### **Grading Policy**

A letter grade (S, U) will be assigned for a Cooperative Education course at the end of the grading period. Grades will assigned to the student based on:

1. The employer representative's evaluation of the student's work while on-the-job.
2. The supervising instructor's evaluation based on student interviews, employment site visits, and evaluation of the student's goals and objectives for the course.
3. Student's self-evaluation/end-of-term report.

### **How to Apply**

If a student is interested in a Cooperative Education course he/she should obtain an "Approval for Cooperative Education" form from their faculty advisor and/or the supervisory instructor. The student will complete the form and return it to the instructor. The faculty member will then review the form and conduct an interview with the student regarding career interests and possible cooperative work assignments.

If a student is already employed, continuing employment may be approved for Cooperative Education if the employment meets program requirements. Cooperative Education credit will not be given for previous employment held prior to registration for the course.

### **Registration**

Students must have the "Approval for Cooperative Education" form and "Cooperative Education Agreement" form signed by the appropriate individuals before registering for a Cooperative Education course. Students who are approved and have a position must register before going on assignment.

### **Student Responsibilities**

The student enrolled in a Cooperative Education course will act as a goodwill ambassador for Rockingham Community College. Therefore, it is very important that the student maintain a professional attitude while on the job. Energy, enthusiasm, interest, and a willingness to do the best work possible are vital components of the cooperative education experience.

Students interested in Cooperative Education courses should contact their advisors and/or supervising instructors for complete details of the program.

## **GENERAL COLLEGE REGULATIONS**

### **Dean's List**

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.

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

### **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 loads should be carefully planned through consultation with 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 College 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, diploma, or certificate 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, degrees, and certificates 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 certificates, diplomas or degrees should fill out a Notice for Degree card and plan to attend commencement exercises.

### **Transcript Requests**

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

### **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 students 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 case where students report infractions 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 ID Cards

All students are issued permanent ID cards. These cards are required for registration activities, for check-out at the LRC, Gym, and WSC. They are also required for admittance to social and cultural events. They should be presented on request from anyone in authority at RCC at any time.

The ID card is non-transferrable and is void unless it is validated for the current term. A replacement may be secured at WSC. The green registration slip may be used temporarily as an ID 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. Parking regulations will be in effect during day and evening hours Monday through Friday.
- 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 Administrative Building. Citations will be issued for failure to display parking stickers. Parking stickers must be placed on the *rear bumper* or rear window of the car *for which they are issued*. *Temporary parking permits are available from the Information Desk in Whitcomb Student Center. They must be used if it is necessary to drive an unregistered vehicle on campus.*
- VII. *Fine Structure:*
- |  |        |
|--|--------|
| 1. Failure to display parking sticker  | \$5.00 |
| 2. Parking sticker improperly displayed  | \$5.00 |
| 3. Prohibited parking (in alleys, road, driveways or on sidewalks or grass)      | \$5.00 |
| 4. Parking in reserved space (unauthorized)                                      | \$5.00 |
| 5. Parking in such a manner that two parking spaces are utilized for one vehicle | \$5.00 |
- 6. Towing or fine 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 or delayed due to inclement weather. Announcement of school closing or delay will be made on area radio and TV 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 Aid 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 presented in duplicate and signed by a faculty member and the Dean of Instruction.
  - B. The students 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

T & J Security Co. 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**.



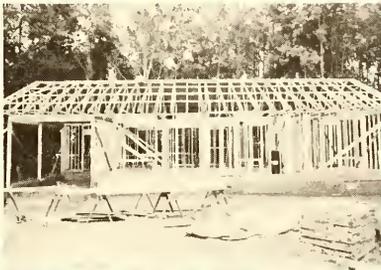


**VOCATIONAL  
PROGRAMS**

**Rockingham  
Community College**

**1989-90**

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# Occupational Programs Certificates and Diplomas

## AIR CONDITIONING, HEATING AND REFRIGERATION (V-024)

The Air Conditioning, Heating and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating and refrigeration mechanic installs, maintains, services and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales and service in the field of air conditioning, heating and cooling.

The one-year part-time evening certificate program will include only the theories of air conditioning and refrigeration at this time.

### ONE-YEAR PART-TIME EVENING CERTIFICATE PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Cr. Hrs. Hrs.	
<b>FALL QUARTER</b>				
AHR 1121A Principles of Refrigeration	2	0	6	4
	2	0	6	4
<b>WINTER QUARTER</b>				
AHR 1121B Principles of Refrigeration	2	0	6	4
	2	0	6	4
<b>SPRING QUARTER</b>				
AHR 1123A Principles of Air Conditioning	2	0	6	4
	2	0	6	4
<b>SUMMER QUARTER</b>				
AHR 1123B Principles of Air Conditioning	2	0	6	4
	2	0	6	4

### AUTOMOTIVE BODY REPAIR (V-001)

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

#### ONE-YEAR CERTIFICATE EVENING PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop	
			Clinic Hrs.	Cr. Hrs.
<b>WINTER QUARTER</b>				
AUB 1100A Auto Body Repair I A	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	2	6	0	4
<b>SPRING QUARTER</b>				
AUB 1100B Auto Body Repair I B	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	2	6	0	4
<b>SUMMER QUARTER</b>				
AUB 1102A Auto Body Repair II A	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	2	6	0	4
<b>FALL QUARTER</b>				
AUB 1102B Auto Body Repair II B	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	2	6	0	4

TOTAL QUARTER HOURS CREDIT—16

#### CHILD CARE WORKER (V-O67)

The Child Care Worker curriculum prepares individuals to work as assistants with early childhood specialists in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps and recreation centers. This curriculum provides course work to meet the requirements for entry level employment and upgrading on retraining of staff in child care facilities.

Instruction includes theory and application in child care, growth and development of children, behavior patterns of children, health practices and how to deal with the emotional and physical problems of children.

#### Program Requirements:

1. All non-high school graduates enrolled in Child Care Worker will be required to pass the GED prior to graduating from the program.
2. All students participating in cooperative work experience must have a current TB test certificate.
3. Reading 100 and/or Reading 101 will be recommended for students whose scores indicate such a need.

**THREE-YEAR PART-TIME EVENING DIPLOMA PROGRAM**

			<b>Lec.</b>	<b>Lab</b>	<b>Shop</b>	<b>Cr.</b>
<b>Course Title</b>			<b>Hrs.</b>	<b>Hrs.</b>	<b>Clinic</b>	<b>Hrs.</b>
<b>FALL QUARTER 1989-90</b>						
EDU	1009	Creative Activities in Art	3	2	0	4
EDU	1014	Readiness Skills	3	0	0	3
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			6	2	0	7
<b>WINTER QUARTER</b>						
EDU	1025	Audio-Visual Instructional Materials	1	2	0	2
*EDU	1030 <sup>c</sup>	Language Arts for Children	4	0	0	4
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			5	2	0	6
<b>SPRING QUARTER</b>						
*EDU	1030	Language Arts for Children	4	0	0	4
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			4	0	0	4
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			4	0	0	4

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>						
EDU	1013	Working with Parents	3	0	0	3
EDU	1028	Day Care Organization and Administration	4	0	0	4
EDU	1029	Role of Day Care Personnel	1	0	0	1
HEA	175	First Aid	3	0	0	3
			<hr/>	<hr/>	<hr/>	<hr/>
			11	0	0	11

TOTAL QUARTER HOURS CREDIT—70

\*Cooperative Work Experience up to 4 credit hours may be taken in lieu of courses identified by an asterisk.

#### ONE-YEAR FULL-TIME DAY DIPLOMA PROGRAM

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
EDU	1009	Creative Activities in Art	3	2	0	4
EDU	1018	Preschool Education	3	0	0	3
EDU	1020	Human Growth and Development I	3	0	0	3
ENG	101	Freshman English I	3	0	0	3
MAT	101	Arithmetic	3	4	0	5
			<hr/>	<hr/>	<hr/>	<hr/>
			15	6	0	18
<b>WINTER QUARTER</b>						
EDU	1007	Creative Activities in Music	3	2	0	4
EDU	1014	Readiness Skills for Young Children	3	0	0	3
EDU	1019	Children's Literature	3	0	0	3
EDU	1021	Human Growth and Development II	3	0	0	3
EDU	1025	Audio-Visual and Instructional Materials and Equipment	1	2	0	2
PSY	105	Psychology of Self/Others	3	0	0	3
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			16	4	0	18
<b>SPRING QUARTER</b>						
BUS	102	Typewriting I	1	4	0	3
EDU	1013	Working With Parents	3	0	0	3
EDU	1022	Human Growth and Devel. III	3	0	0	3
EDU	1023	Exceptional Children	3	0	0	3
HEA	175	First Aid	3	0	0	3
PED	101	Physical Fitness/Fundamentals	0	3	0	1
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			13	7	0	16
<b>SUMMER QUARTER</b>						
ECO	101	Consumer Economics	3	0	0	3
EDU	1010	Special Problems in CCWP	3	0	0	3
EDU	1026	Basic Nutrition and Nutrition Education	3	0	0	3
EDU	1028	Day Care Organization and Administration	4	0	0	4
EDU	1029	Role of Day Care Personnel	1	0	0	1
*EDU	1030	Language Arts for Children	4	0	0	4
*COE		Cooperative Work Experience				
			<hr/>	<hr/>	<hr/>	<hr/>
			18	0	0	18

TOTAL QUARTER HOURS CREDIT—70

\*Cooperative Work Experience up to 4 credit hours may be taken in lieu of courses identified by an asterisk.

## COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

In addition to tuition and books, cosmetology students are required to purchase a student equipment kit costing \$125 and two lab coats at an estimated cost of \$145.

### PROGRAM REQUIREMENTS:

A high school diploma or the equivalent is required for admission to the cosmetology program.

#### FIVE-QUARTER FULL-TIME DAY OR FULL-TIME EVENING DIPLOMA PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Cr. Hrs. Hrs.	
<b>FALL QUARTER</b>				
COS 1150 Cosmetology I	5	0	0	5
COS 1151 Cosmetology Lab I	0	0	24	8
MAT 101 Arithmetic	3	4	0	5
	8	4	24	18
<b>WINTER QUARTER</b>				
COS 1160 Cosmetology II	5	0	0	5
COS 1161 Cosmetology Lab II	0	0	24	8
PSY 105 Psychology of Self and Others	3	0	0	3
	8	0	24	16
<b>SPRING QUARTER</b>				
COS 1170 Cosmetology III	5	0	0	5
COS 1171 Cosmetology Lab III	0	0	21	7
ENG 1102 Communication Skills	2	2	0	3
	7	2	21	15
<b>SUMMER QUARTER</b>				
COS 1180 Cosmetology IV	5	0	0	5
COS 1181 Cosmetology Lab IV	0	0	24	8
BUS 1103 Business Operations	3	0	0	3
	8	0	24	16
<b>FALL QUARTER</b>				
COS 1190 Cosmetology V	5	0	0	5
COS 1191 Cosmetology Lab V	0	0	24	8
	5	0	24	13

TOTAL QUARTER HOURS CREDIT—78

## ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

### FIVE-QUARTER FULL-TIME NIGHT DIPLOMA PROGRAM

Course Title			Lec. Hrs.	Lab Hrs.	Shop	
					Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
ELC	1801	AC + DC Electricity I	2	2	0	3
ELC	1821	Electrical Wiring I	2	2	0	3
ELC	1822	Electrical Wiring I Lab	0	8	0	4
MAT	1824	Electrician's Mathematics I	4	0	0	4
BPR	1131	Intro. to Bldg. Trades Blueprint Reading	2	2	0	3
			10	14	0	17
<b>WINTER QUARTER</b>						
ELC	1802	AC + DC Electricity II	2	2	0	3
ELC	1831	National Electrical Code I	4	0	0	4
*ELC	1841	Electrical Machines I	2	2	0	3
ENG	1102	Communication Skills	2	2	0	3
MAT	1825	Electrician's Mathematics II	4	0	0	4
ISA	101	Industrial Safety	1	0	0	1
DFT	1814	Electrical Blueprint Reading II	1	2	0	2
			16	8	0	20
<b>SPRING QUARTER</b>						
*ELC	1824	Electrical Wiring II	2	2	0	3
ELC	1825	Electrical Wiring II Lab	0	8	0	4
ELC	1851	Electrical Controls I	2	2	0	3
ELC	1852	Electrical Controls I Lab	0	8	0	4
			4	20	0	14
<b>SUMMER QUARTER</b>						
ELC	1832	National Electrical Code II	4	0	0	4
ELC	1854	Electrical Controls II	2	2	0	3
ELC	1855	Electrical Controls II Lab	0	8	0	4
PSY	105	Psychology of Self & Others	3	0	0	3
ELC	1804	Industrial Electronics I	3	2	0	4
			12	12	0	18
<b>FALL QUARTER</b>						
ELC	1805	Industrial Electronics II	2	2	0	3
ELC	1857	Programmable Controllers	4	2	0	5
			6	4	0	8

TOTAL QUARTER HOURS CREDIT—77

\*Work experience up to 6 credit hours may be taken in lieu of courses identified by an asterisk.

**The Following Certificate is Available from Electrical Installation and Maintenance (V-018)**

**RESIDENTIAL, COMMERCIAL AND INDUSTRIAL WIRING CERTIFICATE**

ELC 1821	3
ELC 1822	4
ELC 1824	3
ELC 1825	4
ELC 1831	4
ELC 1832	4

TOTAL CREDITS:—22

**ELECTRONIC SERVICING (V-042)**

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including: radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

This is a certificate program which will focus on digital electronics only.

**PART-TIME DIGITAL ELECTRONICS CERTIFICATE  
EVENING PROGRAM**

			<b>Lec.</b>	<b>Lab</b>	<b>Shop</b>	<b>Cr.</b>
<b>Course Title</b>			<b>Hrs.</b>	<b>Hrs.</b>	<b>Clinic</b>	<b>Hrs.</b>
<b>FALL QUARTER</b>						
MAT	1824	Electrician's Math I	4	0	0	4
ELC	1801	Direct and Alternating Electricity I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			6	2	0	7
<b>WINTER QUARTER</b>						
ELC	1802	Direct and Alternating Electricity II	2	2	0	3
ELN	1129C	Digital Electronics	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			4	4	0	6
<b>SPRING QUARTER</b>						
ELN	1129D	Digital Electronics	0	2	0	1
ELN	1129E	Digital Electronics	<u>4</u>	<u>6</u>	<u>0</u>	<u>7</u>
			4	8	0	8

TOTAL QUARTER HOURS CREDIT—21

## INDUSTRIAL MAINTENANCE (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

### PART-TIME TWO-YEAR EVENING DIPLOMA PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop		
			Clinic Hrs.	Cr. Hrs.	
<b>FIRST YEAR</b>					
<b>FALL QUARTER</b>					
DFT 1103	Technical Sketching and Drawing	1	2	0	2
MAT 1101	Fundamentals of Math	5	0	0	5
MEC 1101A	Machine Shop Theory & Practice IA	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		8	2	6	11
<b>WINTER QUARTER</b>					
BPR 1150	Blueprint Reading Mechanical	2	2	0	3
MAT 1103	Geometry	3	0	0	3
MEC 1101B	Machine Shop Theory & Practice IB	1	0	6	3
MEC 1154	Lubrication and Bearings	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		8	2	6	11
<b>SPRING QUARTER</b>					
*DFT 1102	Industrial Specifications	2	0	0	2
ELC 1803	Direct and Alternating Electricity	2	4	0	4
MEC 1102A	Machine Shop Theory and Practice IIA	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		6	4	6	10
<b>SUMMER QUARTER</b>					
ISA 101	Industrial Safety	1	0	0	1
MEC 1102B	Machine Shop Theory and Practice IIB	1	0	6	3
*MEC 1117	Testing and Identifying Metals and Alloys	1	2	0	2
PHY 1101	Applied Science I	3	0	0	3
PHY 1101L	Applied Science I Lab	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		6	4	6	10

			Lec.	Lab	Shop	Cr.
Course Title			Hrs.	Hrs.	Hrs.	Hrs.
<b>SECOND YEAR</b>						
<b>FALL QUARTER</b>						
*MEC	1103A	Machine Shop Theory and Practice III	2	0	6	4
MEC	1140	Hydraulic Fundamentals	<u>2</u>	<u>6</u>	<u>0</u>	<u>5</u>
			4	6	6	9
<b>WINTER QUARTER</b>						
*MEC	1103B	Machine Shop Theory and Practice IIIB	1	0	6	3
MEC	1141	Pneumatics Fundamentals	2	2	0	3
MEC	1151	Maintenance Schedules	2	0	0	2
PSY	105	Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	6	11
<b>SPRING QUARTER</b>						
MEC	1161	Mechanical Mechanisms	1	0	3	2
ENG	1102	Communication Skills	2	2	0	3
WLD	1101	Basic Welding I	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			3	2	6	6
<b>SUMMER QUARTER</b>						
ELC	1856	Control Systems	2	6	0	5
WLD	1102	Basic Welding II	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			2	6	3	6

TOTAL QUARTER HOURS CREDIT—74

\*Cooperative Work Experience up to 4 credit hours may be taken in lieu of courses identified by an asterisk.

**The following Certificates are Available from Industrial Maintenance (V-028)**

Welding Fabrication		Hydraulic and Pneumatic	
MAT 1101	5	MAT 1101	5
DFT 1103	2	MAT 1103	3
MAT 1103	3	MEC 1161	2
BPR 1150	3	MEC 1140	5
WLD 1101	1	MEC 1141	3
WLD 1102	1		
MEC 1101A	4	TOTAL CREDITS:	18
MEC 1101B	3		
TOTAL CREDITS:	22		

**General Maintenance****Machine Shop**

DFT 1103	2	DFT 1103	2
MAT 1101	5	MAT 1101	5
BPR 1150	3	MEC 1101A	4
MEC 1154	2	BPR 1150	3
DFT 1102	2	MAT 1103	3
ELC 1803	4	MEC 1101B	3
MEC 1101A	4	MEC 1102A	4
MEC 1101B	3	MEC 1102B	3
MEC 1151	2	MEC 1117	2
WLD 1101	1	MEC 1103A	4
MEC 1161	2	MEC 1103B	3

TOTAL CREDITS: 30

TOTAL CREDITS: 36

**LIGHT CONSTRUCTION (V-029)**

The Light Construction curriculum prepares individuals for employment in the building trades industry. Instruction is provided in carpentry, masonry, electrical wiring, and plumbing. Students study applied mathematics, blueprint reading and sketching, safety and other related subjects. They learn the methods used in laying out a small structure, mixing and pouring cement, rough framing, laying brick and block, roofing and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as apprentices; or work as building maintenance mechanics in small industries or public buildings including schools, hospitals, and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

**FIVE-QUARTER FULL-TIME EVENING DIPLOMA PROGRAM**

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic	Cr.
<b>WINTER QUARTER</b>						
BPR	1131	Intro. to Building Trades and Blueprint Reading	2	2	0	3
ENG	1102	Communication Skills	2	2	0	3
MAS	1101	Masonry I	2	0	6	4
MAT	1101	Fundamentals of Math	5	0	0	5
PSY	105	Psychology of Self and Others	3	0	0	3
			<u>14</u>	<u>4</u>	<u>6</u>	<u>18</u>
<b>SPRING QUARTER</b>						
BPR	1132	Construction Blueprint Reading	2	2	0	3
CAR	1120	Carpentry I	3	0	3	4
ELC	1821	Electrical Wiring I	2	2	0	3
ISA	101	Industrial Safety	1	0	0	1
MAT	1151	Building Trades Math	4	0	0	4
PLU	1101	Plumbing I	1	0	3	2
			<u>13</u>	<u>4</u>	<u>6</u>	<u>17</u>

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SUMMER QUARTER</b>						
CAR	1108	Building Codes	2	0	0	2
CAR	1122	Carpentry II	5	0	15	10
CAR	1181	Insulation and Soundproofing	2	0	0	2
			<u>9</u>	<u>0</u>	<u>15</u>	<u>14</u>
<b>FALL QUARTER</b>						
CAR	1109	Construction Estimating	2	2	0	3
CAR	1171	Carpentry III	4	0	12	8
CAR	1172	Interior and Exterior Finishes	2	2	0	3
			<u>8</u>	<u>4</u>	<u>12</u>	<u>14</u>
<b>WINTER QUARTER</b>						
*CAR	1173A	Carpentry IV (Part A)	0	0	6	2
*CAR	1173B	Carpentry IV (Part B)	0	0	6	2
*MAS	1104A	Masonry II (Part A)	1	0	3	2
*MAS	1104B	Masonry II (Part B)	1	0	3	2
			<u>2</u>	<u>0</u>	<u>18</u>	<u>8</u>

TOTAL QUARTER HOURS CREDIT — 71

\*Work experience up to 4 credit hours may be taken in lieu of courses identified by an asterisk.

### MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

## ONE-YEAR FULL-TIME DAY DIPLOMA PROGRAM

Course Title			Lec. Hrs.	Lab Hrs.	Shop	
					Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
DFT	1104	Blueprint Reading: Mech. I	1	2	0	2
ISA	101	Industrial Safety	1	0	0	1
MAT	1101	Fund. of Mathematics	5	0	0	5
MEC	1101	Machine Shop Theory/Practice I	3	0	12	7
MEC	1115	Properties of Metals	3	2	0	4
			13	4	12	19
<b>WINTER QUARTER</b>						
DFT	1101	Industrial Specifications	1	0	0	1
DFT	1105	Blueprint Reading: Mech. II	1	2	0	2
MAT	1103	Geometry	3	0	0	3
MEC	1102	Machine Shop Theory/Practice II	3	0	12	7
MEC	1116	Treatment of Metals	3	2	0	4
PSY	105	Psychology of Self/Others	3	0	0	3
			14	4	12	20
<b>SPRING QUARTER</b>						
DFT	1106	Blueprint Reading: Mech. III	1	2	0	2
ENG	1102	Communications Skills	2	2	0	3
MAT	1104	Trigonometry	3	0	0	3
MEC	1103	Machine Shop Theory/Practice III	3	0	12	7
PHY	1101	Applied Science I	3	2	0	4
			12	6	12	19
<b>SUMMER QUARTER</b>						
MAT	1123	Machinist Mathematics	3	0	0	3
MEC	1104	Machine Shop Theory/Practice IV	3	0	12	7
MEC	1109	Fund. of NC and CNC Controls	1	0	3	2
PHY	1102	Applied Science II	3	2	0	4
WLD	1101	Basic Welding	0	0	3	1
			10	2	18	17

TOTAL QUARTER HOURS CREDIT — 75

## ADVANCED MACHINIST PROGRAM

The Advanced Machinist curriculum provides the opportunity for machinists to further their machine skill training including the use of computer numerical control (CNC) equipment. Students accepted for the Advanced Machinist curriculum must have completed the V-032 Machinist curriculum or be able to demonstrate journeyman level machinist skills. They should also be recommended as having the aptitude, interest and ability to profit from advanced training. This program will be a two year program, two nights per week, beginning fall quarter 1988.

**YEAR ONE**

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				
MEC 1130 Computer Numerical Control I	4	4	0	6
<b>WINTER QUARTER</b>				
MEC 1131 Computer Numerical Control II	2	0	6	4
<b>SPRING QUARTER</b>				
MEC 1132 Computer Numerical Control III	2	0	6	4
<b>SUMMER QUARTER</b>				
DFT 1130 Computer Aided Design & Machining	2	6	0	5

**YEAR TWO**

<b>FALL QUARTER</b>				
MEC 1124 Fixture Design and Construction	2	0	6	4
<b>WINTER QUARTER</b>				
MEC 1123 Advanced Machine Set-Up and Operation	2	0	6	4
<b>SPRING QUARTER</b>				
MEC 1136 Computer Aided Machining I	2	6	0	5
<b>SUMMER QUARTER</b>				
MEC 1137 Computer Aided Machining II	2	6	0	5
TOTAL QUARTER HOURS CREDIT: 37				

**WELDING (V-050)**

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry/building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

Welding students should be prepared to incur additional expenses beyond tuition and books. These expenses include welding gloves, welding helmet, oxyacetylene goggles, wire brushes, and chipping hammers at an estimated cost of \$70.00.

SIX-MONTH EVENING CERTIFICATE PROGRAM

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FIRST QUARTER</b>						
DFT	1117	Blueprint Reading: Welding I	1	2	0	2
ISA	101	Industrial Safety	1	0	0	1
WLD	1149	Welding Theory and Practice I	<u>1</u>	<u>0</u>	<u>12</u>	<u>5</u>
			3	2	12	8
<b>SECOND QUARTER</b>						
DFT	1118	Blueprint Reading: Welding II	1	2	0	2
WLD	1151	Welding Theory and Practice II	<u>2</u>	<u>0</u>	<u>12</u>	<u>6</u>
			3	2	12	8

TOTAL QUARTER HOURS CREDIT — 16





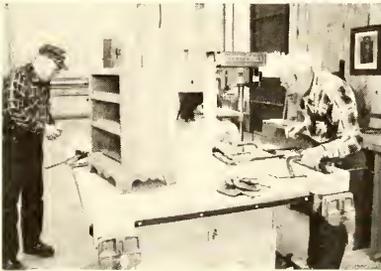


## TECHNICAL PROGRAMS

Rockingham  
Community College

1989-90

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# Occupational Programs Associate of Applied Science Degree

## ACCOUNTING (T-016)

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### FIRST YEAR

Course Title			Lec. Hrs.	Lab. Hrs.	Shop	
					Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	101	Introduction to Business	5	0	0	5
BUS	120	Principles of Accounting I	3	2	0	4
ENG	101	Freshman English I	3	0	0	3
MAT	102	Algebra	3	4	0	5
			<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>
<b>WINTER QUARTER</b>						
BUS	102	Typewriting I	1	4	0	3
BUS	121	Principles of Accounting II	3	2	0	4
BUS	251	Business Law	4	0	0	4
ENG	102	Freshman English II	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
			<u>16</u>	<u>6</u>	<u>0</u>	<u>19</u>
<b>SPRING QUARTER</b>						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	252	Business Law II	4	0	0	4
EDP	102	Intro. to Business Data Processing	4	2	0	5
ENG	112	Technical Report Writing	3	0	0	3
Elective		(Social Science/Humanities)	3	0	0	3
			<u>17</u>	<u>4</u>	<u>0</u>	<u>19</u>
<b>SUMMER QUARTER</b>						
EDP	154	PC Software IV	2	2	0	3
BUS	225	Cost Accounting	3	0	0	3
BUS	234	Principles of Management	5	0	0	5
			<u>10</u>	<u>2</u>	<u>0</u>	<u>11</u>

Course Title	Lec. Hrs.	Lab. Hrs.	Shop Clinic Hrs.	Cr. Hrs.	
<b>SECOND YEAR</b>					
<b>FALL QUARTER</b>					
BUS 220	Intermediate Accounting I	3	0	0	3
BUS 247	Business Insurance	3	0	0	3
ECO 261	Principles of Economics I	3	0	0	3
ENG 180	Fundamentals of Speech	3	0	0	3
Elective	(Political Science)	3	0	0	3
Elective	(Social Science/Humanities)	3	0	0	3
		<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>
<b>WINTER QUARTER</b>					
BUS 221	Intermediate Accounting II	3	0	0	3
BUS 227	Income Tax I	3	2	0	4
BUS 272	Auditing	5	0	0	5
ECO 262	Principles of Economics II	3	0	0	3
*Elective		<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		14	4	0	16
<b>SPRING QUARTER</b>					
BUS 222	Intermediate Accounting III	3	0	0	3
BUS 228	Income Tax II	3	2	0	4
BUS 258	Business Finance	3	0	0	3
ECO 263	Principles of Economics III	3	0	0	3
EDP 152	PC Software II	2	2	0	3
*Elective		<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		14	6	0	17

TOTAL QUARTER HOURS CREDIT — 117

\*Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.

### ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

**FIRST YEAR**

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic	Cr.
			Hrs.	Hrs.	Hrs.	Hrs.
<b>FALL QUARTER</b>						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Typewriting I	1	4	0	3
ENG	100	English Fundamentals	4	2	0	5
PSY	105	Psychology of Self and Others	3	0	0	3
			13	6	0	16
<b>WINTER QUARTER</b>						
BUS	103	Typewriting II	1	4	0	3
BUS	106	Shorthand I	4	2	0	5
EDP	102	Intro. to Business Data Processing	4	2	0	5
ENG	101	Freshman English I	3	0	0	3
			12	8	0	16
<b>SPRING QUARTER</b>						
BUS	104	Typewriting III	1	4	0	3
BUS	107	Shorthand II	4	2	0	5
BUS	273	Word Processing Concepts	4	0	0	4
ENG	111	Communications	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
			17	6	0	20
<b>SUMMER QUARTER</b>						
BUS	108	Shorthand III	4	2	0	5
BUS	110	Office Machines	1	4	0	3
BUS	118	Terminology — Executive	2	2	0	3
*Elective			0	2	0	1
		Social Science Elective	3	0	0	3
			10	10	0	15

**SECOND YEAR**

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic	Cr.
			Hrs.	Hrs.	Hrs.	Hrs.
<b>FALL QUARTER</b>						
BUS	120	Principles of Accounting I	3	2	0	4
BUS	183	Records Management	2	2	0	3
BUS	206	Dictation and Transcription I	3	2	0	4
BUS	274	Word Processing Applications I	3	2	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
			14	8	0	18
<b>WINTER QUARTER</b>						
BUS	124	Computer Accounting Applications	1	4	0	3
BUS	207	Dictation and Transcription II	3	2	0	4
BUS	214	Secretarial Procedures	2	4	0	4
BUS	251	Business Law I	4	0	0	4
BUS	275	Word Processing Applications II	3	2	0	4
			13	12	0	19

Course Title	Lec. Hrs.	Lab Hrs.	Shop	
			Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>				
BUS 109 Machine Transcription I	3	2	0	4
BUS 134 Personal Development	3	0	0	3
BUS 271 Office Management	3	0	0	3
ECO 101 Consumer Economics	3	0	0	3
*Elective	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
	12	4	0	14

TOTAL QUARTER HOURS CREDIT — 118

\*(Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.)

### ASSOCIATE DEGREE NURSING (T-059)

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

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 1987. "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 licensure 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."

Nursing students should be prepared to incur additional expenses beyond tuition and books. These include: (approximations)

Medical Examination .....	\$50	Shoes .....	\$48
Dental Examination .....	\$30	Watch with second hand .....	\$25
Malpractice Insurance .....	\$13	Administration & Analysis	
2 uniforms, hose, lab coat		of NLN Test .....	\$25
& scissors .....	\$200	Stethoscope .....	\$20
Pens, paper, notebooks .....	\$25	Use of copy machine .....	\$50

			Lec.	Lab	Shop		
Prerequisite Course			Hrs.	Hrs.	Clinic	Cr.	
			Hrs.	Hrs.	Hrs.	Hrs.	
<b>SUMMER QUARTER (Five Weeks)</b>							
MAT	104	Nursing Mathematics	3	0	0	3	
NUR	100	Pre-Nursing Seminar	3	0	0	3	
			6	0	0	6	

			Lec.	Lab	Shop		
Course Title			Hrs.	Hrs.	Clinic	Cr.	
			Hrs.	Hrs.	Hrs.	Hrs.	

**FIRST YEAR**

**FALL QUARTER**

BIO	105	Human Anat/Physiology I	3	4	0	5	
ENG	101	Freshman English	3	0	0	3	
NUR	109	Fund. of Nursing I	6	0	8	8	
PSY	211	Gen. Psychology I	3	0	0	3	
			15	4	8	19	

**WINTER QUARTER**

BIO	106	Human Anat/Physiology II	3	4	0	5	
ENG	102	Freshman English II	3	0	0	3	
NUR	110	Fund. of Nursing II	6	0	8	8	
PSY	212	Gen. Psychology II	3	0	0	3	
			15	4	8	19	

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>						
BIO	104	Microbiology	3	4	0	5
BIO	107	Human Anat/Physiology III	3	0	0	3
NUR	111	Medical/Surgical Nursing	6	0	8	8
PSY	214	Psy. of Infancy Childhood	3	0	0	3
			15	4	8	19
<b>SUMMER QUARTER</b>						
NUR	112	Maternal/Child Care	6	0	8	8
PSY	215	Abnormal Psychology	5	0	0	5
			11	0	8	13

## SECOND YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
NUR	211	Care Phy/Mntl. Illness I	6	0	16	11
SOC	202	Intro. to Sociology II	3	0	0	3
			9	0	16	14
<b>WINTER QUARTER</b>						
ENG	180	Fund. of Speech	3	0	0	3
NUR	212	Care Phy/Mntl. Illness II	6	0	16	11
*Elective			3	0	0	3
			12	0	16	17
<b>SPRING QUARTER</b>						
NUR	213	Nursing Seminar	3	0	0	3
NUR	214	Care Phy/Mntl. Illness III	6	0	16	11
			9	0	16	14

TOTAL QUARTER HOURS CREDIT — 121

\*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 high school or post-high school credits in:
  - (a) Biology
  - (b) Chemistry
  - (c) Algebra I and satisfactory math placement test score of 25 or better

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, 103
- (b) Chemistry 114
- (c) Math 102 or satisfactory math placement test score

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 25
  - English 80
  - Reading 25<sup>th</sup> 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 50% percentile in the following areas:

- Reading
- Year 2000
- Applied Arithmetic
- Computation
- Letter Groups

5. Applicants to the ADN programs 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 interviews. Upon completion of all admissions criteria the candidates will be required to meet with the Nursing Admissions Committee. The Committee will make the final decision concerning admission to the program.

7. Until such time applicants are admitted to the Nursing Course Sequence, the applicant will be classified as "Pre-Nursing," defined as "Every applicant to Associate Degree Nursing, or applicants who have met the published criteria, or applicants who have been accepted but have not entered the Nursing Course Sequence."
8. All applicants will 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 Admission Committee.
9. 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.

### **Advanced Placement**

1. Advanced placement will be determined on an individual basis by a nursing faculty committee.

### Probation and Dismissal

1. The Associate Degree Nursing student must meet the academic standards of the college. In addition, the following academic standards are required:
  - A. A grade of "C" or better must be maintained in all Associate Degree Nursing major, related, general education, and elective courses.
  - B. A grade of "S" (Satisfactory) must be maintained in clinical laboratories. Note: Seventy-five percent of the total clinical laboratory evaluations for the quarter must be satisfactory or a "U" (Unsatisfactory) will be given for the course. The student will not be able to progress regardless of the theory grade.
  - C. The student must not fall behind the sequence of the curriculum plan stated in the catalog for freshman/sophomore level courses.
2. **Probation** applies to a nursing student who does not meet the standards in section "A" above but is able to continue the sequence of the curriculum plan because the course or courses needed is/are offered the following quarter. A student will remain on probation until the "C" or better grade is achieved or until the student falls behind the sequence of the curriculum plan.
3. **Dismissal** applies to a nursing student who does not meet the standards in sections "B" or "C" above due to unsatisfactory grades and the courses which need to be repeated **are not** offered the following quarter.
4. **Nonacademic Dismissal** — 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 practices. See "Nursing Practice Act State of North Carolina" page 91.

The chairperson of the nursing department in consultation with the nursing faculty will make specific recommendations to the Dean of Instruction for academic probation or dismissal of Associate Degree Nursing students.

### Readmission

Because of the content and organization of the learning experiences in the Associate Degree program, withdrawal and academic dismissal should be avoided. However, should withdrawal or academic dismissal become necessary, readmission will be limited to a maximum of **two** times.

Students may be readmitted to the Associate Degree Nursing program following withdrawal or academic dismissal after the following have been met:

1. The student was out of the program for at least one quarter.
2. The student is currently in good academic standing with an overall grade point average of 2.00.

3. The student has updated medical and dental records, thereby alleviating the medical reasons contributing to the withdrawal as evidenced by a physician's statement.
4. The student is prepared to follow a prescriptive program of knowledge and skill development upon re-entry.
5. 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. Such action will be relative to the length of time the student is out of the program.
6. Space is available in the program.
7. The student's readmission is approved and accepted by the Nursing Admissions Committee.

### **BUSINESS ADMINISTRATION (T-018)**

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world — its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through the development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

#### **FIRST YEAR**

<b>Course Title</b>	<b>Lec. Hrs.</b>	<b>Lab Hrs.</b>	<b>Shop Clinic Hrs.</b>	<b>Cr. Hrs.</b>
<b>FALL QUARTER</b>				
BUS 101 Introduction to Business	5	0	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 102 Algebra	3	4	0	5
PSY 105 Psychology of Self and Others	3	0	0	3
	<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>
<b>WINTER QUARTER</b>				
BUS 102 Typewriting I	1	4	0	3
BUS 251 Business Law I	4	0	0	4
ENG 102 Freshman English II	3	0	0	3
MAT 130 Business Math	5	0	0	5
Elective (Social Science)	3	0	0	3
	<u>16</u>	<u>4</u>	<u>0</u>	<u>18</u>

Course Title			Lec.	Lab	Shop	Cr.
			Hrs.	Hrs.	Clinic	Hrs.
<b>SPRING QUARTER</b>						
BUS	241	Principles of Marketing	5	0	0	5
BUS	252	Business Law II	4	0	0	4
EDP	102	Intro. to Bus. Data Processing	4	2	0	5
ENG	111	Communications	3	0	0	3
			<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>

<b>SUMMER QUARTER</b>						
BUS	125	Personal Finance	3	0	0	3
BUS	234	Principles of Management	5	0	0	5
BUS	243	Advertising	3	0	0	3
BUS	232	Sales Development	3	0	0	3
			<u>14</u>	<u>0</u>	<u>0</u>	<u>14</u>

## SECOND YEAR

Course Title			Lec.	Lab	Shop	Cr.
			Hrs.	Hrs.	Clinic	Hrs.
<b>FALL QUARTER</b>						
BUS	120	Principles of Accounting I	3	2	0	4
BUS	247	Business Insurance	3	0	0	3
ECO	261	Principles of Economics I	3	0	0	3
ENG	180	Fundamentals of Speech	3	0	0	3
*Elective			0	2	0	1
Elective		(Political Science)	3	0	0	3
			<u>15</u>	<u>4</u>	<u>0</u>	<u>17</u>

<b>WINTER QUARTER</b>						
BUS	121	Principles of Accounting II	3	2	0	4
EDP	154	PC Software IV	2	2	0	3
BUS	227	Income Tax I	3	2	0	4
ECO	262	Principles of Economics II	3	0	0	3
EDP	152	PC Software II	2	2	0	3
			<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>

<b>SPRING QUARTER</b>						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	228	Income Tax II	3	2	0	4
BUS	258	Business Finance	3	0	0	3
ECO	263	Principles of Economics III	3	0	0	3
*Elective			0	2	0	1
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

TOTAL QUARTER HOURS CREDIT — 114

\*(Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.)

## BUSINESS ADMINISTRATION (T-018)

### PART-TIME NIGHT PROGRAM

The 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 are scheduled so as to permit a student to sequentially complete the requirements for the Associate in Applied Science Degree in Business Administration. Students should contact their advisor for a format of night course offerings. Completion of this program without loss of time is dependent upon following the sequence outlined and upon sufficient class enrollment.

### BUSINESS COMPUTER PROGRAMMING (T-022)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

Admission requirements into the Business Computer Programming Program:

1. Completion of MAT 101 and MAT 102 or satisfactory placement test scores. MAT 103 is desirable, but not required.
2. Minimum of 80 percent on the English proficiency test.
3. Score of 25th percentile or above on the Nelson-Denny Reading Test.

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				
BUS 102 Typewriting I	1	4	0	3
BUS 120 Principles of Accounting I	3	2	0	4
EDP 102 Intro. to Business Data Processing	4	2	0	5
MAT 130 Business Mathematics	5	0	0	5
	<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>
<b>WINTER QUARTER</b>				
BUS 121 Principles of Accounting II	3	2	0	4
EDP 110 Computer Logic and BASIC Programming I	5	2	0	6
EDP 135 Computer Math	5	0	0	5
	<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>
<b>SPRING QUARTER</b>				
EDP 111 BASIC Programming II	3	2	0	4
EDP 225 RPG Programming	4	2	0	5
ENG 101 Freshman English I	3	0	0	3
PSY 105 Psychology of Self and Others	3	0	0	3
	<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SUMMER QUARTER</b>				
EDP 151 PC Software I	2	2	0	3
EDP 152 PC Software II	2	2	0	3
EDP 153 PC Software III	2	2	0	3
EDP 220 COBOL Programming I	4	2	0	5
	10	8	0	14

## SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				
ECO 261 Principles of Economics	3	0	0	3
EDP 221 COBOL Programming II	4	2	0	5
EDP 200 Computer Systems	3	0	0	3
ENG 111 Communications	3	0	0	3
	13	2	0	14
<b>WINTER QUARTER</b>				
ECO 262 Principles of Economics II	3	0	0	3
EDP 222 COBOL Programming III	4	2	0	5
EDP 230 Systems Analysis and Design I	4	2	0	5
ENG 112 Technical Report Writing	3	0	0	3
	14	4	0	16
<b>SPRING QUARTER</b>				
EDP 154 PC Software IV	2	2	0	3
EDP 231 Systems Analysis and Design II	4	4	0	6
EDP 250 Assembly Language Programming	4	2	0	5
*Social Science Elective	3	0	0	3
	13	8	0	17
<b>SUMMER QUARTER</b>				
BUS 225 Cost Accounting	3	0	0	3
BUS 234 Principles of Management	5	0	0	5
	8	0	0	8

TOTAL QUARTER HOURS CREDIT — 116

\*(Work experience up to 3 credit hours may be taken in lieu of courses identified by an asterisk.)

### BUSINESS COMPUTER PROGRAMMING (T-022) PART-TIME NIGHT PROGRAM

A night program is provided for part-time Business Computer Programming 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 are scheduled so as to permit a student to sequentially complete the requirements for the Associate in Applied Science Degree in Business Computer Programming. Students should contact their advisor for a format of night course offerings. Completion of this program without loss of time is de-

pendent upon following the sequence outlined and upon sufficient class enrollment.

### ELECTROMECHANICAL TECHNOLOGY (T-039)

Advances in both manufacturing and maintenance techniques over the past decade have made it necessary to bridge the gap between electronics and mechanics with a technician versed in both disciplines. This type technician eliminates many communication and specialty problems and provides a highly efficient individual who can approach electromechanical problems, analyze the situation, find a solution, and actually perform the service; thus requiring only one technician instead of two or more. This curriculum provides courses to give the student a background in electricity/electronics, mechanical operations and functions, and in electromechanical systems covering such devices as computers, servomechanisms and numerical control systems.

The electromechanical technician may fabricate, test, analyze and adjust precision electromechanical instruments such as temperature probes, and aerodynamic probes; use hand tools and metal working machines; install electrical assemblies and hardware; and test assembled instruments according to analysis. The electromechanical technician has employment possibilities with industry and business in maintenance, production, research, development or sales as an engineering assistant, engineering aide or field engineer.

#### Admission Requirements into the Electromechanical Program

1. Completion of MAT 103 or placement into MAT 111 on the math placement test.
2. Minimum of 80 percent on the English grammar proficiency test.
3. Score of 25th percentile or above on the Nelson-Denny Reading Test.

#### FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop	
			Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				
ELC 101 Fundamentals of Electricity I	5	2	0	6
ENG 101 Freshman English I	3	0	0	3
EGR 101 Engineering Graphics I	2	4	0	4
MAT 111 College Algebra	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	16	6	0	18
<b>WINTER QUARTER</b>				
ELC 102 Fundamentals of Elect. II	5	2	0	6
ELN 141 Digital Integrated Circuits I	3	2	0	4
EGR 102 Engineering Graphics II	2	2	0	3
ENG 102 Freshman English II	3	0	0	3
MAT 112 College Trigonometry	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	18	6	0	21

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>						
ELN	105	Control Devices	5	4	0	7
ELN	142	Digital Integrated Circuits II	3	2	0	4
PHY	201	General Physics I	3	2	0	4
MEC	110	Fundamentals of Mechanics	2	4	0	4
			<u>13</u>	<u>12</u>	<u>0</u>	<u>19</u>

<b>SUMMER QUARTER</b>						
ELN	205	Control Device Applications	5	4	0	7
ELN	243	Microprocessors	4	2	0	5
MEC	107	Applied Mechanics	5	0	0	5
PHY	202	General Physics II	3	2	0	4
			<u>17</u>	<u>8</u>	<u>0</u>	<u>21</u>

## SECOND YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
ELM	211	Electromechanical Devices	3	4	0	5
MEC	113	Manufacturing Process	3	2	0	4
MEC	235	Hydraulics and Pneumatics	3	2	0	4
ENG	111	Communications	3	0	0	3
			<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>

<b>WINTER QUARTER</b>						
ELC	210	Programmable Controllers	2	4	0	4
*ELM	212	Control System Tech. I	4	2	0	5
ENG	112	Technical Report Writing	3	0	0	3
PSY	105	Psychology of Self and Others	3	0	0	3
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

<b>SPRING QUARTER</b>						
*ELM	213	Control System Tech. II	3	4	0	5
**ELN		Major Course Requirement	2	6	0	5
ENG	180	Fundamentals of Speech	3	0	0	3
MAT	165	Computer Concepts	3	4	0	5
			<u>11</u>	<u>14</u>	<u>0</u>	<u>18</u>

TOTAL QUARTERS HOURS CREDIT — 128

\*Work experience up to 10 credit hours may be taken in lieu of course identified by an asterisk.

\*\*Electromechanical students must select one of the following courses as an additional major course requirement:

ELN 120	Electronics Seminar	2-6-0-5
ELN 121	Measurement and Control	2-6-0-5
ELN 122	Computer Systems I	2-6-0-5

**The Following Certificates are Available From Electromechanical  
Technology (T-039)**

**ANALOG ELECTRONIC CERTIFICATE**

ELC 101	6
ELC 102	6
ELN 105	7
ELN 205	7

TOTAL CREDITS: 26

**CONTROL SYSTEMS CERTIFICATE**

ELM 221	5
ELC 210	4
ELM 212	5
ELM 213	5

TOTAL CREDITS: 19

**FINE AND CREATIVE WOODWORKING (T-197)**

The Fine and Creative Woodworking program prepares individuals to design and build fine quality custom furniture, accessories and cabinetry. The curriculum includes design of period styles and creative work and provides opportunities for the student to expand creativity by designing and building furniture and fine cabinetry from wood. The student begins woodworking by developing basic skills in using hand tools and machinery to construct items using basic joinery and progresses to the study of wood, wood properties, grading, drying, treating, and bending. Knowledge and skills related to woodworking such as appropriate tools; equipment use, maintenance and repair; and construction techniques are included in the program.

In addition, shop organization and layout, business operations and management, production processes are included to provide students with the knowledge of principles of operating a business.

This program concentrates on preparing graduates to establish a business of their own. In addition, graduates may find employment opportunities in the furniture manufacturing industry and cabinet and custom furniture shops.

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
WWK	101	Woodworking Joinery, Handtools and Basic Machines	3	0	12	7
DFT	101	Drawing and Sketching	0	0	6	2
WWK	102	Woods and Properties	1	2	0	2
MEC	102	Tools and Maintenance	0	0	3	1
ENG	101	Freshman English I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	2	21	15

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>WINTER QUARTER</b>						
WWK	103	Furniture Cabinetry	3	0	12	7
DFT	102	Drawing, Sketching, Basic Design	0	0	6	2
WWK	104	Kiln Drying and Grading	1	2	0	2
WWK	105	Basic Finishing	0	0	3	1
ENG	102	Freshman English II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	2	21	15
<b>SPRING QUARTER</b>						
WWK	106	Wood Turning	3	0	12	7
DES	101	Design and Drafting I	0	0	6	2
WWK	107	Greenwood Working and Treatment	0	0	6	2
WWK	108	Finishing	0	0	3	1
ENG	111	Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	27	15
<b>SUMMER QUARTER</b>						
WWK	109	Furniture Construction I	3	0	12	7
DES	102	Design and Drafting II	0	0	6	2
ELC	104	Basic Electrical Concepts & Motors	0	0	3	1
WWK	110	Fixtures, Jigs and Forms	0	0	3	1
SOC		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	24	14
<b>SECOND YEAR</b>						
Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
WWK	111	Furniture Construction II	3	0	12	7
DES	103	Design and Drafting III	0	0	6	2
MEC	103	Equip. Maintenance and Repair	0	0	6	2
BUS	242	Marketing and Merchandising	3	0	0	3
SOC		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	24	17
<b>WINTER QUARTER</b>						
WWK	112	Chair Construction	3	0	12	7
*WWK	113	Wood Forming and Bending	0	0	6	2
*MEC	104	Equip. Retrofitting and Tooling	0	0	6	2
BUS	248	Business Operations	3	0	0	3
ENG	112	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	24	17
<b>SPRING QUARTER</b>						
WWK	114	Design Construction Concentration	3	0	15	8
WWK	115	Shop Operation and Management	3	0	0	3
UPH	101	Upholstery	0	0	6	2
WWK	116	Furniture Restoration	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			6	0	24	14

TOTAL QUARTER HOURS CREDIT — 107

\*Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.

## GENERAL OFFICE (T-033)

The purposes of the General Office curriculum are to (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### GENERAL

#### FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Cr. Hrs. Hrs.	
<b>FALL QUARTER</b>				
BUS 101 Introduction to Business	5	0	0	5
BUS 102 Typewriting I	1	4	0	3
ENG 100 English Fundamentals	4	2	0	5
PSY 105 Psychology of Self and Others	3	0	0	3
*Elective	0	2	0	1
	13	8	0	17
<b>WINTER QUARTER</b>				
BUS 103 Typewriting II	1	4	0	3
BUS 273 Word Processing Concepts	4	0	0	4
EDP 102 Intro. to Business Data Processing	4	2	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 130 Business Mathematics	5	0	0	5
	17	6	0	20
<b>SPRING QUARTER</b>				
BUS 104 Typewriting III	1	4	0	3
BUS 109 Machine Transcription I	3	2	0	4
BUS 110 Office Machines	1	4	0	3
EDP 151 PC Software I	2	2	0	3
ENG 111 Business Communications	3	0	0	3
*Elective	0	2	0	1
	10	14	0	17

#### SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Cr. Hrs. Hrs.	
<b>FALL QUARTER</b>				
BUS 120 Principles of Accounting I	3	2	0	4
BUS 214 Secretarial Procedures	2	4	0	4
BUS 215 Machine Transcription II	3	2	0	4
BUS 274 Word Processing Applications I	3	2	0	4
Social Science Elective	3	0	0	3
	14	10	0	19

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.	
<b>WINTER QUARTER</b>							
BUS	124	Computer Accounting Applications	1	4	0	3	
✓	BUS	216	Machine Transcription III	3	2	0	4
	BUS	251	Business Law I	4	0	0	4
✓	BUS	275	Word Processing Applications II	3	2	0	4
	ENG	180	Fundamentals of Speech	3	0	0	3
			<u>14</u>	<u>8</u>	<u>0</u>	<u>18</u>	

**SPRING QUARTER**

BUS	134	Personal Development	3	0	0	3	
BUS	183	Records Management	2	2	0	3	
✓	BUS	204	Typewriting IV — Speedbuilding	1	2	0	2
	BUS	271	Office Management	3	0	0	3
	ECO	101	Consumer Economics	3	0	0	3
	EDP	155	PC Software V	2	2	0	3
			<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>	

TOTAL QUARTER HOURS CREDIT — 108

\*Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.

LEGAL

**FIRST YEAR**

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Typewriting I	1	4	0	3
ENG	100	English Fundamentals	4	2	0	5
PSY	105	Psychology for Self and Others	3	0	0	3
*Elective			<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
			13	8	0	17

**WINTER QUARTER**

BUS	103	Typewriting II	1	4	0	3
BUS	273	Word Processing Concepts	4	0	0	4
EDP	102	Intro. to Business Data Processing	4	2	0	5
ENG	101	Freshman English I	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
			<u>17</u>	<u>6</u>	<u>0</u>	<u>20</u>

**SPRING QUARTER**

BUS	104	Typewriting III	1	4	0	3
BUS	109	Machine Transcription I	3	2	0	4
BUS	110	Office Machines	1	4	0	3
BUS	118L	Terminology — Legal	2	2	0	3
ENG	111	Communications	3	0	0	3
*Elective			<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
			10	14	0	17

## SECOND YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	120	Principles of Accounting I	3	2	0	4
BUS	214L	Secretarial Procedures — Legal	2	4	0	4
BUS	215	Machine Transcription II	3	2	0	4
BUS	274	Word Processing Applications I	3	2	0	4
		Social Science Electives	3	0	0	3
			14	10	0	19
<b>WINTER QUARTER</b>						
BUS	124	Computer Accounting Applications	1	4	0	3
BUS	216L	Machine Transcription III — Legal	3	2	0	4
BUS	251	Business Law I	4	0	0	4
BUS	275	Word Processing Applications II	3	2	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
			14	8	0	18
<b>SPRING QUARTER</b>						
BUS	134	Personal Development	3	0	0	3
BUS	183	Records Management	2	2	0	3
BUS	204	Typewriting IV — Speedbuilding	1	2	0	2
BUS	271	Office Management	3	0	0	3
ECO	101	Consumer Economics	3	0	0	3
EDP	151	PC Software I	2	2	0	3
			14	6	0	17

TOTAL QUARTER HOURS CREDIT — 108

\*Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.

## MEDICAL

### FIRST YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Typewriting I	1	4	0	3
ENG	100	English Fundamentals	4	2	0	5
PSY	105	Psychology of Self and Others	3	0	0	3
		Elective	0	2	0	1
			13	8	0	17
<b>WINTER QUARTER</b>						
BUS	103	Typewriting II	1	4	0	3
BUS	273	Word Processing Concepts	4	0	0	4
EDP	102	Intro. to Business Data Processing	4	2	0	5
ENG	101	Freshman English I	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
			17	6	0	20

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>						
BUS	104	Typewriting III	1	4	0	3
BUS	109	Machine Transcription I	3	2	0	4
BUS	110	Office Machines	1	4	0	3
BUS	118M	Terminology — Medical	2	2	0	3
ENG	111	Communications	3	0	0	3
*Elective			0	2	0	1
			10	14	0	17

## SECOND YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	120	Principles of Accounting I	3	2	0	4
BUS	214M	Secretarial Procedures — Medical	2	4	0	4
BUS	215	Machine Transcription II	3	2	0	4
BUS	274	Word Processing Applications I	3	2	0	4
		Social Science Elective	3	0	0	3
			14	10	0	19

## WINTER QUARTER

BUS	124	Computer Accounting Applications	1	4	0	3
BUS	216M	Machine Transcription III — Medical	3	2	0	4
BUS	251	Business Law I	4	0	0	4
BUS	275	Word Processing Applications II	3	2	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
			14	8	0	18

## SPRING QUARTER

BUS	134	Personal Development	3	0	0	3
BUS	183	Records Management	2	2	0	3
BUS	204	Typewriting IV — Speedbuilding	1	2	0	2
BUS	271	Office Management	3	0	0	3
ECO	101	Consumer Economics	3	0	0	3
EDP	151	PC Software I	2	2	0	3
			14	6	0	17

TOTAL QUARTER HOURS CREDIT — 108

\*Work experience up to 2 credit hours may be taken in lieu of course identified by an asterisk.

### The Following Certificate is Available From General Office (T-033)

#### WORD PROCESSING CERTIFICATE

BUS 273	3
BUS 274	4
BUS 275	4
OR EDP 155	3
EDP 151	3

Select one of the following based on demonstrated proficiency:

BUS 103	3
BUS 104	3
BUS 204	2

TOTAL CREDITS: Must total 16 or more

### SECRETARIAL-LEGAL (T-031)

The purposes of the Secretarial — Legal curriculum are to: (1) prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another) or retraining (moving from present position to legal secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

#### FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>				
BUS 102 Typewriting I	1	4	0	3
BUS 106 Shorthand I	4	2	0	5
ENG 100 English Fundamentals	4	2	0	5
PSY 105 Psychology of Self and Others	3	0	0	3
	<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>
<b>WINTER QUARTER</b>				
BUS 103 Typewriting II	1	4	0	3
BUS 107 Shorthand II	4	2	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 130 Business Mathematics	5	0	0	5
*Elective	0	2	0	1
	<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>
<b>SPRING QUARTER</b>				
BUS 104 Typewriting III	1	4	0	3
BUS 108 Shorthand III	4	2	0	5
BUS 110 Office Machines	1	4	0	3
BUS 273 Word Processing Concepts	4	0	0	4
ENG 111 Communications	3	0	0	3
	<u>13</u>	<u>10</u>	<u>0</u>	<u>18</u>
<b>SUMMER QUARTER</b>				
BUS 101 Introduction to Business	5	0	0	5
BUS 183 Records Management	2	2	0	3
EDP 102 Intro. to Business Data Processing	4	2	0	5
*Elective	0	2	0	1
	<u>11</u>	<u>6</u>	<u>0</u>	<u>14</u>

SECOND YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	118L	Terminology — Legal	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
BUS	206L	Dictation & Transcription I — Legal	3	2	0	4
BUS	274	Word Processing Applications I	3	2	0	4
		Social Science Elective	3	0	0	3
			14	8	0	18
<b>WINTER QUARTER</b>						
BUS	124	Computer Accounting Applications	1	4	0	3
BUS	207L	Dictation and Transcription II-Legal	3	2	0	4
BUS	275	Word Processing Applications II	3	2	0	4
BUS	251	Business Law I	4	0	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
			14	8	0	18
<b>SPRING QUARTER</b>						
BUS	109	Machine Transcription I	3	2	0	4
BUS	134	Personal Development	3	0	0	3
BUS	271	Office Management	3	0	0	3
BUS	214L	Secretarial Procedures — Legal	2	4	0	4
ECO	101	Consumer Economics	3	0	0	3
			14	6	0	17

TOTAL QUARTER HOURS CREDIT — 118

\*(Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.)

**MEDICAL OFFICE TECHNOLOGY (T-032)**

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

**FIRST YEAR**

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	102	Typewriting I	1	4	0	3
BUS	106	Shorthand I	4	2	0	5
ENG	100	English Fundamentals	4	2	0	5
PSY	105	Psychology of Self and Others	3	0	0	3
			<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>
<b>WINTER QUARTER</b>						
BUS	103	Typewriting II	1	4	0	3
BUS	107	Shorthand II	4	2	0	5
ENG	101	Freshman English I	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
*Elective			0	2	0	1
			<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>
<b>SPRING QUARTER</b>						
BUS	104	Typewriting III	1	4	0	3
BUS	108	Shorthand III	4	2	0	5
BUS	110	Office Machines	1	4	0	3
BUS	183	Records Management	2	2	0	3
ENG	111	Communications	3	0	0	3
			<u>11</u>	<u>12</u>	<u>0</u>	<u>17</u>
<b>SUMMER QUARTER</b>						
BUS	101	Intro. to Business	5	0	0	5
BUS	273	Word Processing Concepts	4	0	0	4
EDP	102	Intro. to Business Data Processing	4	2	0	5
*Elective			0	2	0	1
			<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>

**SECOND YEAR**

Course Title			Lec.	Lab	Shop	
			Hrs.	Hrs.	Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
BUS	118M	Terminology — Medical	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
BUS	206M	Dictation and Transcription I — Medical	3	2	0	4
BUS	274	Word Processing Applications I Social Science Elective	3	0	0	3
			<u>14</u>	<u>8</u>	<u>0</u>	<u>18</u>
<b>WINTER QUARTER</b>						
BUS	124	Computer Accounting Applications	1	4	0	3
BUS	207M	Dictation and Transcription II — Medical	3	2	0	4
BUS	251	Business Law I	4	0	0	4
BUS	275	Word Processing Applications II	3	2	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
			<u>14</u>	<u>8</u>	<u>0</u>	<u>18</u>

Course Title			Lec. Hrs.	Lab Hrs.	Shop	
					Clinic Hrs.	Cr. Hrs.
<b>SPRING QUARTER</b>						
BUS	109	Machine Transcription I	3	2	0	4
BUS	134	Personal Development	3	0	0	3
BUS	271	Office Management	3	0	0	3
BUS	214M	Secretarial Procedures — Medical	2	4	0	4
ECO	101	Consumer Economics	3	0	0	3
			14	6	0	17

TOTAL QUARTER HOURS CREDIT — 118

\*(Work experience up to 2 credit hours may be taken in lieu of courses identified by an asterisk.)

### PARALEGAL TECHNOLOGY (T-120)

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting, psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

This program is offered in cooperation with Davidson County Community College. Day and evening classes will begin fall quarter 1989. Please see a counselor for specific course information.



**COLLEGE TRANSFER  
PROGRAMS**

**Rockingham**  
Community College

**1989-90**

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**Academic Programs**  
**Associate in Science Degree**  
**Associate in Arts Degree**  
**Associate in Fine Arts Degree**

**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, Associate in Science, or Associate in Fine Arts 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.

# GUARANTEE OF TRANSFER CREDIT

Upon written agreement, ROCKINGHAM COMMUNITY COLLEGE will refund the tuition of any College Transfer student for any course passed at RCC with at least a "C" grade if that earned course credit does not transfer to a college or university within two years of leaving RCC. Every College Transfer student at Rockingham Community College may participate in this guarantee.

## 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  
Statistics

### **MEDICAL RELATED**

Dentistry  
Medicine  
Medical Technology  
Nursing  
Physical Therapy  
Pharmacy  
Veterinary Medicine

### NATURAL SCIENCE

Agriculture  
Biology  
Biochemistry  
Chemistry  
Conservation & Ecology  
Forestry  
Microbiology  
Physical Science  
Physics

### SOCIAL SCIENCES

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.

\* The pre-engineering program at RCC has been approved by the Subcommittee on Engineering Transfer for transfer to the engineering programs at North Carolina State University at Raleigh, the University of North Carolina at Charlotte, and North Carolina A. & T. State University.

### UNDECIDED TRANSFER OPTION

Rockingham Community College offers this specially designed curriculum for students who are seeking a bachelor's degree *but* who are not certain about a major, a senior institution, and/or a career. This curriculum consists of courses specifically selected to afford maximum transfer flexibility at the sixteen public senior institutions *and* area private colleges while fulfilling general college requirements.

While enrolled in this option, the students are assigned to specially selected, trained advisors who would guide them through their registrations. They are entitled to work one-on-one with a career counselor to identify educational/career goals.

Each course selected for this option is 95-100% transferable. Once the students make their educational choices they immediately become eligible to participate in the money-back guarantee.

For further information, see a counselor in the Student Affairs Office.

### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The Associate in Science degree is intended for students interested in transferring to a four-year college or university program with science and mathematics emphasis. Graduation from Rockingham Community College with the Associate in Science degree is based upon meeting the following requirements:

	<b>Credit Hours Required</b>
<b>Communications</b>	
English 101, 102, 103	9
<b>Mathematics</b>	
Selected from Mathematics 111, 112, 113, 201, 202, 203, 204, 214	15

**Social Science**

Selected from Anthropology 201; Archaeology 201; Economics 261, 262, 263, History 101,102, 103, 111, 112, 113, 121, 122, 211, 212, 218, 220; Political Science 201, 202, 203.; Psychology 211, 212; or Sociology 201, 202, 203, 205 9

**Humanities**

Selected from the following subject areas: Art 201; Engineering Graphics 101, 102; English 212, 240, 241, 242, 243, 250, 255; French 104, 105, 106; Music 200; Philosophy 201; Religion 201; or Spanish 104, 105, 106 9

**Natural Science**

Two lab science sequences of three quarters each selected from Biology 101, 102, 103, 104, 105, 106; Chemistry 101,102, 103, 114, 115,116; Physical Science 111, 112, 113; or Physics 201, 202, 203, 211, 212, 213 24

**Physical Education-Health**

Selected from Physical Education 101 (required), 108, 110, 112, 114, 117, 119, 124, 130, 135, 136A, 137, 150, 155, 255; and Health 140, 170, 180, 175, 280. A minimum of three credit hours from activity courses including Physical Education 101 is required. (All students wishing to be exempt from physical education courses must consult with the Department of Physical Education.) 6

**Electives**

Selected from approved courses reflected in the following list or from courses listed previously which are not used to satisfy any of the other requirements: Archaeology 201; Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 215, 216; Biology 107, 120; Business 120, 121, 122; Chemistry 100 (corequisite for Chemistry 101); English 180 or 185, 220, 221, 222; French 101, 102, 103; Mathematics 106, 165, 175; Music 102, 103, 104, 105, 106, 107, 121, 122, 123, 131, 132, 133, 151, 152, 153, 202, 203, 204, 221, 222, 223, 231, 232, 233, 251, 252, 253; Physics 160; Psychology 214, 215, 216, 225; Reading 103; Science 100; Sociology 206; Spanish 101, 102, 103. Upon prior approval through the Dean of Instruction'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 will not meet elective requirements: ACE 100, 101; ATS 101; Chemistry 099, English 099, 100; Mathematics 100, 101, 102, 103; Reading 100, 101, 102; and SSD 102.) 24

+ Credit

Minimum Grade Point Average  
(A "2.0" grade average)

Minimum  
Total  
+ Credit  
Hours  
96

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Rockingham Community College offers the Associate in Arts degree for students interested in transferring to 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 in liberal arts.

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

	<b>Credit Hours Required</b>
<b>Communications</b>	
English 101, 102, 103	9
<b>Mathematics</b>	
Selected from Mathematics 106, 111, 112, 113, 201, 202, 203, 204, 214	5
<b>Social Science</b>	
Selected from at least two of the following subject areas: Anthropology 201; Archaeology 201; Economics 261, 262, 263; History 101, 102, 103, 111, 112, 113, 121, 122, 211, 212, 218, 220; Political Science 201, 202, 203; Psychology 211, 212; or Sociology 201, 202, 203, 205	18
<b>Humanities</b>	
Selected from at least two of the following subject areas: Art 201; English 212, 240, 241, 242, 243, 250, 255; French 104, 105, 106; Music 200; Philosophy 201; or Religion 201; Spanish 104, 105, 106	18
<b>Natural Science</b>	
Three quarters of the same lab science selected from: Biology 101, 102, 103, 104, 105, 106; Chemistry 101, 102, 103, 114, 115, 116; Physical Science 111, 112, 113; or Physics 201, 202, 203, 211, 212, 213	12
<b>Physical Education-Health</b>	
Selected from Physical Education 101 (required), 108, 110, 112, 114, 117, 119, 124, 130, 135, 136A, 137, 150, 155, 255; and Health 140, 170, 175, 180, 280. A minimum of three credit hours from activity courses including Physical Education 101 is required. (All students wishing to be exempt from physical education courses must consult with the Department of Physical Education.)	6
<b>Electives</b>	
Selected from approved courses reflected in the following list or from courses listed above which are not used to satisfy any of the other requirements: Archaeology 201; Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 216; Biology 107, 120; Business 120, 121, 122; Chemistry 100 (corequisite for Chemistry 101); Engineering Graphics 101, 102; English 180 or 185, 220, 221, 222; French 101, 102, 103; Mathematics 165, 175; Music 102, 103, 104, 105, 106, 107, 121, 122, 123, 131, 132, 133, 151, 152, 153, 202, 203, 204, 221, 222, 223, 231, 232, 233, 251, 252, 253; Physics 160; Psychology 214, 215, 216, 225; Reading 103; Science 100; or Sociology 206; Spanish 101, 102, 103. Upon prior approval through the Dean of Instruction'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.	28
(The following courses will not meet elective requirements: ACE 100, 101; ATS 101; Chemistry 099, English 099, 100; Mathematics 100, 101, 102, 103; Reading 100, 101, 102; and SSD 102.)	
+ Credit 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 to permit a student to complete a total of 96 credit hours consisting of both required and elective courses. Students may elect to complete a total of 96 hours either on a part-time basis over 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 might be able to reduce the amount of time to complete the associate degree.

Students should note that the 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. Students should be aware, however, that the offering of 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 without academic difficulties 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.

1989-90

Course Title			Lec.	Lab	Shop	Cr.
			Hrs.	Hrs.	Clinic Hrs.	Hrs.
<b>FALL QUARTER</b>						
ENG	101	Freshman English I	3	0	0	3
PED	101	Physical Fitness and Fundamentals	0	3	0	1
SOC	201	Introduction to Sociology I	3	0	0	3
HIS	101	Western Civilization I	3	0	0	3
			<u>9</u>	<u>3</u>	<u>0</u>	<u>10</u>
<b>WINTER QUARTER</b>						
ENG	102	Freshman English II	3	0	0	3
		Physical Education	0	2	0	1
SOC	202	Introduction to Sociology II	3	0	0	3
HIS	102	Western Civilization II	3	0	0	3
			<u>9</u>	<u>2</u>	<u>0</u>	<u>10</u>
<b>SPRING QUARTER</b>						
ENG	103	Freshman English III	3	0	0	3
		Physical Education	0	2	0	1
SOC	203	Social Problems	3	0	0	3
HIS	103	Western Civilization III	3	0	0	3
			<u>9</u>	<u>2</u>	<u>0</u>	<u>10</u>

1990-91

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
MAT	111	College Algebra	5	0	0	5
ECO	261	Principles of Economics I	3	0	0	3
		Literature	5	0	0	5
PSY	211	General Psychology I	3	0	0	3
			16	0	0	16
<b>WINTER QUARTER</b>						
MAT	112	College Trigonometry	5	0	0	5
ART	201	Survey of Art	5	0	0	5
ECO	262	Principles of Economics II	3	0	0	3
PSY	212	General Psychology II	3	0	0	3
			16	0	0	16
<b>SPRING QUARTER</b>						
PHI	201	Introduction to Philosophy	5	0	0	5
ECO	263	Principles of Economics III	3	0	0	3
MUS	200	Survey of Music	5	0	0	5
			13	0	0	13

1991-92

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
PHS	111	Physical Science I	3	3	0	4
POL	201	American Government I	3	0	0	3
ENG	185	Fundamentals of Speech	5	0	0	5
			11	3	0	12
<b>WINTER QUARTER</b>						
PHS	112	Physical Science II	3	3	0	4
POL	202	American Government II	3	0	0	3
ANT	201	General Anthropology	5	0	0	5
			11	3	0	12
<b>SPRING QUARTER</b>						
PHS	113	Physical Science III	3	3	0	4
POL	203	American Government II	3	0	0	3
		Health	5/3	0	0	5/3
			11/9	3	0	12/10

1992-93

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL QUARTER</b>						
ENG	101	Freshman English I	3	0	0	3
PED	101	Physical Fitness and Fundamentals	0	3	0	1
SOC	201	Introduction to Sociology I	3	0	0	3
HIS	101	Western Civilization I	3	0	0	3
			9	4	0	10

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>WINTER QUARTER</b>						
ENG	102	Freshman English II	3	0	0	3
		Physical Education	0	2	0	1
SOC	202	Introduction to Sociology II	3	0	0	3
HIS	102	Western Civilization I	3	0	0	3
			<u>9</u>	<u>2</u>	<u>0</u>	<u>10</u>
<b>SPRING QUARTER</b>						
ENG	103	Freshman English III	3	0	0	3
HIS	103	Western Civilization III	3	0	0	3
		Physical Education	0	2	0	1
MUS	200	Survey of Music	5	0	0	5
			<u>11</u>	<u>2</u>	<u>0</u>	<u>12</u>

**1993-94**

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL</b>						
		Mathematics	5	0	0	5
ECO	261	Principles of Economics I	3	0	0	3
		Literature	5	0	0	5
PSY	211	General Psychology I	3	0	0	3
			<u>16</u>	<u>0</u>	<u>0</u>	<u>16</u>
<b>WINTER</b>						
		Mathematics	5	0	0	5
ART	201	Survey of Art	5	0	0	5
ECO	262	Principles of Economics II	3	0	0	3
PSY	212	General Psychology II	3	0	0	3
			<u>16</u>	<u>0</u>	<u>0</u>	<u>16</u>
<b>SPRING</b>						
PHI	201	Introduction to Philosophy	5	0	0	5
ECO	263	Principles of Economics III	3	0	0	3
		Literature	5	0	0	5
			<u>13</u>	<u>0</u>	<u>0</u>	<u>13</u>

**1994-95**

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<b>FALL</b>						
BIO	101	General Biology I	3	3	0	4
		Elective	3	0	0	3
ENG	185	Fundamentals of Speech	5	0	0	5
			<u>11</u>	<u>3</u>	<u>0</u>	<u>12</u>
<b>WINTER</b>						
BIO	102	General Biology II	3	3	0	4
		Elective	3	0	0	3
ANT	201	Anthropology	5	0	0	5
			<u>11</u>	<u>3</u>	<u>0</u>	<u>12</u>

Course Title	Lec. Hrs.	Lab Hrs.	Shop	
			Clinic Hrs.	Cr. Hrs.
<b>SPRING</b>				
BIO 103 General Biology III	3	3	0	4
Elective	3	0	0	3
Health	<u>5/3</u>	<u>0</u>	<u>0</u>	<u>5/3</u>
	11/9	3	0	12/10

### ASSOCIATE IN FINE ARTS DEGREE REQUIREMENTS

The Associate in Fine Arts degree is recommended for students who plan to transfer to senior colleges or universities to continue study in areas leading to a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science in Art Education.

The Associate in Fine Arts degree program at Rockingham Community College has a concentration in the studio arts. The studio arts program includes courses in color and design, drawing, painting, and composition.

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

	Credit Hours Required
<b>Communications</b>	
English 101, 102, 103	9
<b>Humanities</b>	
Selected from Art 201, English 212, 240, 241, 242, 243, 250, 255; Philosophy 201; Religion 201; Music 200; French 104, 105, 106; English 180 or 185; or Spanish 104, 105, 106	12
<b>Mathematics/Science</b>	
Selected from Mathematics 106, 111, 112, 113, 214; Biology 101, 102, 103, Chemistry 101, 102, 103; or PHS 111, 112, 113	10
<b>Social Science</b>	
Western Civilization 101, 102, 103	9
<b>Fine Arts</b>	
Selected from Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 215, 216	36
<b>Physical Education</b>	
Selected from Physical Education 101 (required) 108, 110, 112, 114, 117, 119, 124, 130, 135, 136A, 137, 150, 155 and 255	3
<b>Electives</b>	
Electives must be in the liberal arts area which are not used to satisfy any of the other requirements	17
	Minimum Total + Credit Hours 96
+ Credit Minimum Grade Point Average (A "2.0" grade average)	

## 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 a four-year institution; however, some 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.

Prior to receiving a degree from RCC, students may transfer credits from the Associate in Arts, Associate in Science, Associate in Fine Arts and/or Associate in Applied Science Degree programs to a General Education program in order to receive the General Education Degree. However, once an associate degree (Arts, Fine Arts and/or Science) has been awarded to a student, such credits **cannot** be transferred to the General Education Degree.

	Credit Hours Required
English and Literature 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
	Minimum
	Total
	+ Credit
Minimum Grade Point Average (A "2.0" grade average)	Hours
	96

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





**CONTINUING  
EDUCATION**

**Rockingham**  
Community College

**1989-90**

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## CONTINUING EDUCATION

In today's fast-changing world, people are learning new skills and interests by taking Continuing Education classes.

Rockingham Community College through its Continuing Education Program offers over 100 classes each quarter based on student need and interest. These classes are offered at the college or other locations in the county. Special interest classes may be taught based upon request.

Any person 18 years or older can enroll in these classes. A list of classes is advertised at the beginning of each quarter.

Registration fees for Continuing Education classes are determined by the State Department of Community Colleges. Book and supply fees are determined by the type of class taught. Required items may be bought at the RCC bookstore. People 65 years and older take these classes free.

Continuing Education Units (CEU's) are awarded upon successful completion of the class. These units are accepted by the Southern Association of Colleges and Schools and may be transferred from one institution to another. These units describe attainment of individual skill training.



# **LITERACY PROGRAMS**

## **ADULT BASIC EDUCATION**

### **Purpose**

The purpose of the Rockingham Community College Adult Basic Education program is to help students build basic skills in reading, speech, writing, and math. This improvement in skills will help in performing daily activities at home, at work, or in the community. Family budgeting, banking, and job skills related to basic education are included in the program at students' requests.

The first step in ensuring a continuing lifelong education, ABE instruction is individualized and is designed to meet students' needs and interests.

### **Entrance Requirements**

Any adult who has not completed the eighth grade or one whose basic skills are below an eighth grade level is eligible. Adults who wish to complete high school but are not ready for Adult High School or GED classes can take the first step toward high school completion in an ABE class.

### **Classes**

Adult Basic Education classes are held in communities throughout the county. Morning, afternoon, and evening classes are offered whenever enough students enroll so that adults who work may attend at their convenience. Additional classes are now being offered in various locations through the use of RCC's Mobile Learning Center.

Additional class sites will be considered whenever eight or more students will be enrolled.

### **English As A Second Language (ESL) Classes**

As part of the adult education program, Rockingham Community College offers English as a Second Language (ESL) classes for non-English native speakers. These classes are designed to help those students who are foreign to the English language to improve their skills in English, especially the spoken language. English as a Second Language classes are offered at any time during the year whenever there are enough students. These classes are held in various communities around the county. ESL classes, like other adult education classes, are open only to adults over 18 years of age.

### **Registration**

A student may register at any time during the year by attending the class site of his/her choice. Adult Basic Education classes have no registration fee, and instructional materials are provided without charge.

## **COMPENSATORY EDUCATION PROGRAM FOR SPECIAL POPULATIONS**

Rockingham Community College offers Compensatory Education classes for clients of group homes and sheltered workshops within the county. These classes are open only to adults with mental retardation. Current Compensatory Education class offerings include the following: consumer education, community living skills, health, language, math, social science, and vocational education.

### **HIGH SCHOOL COMPLETION PROGRAMS**

Persons over 18 years of age may choose one of two methods through which to complete their high school education. A person's long range goals should be considered when he/she is deciding which method to pursue. Those individuals with good reading skills may choose to take the GED examination. Upon successful completion of the GED exam, an individual receives a high school equivalency certificate issued by the state department of education. While the GED is generally the quickest route to a high school credential, it may not be the best for everyone. There are some careers or employment situations that might demand more specialized skills than the GED affords.

For those persons who may not currently have the best reading skills, or for those persons who either prefer to take, or who learn best by taking individual classes in each subject, the Adult High School Program offers more variety and more time in which they can develop the skills necessary to successfully complete the high school requirements. In addition to completing the required adult high school courses, students must also pass the state competency tests in reading, writing, and math before receiving their diploma. More extensive descriptions of these two programs follow.

### **ADULT HIGH SCHOOL**

#### **Purpose**

The purpose of the Adult High School Program offered by Rockingham Community College by agreement with the Rockingham County Public Schools is to provide an opportunity for those persons over 18 years of age who have not completed high school to participate in and to complete a high school program of study. Once a person successfully completes the required courses and the state competency test, he/she will be entitled to receive the Adult High School Diploma. Successful recipients will then be able to use that Adult High School Diploma to enroll in college or to continue whatever pursuits they choose.

#### **Minor Applicants with Special Needs**

Provision is made whereby in limited cases, 16 and 17-year-old minors may be accepted into the Adult High School Program if they are considered to be students with special needs which cannot be met in the public schools. Each

such case will be considered on a case-by-case basis, and only those individuals for whom the Adult High School Program seems the best alternative will be accepted. Each special needs applicant must provide RCC with a notarized petition completed by the minor's parent(s) or guardian(s) which certifies the minor's date of birth, date of leaving public school, place of residence, and the petitioner's legal relationship to the minor. The petition must also be accompanied by an official letter from the appropriate public school superintendent which grants the release of the minor from the school system and which clearly sets forth the special need of the student. Such applicants will only be accepted if space is available, so as not to deprive a qualified adult a space in a class. It is preferred that special needs applicants be at least seventeen before being released for the Adult High School Program.

### **Other Minor Applicants**

Those 16 and 17 year old minors who have already been separated from the public school for more than six months may apply for admittance to the Adult High School Program provided that they present a notarized petition completed by the applicant's parent(s) or guardian(s). This petition must certify the minor's date of birth, date of leaving public school, place of residence, and the petitioner's legal relationship to the student. Such applicants will only be accepted if space is available, so as not to deprive a qualified adult a space in a class.

### **Classes**

There are two tracks from which the Adult High School Student may choose. Generally, day classes meet either Monday and Wednesday, or Tuesday and Thursday mornings, for three hours each meeting (9:00-11:50 A.M.). Evening classes usually meet either Monday and Wednesday, or Tuesday and Thursday evenings, for 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**

Each applicant for the Adult High School Program must present an Official Transcript of his/her previous high school work. Credit may be given for certain of the required units in science and U.S. history completed previously in high school. Such credit will be given only after receiving the Official Transcript. No credits will be accepted for courses with grades lower than a "D", nor will credits be given for courses completed below the 9th grade.

### **Completion of the Adult High School Program**

The focus in the Adult High School Program is on skills in English and math, and on the completion of a certain number of courses in science and social studies. Upon entrance into the program, the student will be tested in the areas of English, math, and reading to determine his/her entry level skills. Through

this placement testing, a student may thus 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 Official Transcript of previous high school work in U.S. history and science.

There is no definite length of time for the completion of the Adult High School Program. A student entering the program with no credit from previous high school work who has skills enough to be placed directly into English, math, and social studies courses can generally expect to complete the Adult High School Program in six quarters or eighteen months provided that he/she takes at least two courses each quarter and passes each the first time it is taken. Students who demonstrate a need to develop entry level skills in English, math, or reading should expect to be in the program longer than six quarters.

### **Fees**

Adult High School has no registration fee; however, students are required 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 (GED) PROGRAM**

### **Purpose**

General Education Development classes are offered to acquaint students with the structure, format, and content covered on the GED tests. The purpose of these classes is to help students to review the basic principles of mathematics, spelling, grammar, and usage, and to practice reading and interpreting materials in general information areas, literature, science, and social studies. A review of test-taking skills and strategies is generally emphasized.

The focus and length of the classes may vary according to the skills of the students. Both group and individualized instruction methods are used in classes, and students are encouraged to concentrate their study in those areas where their skills are weakest.

### **Entrance Requirements**

Any adult 18 years of old or older who has not completed a high school program of study and whose reading and other skills are such that only a review is necessary before he/she takes the GED tests is eligible for these classes or for taking the exam.

Rockingham Community College will not give the GED Exam to an individual who is not 18 years of age unless his/her 9th grade class has graduated, except in the following situations required by the Administrative Code 2E.0303:

1. The person is an emancipated minor.
2. The person is a new resident of Rockingham County and dropped out of high school before moving here.
3. The person is a prison inmate.
4. The person is enrolled in the Job Corps Program.
5. Under certain limited conditions 16 or 17 year old minors may be allowed to take the GED tests for the High School Equivalency Certificate under the following conditions:
  - A. Student presents a notarized petition completed by his parent(s) or guardian(s) which certifies date of birth, place of residence, date of separation from public school, and petitioner's relationship to the minor.
  - B. The final release would be from the appropriate superintendent.

\*\*\*The State Board of Education, the North Carolina Community College System and Rockingham Community College encourage all persons to complete high school rather than seek testing for the High School Equivalency Certificate (GED).\*\*\*

### **Classes**

General Education Development (GED) classes are held weekly at various times and sites in communities throughout the county.

### **Pretest**

An individual may pretest for the GED weekdays between 8:30 and 2:30 in the Administration Building located in room 144 on the RCC campus.

### **GED Exam**

The GED exam is given two or more times per month. The cost for taking the GED exam is currently \$7.50.

### **Registration**

A GED student may register at any time during the year by attending the class site of his/her choice. GED classes have no registration fee; however, instructional materials may need to be purchased. Cost of instructional books vary but usually do not exceed \$10.00

## **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. Among the courses offered are the following:

Conversational Spanish	Law for Everyone
Conversational French	Music Appreciation
Estate Planning	Rockingham County History
Health and Wellness	World Religions

## 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. Among the courses offered are:

Chair Caning	Landscape Design
Chainsaw Maintenance and Repair	Microwave Cooking
Cooking With Chicken	Oriental Stir Fry
Country Cooking and Baking	Pasta Making
Country Curtains Construction	Picture Framing
Crocheting	Reupholstery
Furniture Refinishing	Serging
Gardening	Small Gasoline Engine Repair and Maintenance
Healthy Heart Cooking	Wallpaper Hanging
Interior Decorating & Design	Wicker Repair
Knitting	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. Among the courses offered are:

Basketweaving	Painting With Oils (Beginning, Advanced)
Bluegrass Banjo	Party Foods
Bonsai for Beginners	Personal Photography (Beginning, Advanced)
Cake Decorating	Porcelain Doll Making
Counted Cross Stitch	Smocking
Christmas Crafts	Stained Glass
Defensive Living for Women	Sweatshirt Painting
Decorating the Inside With the Outside (Spring, Summer, Fall, Winter)	Tatting
Embroidery	Tole Painting
Firearms Safety	Vocal Music
Floral Design (Beginning, Advanced)	Voice Techniques

## OCCUPATIONAL TRAINING

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. Among the courses offered are the following:

Basic Computer Understanding	Welding Techniques
Word Processing	Law Enforcement Training
Cabinet Making	Notary Public Education
CPR	Private Pilot Ground Training

EMT  
First Responder  
Fire Service Training  
Nursing Assistant  
Insurance Agents Pre-Licensing Program

Taxidermy  
Small Business Management  
Teacher Certificate Renewal Training  
Typing

## COMMUNITY EDUCATION PROGRAM

The Community Education program is operated jointly by Rockingham Community College and local school systems throughout the county. A wide variety of courses ranging from income tax preparation to country folkart painting to beginners' welding are offered at a number of locations, from schools to town recreation centers, in Reidsville, Eden, Madison-Mayodan, Williamsburg, Wentworth 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 Continuing Education office at Rockingham Community College or the Community Schools offices at the school administration buildings in Reidsville, Madison-Mayodan, Wentworth, and Eden.

## HUMAN RESOURCES DEVELOPMENT PROGRAM

### Job Training

Human Resources Development called HRD is designed to help those who are unemployed, get a job and keep it. No special education or experience is required, only the **desire** to work.

For three weeks, students attend Monday through Friday from 8:30 a.m. to 3:00 p.m. During the three week session Human Resources Development Can Help **YOU**.

### FIND OUT HOW TO:

- Set personal goals
- Build Self-Confidence
- Discover interests & abilities
- Communicate better

### LEARN TO:

- Write an effective resume
- Fill out a job application
- Prepare for job interviews
- Find and keep a good job

### HRD INCLUDES:

- Job getting & keeping skills
- Personal Growth
- Career Planning
- Tours of local industry

## **WILL HRD HELP YOU LOOK FOR A JOB?**

Job placement assistance and counseling are available at no cost for one year.

There is **no** registration fee. Call HRD at (919) 342-4261, Extension 124, Monday through Friday 8:00 a.m. to 5:00 p.m.

### **JOB TRAINING PARTNERSHIP ACT**

#### **J.T.P.A.**

The Job Training Partnership Act is a federally funded program located in the Administration Building at Rockingham Community College. JTPA's goal is to help the unemployed get back on the job.

It is designed to help a wide variety of people including high school drop-outs, single parents, displaced homemakers, women, men, minorities, heads of households, veterans, public assistance recipients, and the handicapped.

Programs offered at Rockingham Community College through JTPA funding include:

HRD—Human Resources Development (Job seeker training)

AHS—Adult High School

ABE—Adult Basic Education

GED—General Education Development

Skills Training—Short term training to teach you a new job skill in areas where possible openings are available.

Possible training include:

\* Industrial Sewing

\* Electronic Cashier Training

\* Nurses-Aide/Geriatric Nursing Assistant

\* Welding

Institutional/OJT—Short-term classroom training followed by On-The-Job Training.

The Job Training Partnership Act program can assist eligible individuals with books, tuition, a daily allowance and child care expenses. Help is also available in finding employment.

If interested call 342-4261, ext. 145.

“WE CARE”



## COURSE DESCRIPTIONS

Rockingham  
Community College

1989-90





**AHS 2001 GENERAL MATH II****6-0-0-6**

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

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

A course designed primarily to give a student a broad overview of the political, economic, and social development of the United States from its beginnings to the Civil War.

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

This course is a continuation of the broad overview of the political, economic and social development of the United States begun in American History I. This course covers the period from post Civil War Reconstruction through the present.

**AHS 2001 INTRODUCTION TO THE SOCIAL SCIENCES****6-0-0-6**

This course introduces the student to psychology, sociology, economics, and geography. 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 2001 GOVERNMENT AND CIVIC RESPONSIBILITY****6-0-0-6**

This course is designed to give the student an overview of the structure and function of our political system on the federal, state, and local levels; to develop an understanding of the rights, duties, and responsibilities of an American citizen in today's impersonal and technological society; and to impress upon the student the importance to future generations of one's setting an example as a responsible citizen.

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

This course focuses on the fundamentals of physical science. Topics to be covered include 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 2001 GENERAL SCIENCE II****6-0-0-6**

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 applications of these concepts in life situations.

**AHS 2001 ADULT BASIC SKILLS LAB****6-0-0-6**

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 the social studies 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.

**AIR CONDITIONING****AHR 1101 AUTOMOTIVE AIR CONDITIONING****2-0-3-3**

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, troubleshooting, adjustments, and general servicing procedures are included. Safety and proper handling of refrigerants used in charging the system are stressed.

**AHR 1121 PRINCIPLES OF REFRIGERATION****4-0-12-8**

An introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of the component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and ductwork is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed.

**AHR 1121A PRINCIPLES OF REFRIGERATION A****2-0-6-4****AHR 1121B PRINCIPLES OF REFRIGERATION B****2-0-6-4****AHR 1123 PRINCIPLES OF AIR CONDITIONING****4-0-12-8**

Course covers various heating, cooling, and ventilating systems, and the investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining equipment needs to produce optimum temperature and humidity control. Air conditioning equipment is selected, assembled, installed, wired, calibrated, and tested. Sizing, installing, and balancing of ductwork is performed as needed.

**AHR 1123A PRINCIPLES OF AIR CONDITIONING A****2-0-6-4****AHR 1123B PRINCIPLES OF AIR CONDITIONING B****2-0-6-4****AHR 1115 FUNDAMENTALS OF HEATING****2-0-6-4**

An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection, and maintenance, solar heating and heat distribution systems.

**AHR 1124 AIR CONDITIONING, HEATING, AND REFRIGERATION SERVICING****3-0-6-5**

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioning space. Shop work involves locating and correcting equipment failures and controlling, testing, and adjusting heating and cooling equipment to maximize energy conservation. Prerequisite: AHR 1123.

**AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION****3-0-6-5**

Domestic refrigeration servicing of conventional, and hermetic systems. Cabinet care, controls, and system maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. Manufacturer's catalogs are used in sizing and matching system components and a study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

**AHR 1126 ALL YEAR COMFORT SYSTEMS****3-0-6-5**

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil fired, gas fired, water circulating, electric-resistance and an introduction to solar heating and cooling systems. Specialized controls required for all year comfort systems, preventive maintenance, and balancing are included in the course. Prerequisite: AHR 1123, AHR 1128.

**AHR 1128 AUTOMATIC CONTROLS****3-0-6-5**

Types of automatic controls and their function in heating and cooling systems. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling along with zone controls, unit heater and ventilator controls, commercial fan system controls, commercial refrigeration controls, and radiant panel controls.

**ARCHEOLOGY****ARC 201 INTRODUCTION TO ARCHAEOLOGY****5-0-0-5**

An introduction to archaeology that surveys the historical background of archaeology and introduces the student to the major fields of archaeology: Old World and New World, the Middle East, Classical, and Historic. The student will be introduced to basic archaeological techniques, laboratory procedure, and field experience.

## ANTHROPOLOGY

### ANT 201 GENERAL ANTHROPOLOGY 5-0-0-5

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 3-3-0-3

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.

### ART 102 BASIC DESIGN II 2-4-0-3

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.

### ART 104 DRAWING I 2-4-0-3

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.

### ART 105 DRAWING II 2-4-0-3

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.

### ART 106 DRAWING III 2-4-0-3

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.

### ART 201 SURVEY OF ART 5-0-0-5

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 2-4-0-3

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.

### ART 207 INTRODUCTION TO STUDIO PAINTING 2-4-0-3

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 208 STUDIO PAINTING I 2-4-0-3

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.

### ART 209 STUDIO PAINTING II 2-4-0-3

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.

**ART 214 INTRODUCTION TO POTTERY 2-4-0-3**

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.

**ART 215 POTTERY II 2-4-0-3**

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.

**ART 216 POTTERY III 2-4-0-3**

Pottery III is designed to instruct students in more complex forms of pottery, the use of larger forms, glaze calculation and kiln firing. Upon the completion of the course each student will have a finished product of either a large bowl, teapot or casserole dish.

### **APPLIED THINKING SKILLS**

**ATS 101 APPLIED THINKING SKILLS 3-0-0-3**

ATS 101 is a cognitive skills-oriented course intended for all students who want to systematically improve their abilities to think critically, to reason with information, and to solve verbal problems that they encounter. Students will be introduced to the six basic thinking skills and then will be shown how to apply these skills to nonacademic and academic type studies, particularly in reading/language arts. Students who learn to use this strategic reasoning should also develop greater self-confidence and an improved self-image.

### **AUTOMOTIVE BODY REPAIR**

**AUB 1100 AUTO BODY REPAIR I 4-0-12-8**

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 1100A AUTO BODY REPAIR 1A 2-6-0-4**

**AUB 1100B AUTO BODY REPAIR 1B 2-6-0-4**

**AUB 1102 AUTO BODY REPAIR II 4-0-12-8**

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 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 1102A AUTO BODY REPAIR IIA 2-0-6-4**

**AUB 1102B AUTO BODY REPAIR 11B 2-0-6-4**

### **BIOLOGY**

**BIO 101 GENERAL BIOLOGY I 3-3-0-4**

A study of attitudes toward science, basic chemistry of life, structure and functioning of cells and cell division, general concepts of energy, photosynthesis, respiration, meiosis and Mendelian genetics, gene expression and DNA. (The laboratory must be taken concurrently.)

**BIO 102 GENERAL BIOLOGY II 3-3-0-4**

A study of evolution, viruses, survey of the monera, protista, fungi, plant kingdoms, plant growth and development, transport and response mechanisms in plants, and survey of the animal kingdom. (The laboratory must be taken concurrently.) Prerequisite: BIO 101 or instructor's permission.

**BIO 103 GENERAL BIOLOGY III 3-3-0-4**

A study of vertebrate body organization, nervous and chemical control, homeostasis, digestion and nutrition, gas exchange, circulation immunity, reproduction development, behavior and ecology. (The laboratory must be taken concurrently.) Prerequisite: BIO 102 or instructor's permission.

**BIO 104 MICROBIOLOGY 3-4-0-5**

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 or instructor's permission.

**BIO 105 HUMAN ANATOMY AND PHYSIOLOGY I 3-4-0-5**

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 or instructor's permission.

**BIO 106 HUMAN ANATOMY AND PHYSIOLOGY II 3-4-0-5**

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 or instructor's permission.

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

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

**BIO 120 NATURE STUDY 2-2-0-3**

An outdoor-oriented course designed to help individuals interested in the natural environment 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: succession, geology, soils, trees and forests, mountains and highlands, sea and shore, lakes and rivers and birds.

**BLUEPRINT READING**

**BPR 1131 INTRODUCTION TO BUILDING TRADES BLUEPRINT READING 2-2-0-3**

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, threeview 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 2-2-0-3**

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.

**BPR 1133 BLUEPRINT READING: AIR CONDITIONING 1-2-0-2**

A specialized course in blueprint reading for the air conditioning, heating, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems. Prerequisite: DFT 1104.

**BPR 1150 BLUEPRINT READING: MECHANICAL****2-2-0-3**

Interpretation of industrial blueprints (detail and assembly drawing) including multiviews, pictorials, sections, auxiliaries, dimensions, tolerances, specifications, and symbols in English and metric formats.

*See also Drafting.*

**BUSINESS****BUS 101 INTRODUCTION TO BUSINESS****5-0-0-5**

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****1-4-0-3**

Introduction to typewriting fundamentals, mastery of the keyboard, simple business correspondence, tabulation, and a minimum speed requirement of 25 words per minute.

**BUS 103 TYPEWRITING II****1-4-0-3**

Continuation of BUS 102 through intermediate levels of typewriting proficiency involving business correspondence, forms, tabulations, rough drafts, and ultimate minimum speed requirement of 35 words per minute. Prerequisite: BUS 102 or equivalent.

**BUS 104 TYPEWRITING III****1-4-0-3**

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 45 words per minute. Prerequisite: BUS 103 or equivalent.

**BUS 106 SHORTHAND I****4-2-0-5**

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

**BUS 107 SHORTHAND II****4-2-0-5**

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****4-2-0-5**

Advanced shorthand-increased emphasis on dictation and transcription with work in specialized areas. Much time is spent in increasing vocabulary and enlarging student's background. Minimum dictation speed of 60 words per minute is recommended. Prerequisite: BUS 107 or equivalent.

**BUS 109 MACHINE TRANSCRIPTION I****3-2-0-4**

Beginning study of machine transcription with emphasis on efficient operation of the equipment and good transcribing techniques. Prerequisites: BUS 102, ENG 100.

**BUS 110 OFFICE MACHINES****1-4-0-3**

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 118 TERMINOLOGY—EXECUTIVE****2-2-0-3**

This course develops an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business and professional offices. Minimum keyboarding skills recommended.

**BUS 118L TERMINOLOGY—LEGAL****2-2-0-3**

This course develops an understanding of the terminology and vocabulary appropriate to the course of study as it is used in the legal office. Minimum keyboarding skills recommended.

**BUS 118M TERMINOLOGY—MEDICAL****2-2-0-3**

This course develops an understanding of the terminology and vocabulary appropriate to the course of study as it is used in the medical office.

**BUS 120 PRINCIPLES OF ACCOUNTING I****3-2-0-4**

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

**BUS 121 ACCOUNTING II****3-2-0-4**

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****3-2-0-4**

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 120 with a grade of "C" or better.

**BUS 125 PERSONAL FINANCE****3-0-0-3**

A study of the fundamental concepts of personal budgeting and accounting; borrowing money; buying on credit; saving and the wise investing of savings; insurance; home ownership; and planning for retirement.

**BUS 134 PERSONAL DEVELOPMENT****3-0-0-3**

This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Areas of study include physical control and visual poise; personal grooming and makeup application (women only); wardrobe selection; communication skills; social and business etiquette; techniques for getting a job, handling a job efficiently and relating to employers and co-workers.

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

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****3-0-0-3**

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****3-0-0-3**

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. Prerequisite: BUS 162, 163.

**BUS 183 RECORDS MANAGEMENT****2-2-0-3**

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 204 TYPEWRITING—SPEEDBUILDING****1-2-0-2**

High-level skill is developed through selected intensive skill-building practice. Minimum speed requirement of 50 words a minute upon completion. Prerequisite: 45 words a minute recommended.



Other Court Actions, electronic office machine, selected software, and specific projects that relate to the the legal office. Prerequisite: BUS 102 or equivalent.

**BUS 214M SECRETARIAL PROCEDURES—MEDICAL 2-4-0-4**

The course is designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Units covered are: The Medical Office, Health and Accident Insurance, Financial Records, Communications, Billing and Collections, electronic office machine, selected software, and specific projects that relate to the medical office. Prerequisite: BUS 102 or equivalent.

**BUS 215 MACHINE TRANSCRIPTION II 3-2-0-4**

Continuation of BUS 109 through intermediate skill level with emphasis on setting up letters, manuscripts, etc., and firming transcription competencies. Prerequisites: BUS 109 or equivalent.

**BUS 216 MACHINE TRANSCRIPTION III 3-2-0-4**

This course is designed to give further training in the fundamentals of machine transcription as well as emphasis on correspondence, forms, and documents as appropriate to the course of study. Prerequisite: BUS 215.

**BUS 216L MACHINE TRANSCRIPTIONIST III—LEGAL 3-2-0-4**

This course is designed to give further training in the fundamentals of machine transcription as well as emphasis on correspondence, forms and documents as appropriate to the course of study. Prerequisite: BUS 215.

**BUS 216M MACHINE TRANSCRIPTIONIST III—MEDICAL 3-2-0-4**

This course is designed to give further training in the fundamentals of machine transcription as well as emphasis on correspondence, forms and documents as appropriate to the course of study. Prerequisite: BUS 215.

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

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 3-0-0-3**

A continuation of BUS 220. Prerequisite: BUS 220.

**BUS 222 INTERMEDIATE ACCOUNTING III 3-0-0-3**

A continuation of BUS 221. Prerequisite: 221.

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

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 227 INCOME TAX I 3-2-0-4**

Principles of federal taxation relating to corporation income taxes and partnership returns. Payroll tax reporting problems and returns will be assigned as laboratory work. Prerequisite: BUS 120.

**BUS 228 INCOME TAX II 3-2-0-4**

Principles of federal taxation relating to individual income taxes with emphasis on minimization of personal tax liability and preparation of personal tax returns.

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

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.

- BUS 234 PRINCIPLES OF MANAGEMENT 5-0-0-5**  
 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 241 PRINCIPLES OF MARKETING 5-0-0-5**  
 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 the 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 242 MARKETING AND MERCHANDISING 3-0-0-3**  
 Course prepares the student to develop markets for completed work including displaying, mass merchandising, custom sales, and advertising.
- BUS 243 ADVERTISING 3-0-0-3**  
 The function of advertising in moving merchandise from manufactures to consumer. Problems in advertising, selection of media, timing, and cost considerations.
- BUS 247 BUSINESS INSURANCE 3-0-0-3**  
 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 248 BUSINESS OPERATIONS 3-0-0-3**  
 A step-by-step presentation of the operational procedures used by an owner in starting and/or operating a small business firm. Business forms, record keeping, loans, insurance, taxation, as well as selling and distribution will be given special attention.
- BUS 251 BUSINESS LAW I 4-0-0-4**  
 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, sales, personal property, bailments, commercial paper, torts, consumer protection, labor, and legal aspects of business organizations.
- BUS 252 BUSINESS LAW II 4-0-0-4**  
 A continuation of BUS 251. Prerequisite: BUS 251.
- BUS 258 BUSINESS FINANCE 3-0-0-3**  
 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. Corequisites: ECO 263, BUS 121.
- BUS 271 OFFICE MANAGEMENT 3-0-0-3**  
 The student will study and apply the fundamental principles and practices of office management. Emphasis is on the role of office management, including functions, office automation, planning, controlling, organizing and making judgments and decisions based on the nature and size of the business and experience of the manager.
- BUS 272 AUDITING 5-0-0-5**  
 Theory and practice of professional and internal auditing standards including the preparation of working papers, audit reports, and the evaluation of the system of internal control. Prerequisite: BUS 220. Corequisite: BUS 221.

**BUS 273 WORD PROCESSING CONCEPTS****4-0-0-4**

Word Processing Concepts will familiarize students with the historical development as well as the state of the art of office automation: word processing, data processing; telecommunications; the information processing cycle from origination through processing, distribution/communication, storage and retrieval; hardware and software; and ergonomics (how the office environment relates to people). Careers and future directions in the market place are given good coverage.

**BUS 274 WORD PROCESSING APPLICATIONS I****3-2-0-4**

Word Processing Applications I is designed for students who have mastered basic keyboard skills and typewriting operations, who are familiar with the styles and formats for typing common business correspondence and reports, and who wish to gain proficiency in the basic word processing operations required in entry-level positions in word processing. Topics will include creating a document, revising a document, printing, and storage. Specialized vocabulary of the word processing field is emphasized. Prerequisite: BUS 102 or equivalent.

**BUS 275 WORD PROCESSING APPLICATIONS II****3-2-0-4**

This course is designed to train students in the advanced functions of a text-editing/word processing system. Emphasis will be placed upon accuracy in production as well as skills in editing and formatting. Prerequisite: BUS 274.

**BUS 1103 BUSINESS OPERATIONS****3-0-0-3**

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****2-0-0-2**

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****2-2-0-3**

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****3-0-3-4**

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****5-0-15-10**

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 cuttings 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****4-0-12-8**

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****2-2-0-3**

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 1173 CARPENTRY IV****0-0-12-4**

Designed for the student with previous carpentry study, Carpentry IV offers information and application on special finish carpentry and other complex carpentry projects. This elective will increase knowledge and experience in the more difficult and skilled areas of carpentry. Prerequisite: Carpentry III.

**CAR 1173A CARPENTRY IVA****0-0-6-2****CAR 1173B CARPENTRY IVB****0-0-6-2****CAR 1181 INSULATION AND SOUNDPROOFING****2-0-0-2**

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 099 PRE-COLLEGE CHEMISTRY****3-0-0-3**

A one-quarter, non-credit introduction to chemistry concepts for those students who lack high school chemistry, or who need a general review previous to beginning credit chemistry. Topics to be discussed will be determined by the needs of the class but may be chosen from among: the nature of chemistry, chemistry calculations, types of chemical forces and interactions, nomenclature of simple inorganic compounds, the mole, chemical reaction types, mass relationships in chemical processes.

**CHM 100 PROBLEM SOLVING IN GENERAL CHEMISTRY****1-2-0-2**

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****3-3-0-4**

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. Corequisites: CHM 100, Math beyond 103.

**CHM 102 GENERAL CHEMISTRY II****3-3-0-4**

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****3-3-0-4**

Third quarter college chemistry lecture and laboratory for students planning to study in the field on 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 electro-mechanical cells, spontaneity and extend of redox reactions. Prerequisite: CHM 102.

**CHM 114 INTRODUCTION TO INORGANIC CHEMISTRY 3-3-0-4**

A one-quarter introduction to chemistry concepts for majors in fields requiring no more than one year of chemistry. Topics to be considered will be chosen from: methods and measurements, matter and energy, elements and compounds, radioactivity, chemical bonds, states of matter, chemical reactions, aqueous solution chemistry, colloids, acids and bases. (Students may not receive credit for both CHM 114 and PHS 111.) Prerequisite: MAT 102.

**CHM 115 INTRODUCTION TO ORGANIC CHEMISTRY 3-3-0-4**

A one-quarter introduction to organic chemistry concepts for majors in fields requiring no more than one year of chemistry. Topics to be discussed will be chosen from among the following: aliphatic and aromatic hydrocarbons (structure and reactions), organic halides in substitution and elimination reactions, the oxygen and nitrogen containing functional groups, polyfunctional compounds. Prerequisite: CHM 114 or consent of instructor.

**CHM 116 INTRODUCTION TO BIOCHEMISTRY 3-3-0-4**

A one-quarter introduction to biochemistry concepts for majors in fields requiring no more than one year of chemistry. Topics to be discussed will be chosen from among the following: the structure, function and reactions of carbohydrates, lipids, amino acids and proteins; nucleic acids, enzymes, energy transfer and metabolism. Prerequisite: CHM 115 or consent of instructor.

### COOPERATIVE EDUCATION

#### Technical

COE 101	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 102	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 103	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 104	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 106	COOPERATIVE WORK EXPERIENCE	0-0-10-1
COE 107	COOPERATIVE WORK EXPERIENCE	0-0-10-1

#### Vocational

COE 1101	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 1102	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 1103	COOPERATIVE WORK EXPERIENCE	0-0-20-2
COE 1104	COOPERATIVE WORK EXPERIENCE	0-0-10-1
COE 1105	COOPERATIVE WORK EXPERIENCE	0-0-10-1
COE 1106	COOPERATIVE WORK EXPERIENCE	0-0-10-1
COE 1107	COOPERATIVE WORK EXPERIENCE	0-0-10-1

Cooperative work experience is a practicum in which a student works in a position related to his/her curriculum or career interest and for an employer selected and/or approved by the College. The course provides an introduction to work experience and presents the student with the opportunity to apply classroom theory and laboratory/shop training to the actual work situation. The work must be done during the quarter in which the student is registered.

The student is supervised periodically by an instructor designated by the Department Chairperson. The number of work experience hours a student may take in lieu of specific major courses is identified in the program description of the catalog. Prerequisite: Completion of 6 quarter hours of major courses.

### COSMETOLOGY

**COS 1150 COSMETOLOGY I 5-0-0-5**

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 LAB 0-0-24-8**

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

**COS 1160 COSMETOLOGY II 5-0-0-5**

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 0-0-24-8**

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 5-0-0-5**

Provides a foundation for 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 0-0-21-7**

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 5-0-0-5**

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 0-0-24-8**

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

**COS 1190 COSMETOLOGY V 5-0-0-5**

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 0-0-24-8**

The course is a continuation of COS 1181.

## DESIGN

**DES 101 DESIGN AND DRAFTING I 0-0-6-2**

An introductory course in basic design concepts to include function, form, materials, colors, and styles as they relate to furniture and cabinetry construction with an emphasis on turned objects. Drafting techniques will be incorporated as the design concepts are converted into working drawings.

**DES 102 DESIGN AND DRAFTING II 0-0-6-2**

A course designed to incorporate the concepts learned in DES 102 into a study of period furniture designs with special emphasis on carvings, intricate relief work and the role of grain structure in design.

**DES 103 DESIGN AND DRAFTING III 0-0-6-2**

A course in which the student will demonstrate an ability to develop new and creative designs of furniture and cabinetry. Creative design project will be constructed in WWK 114.

## DRAFTING

**DFT 101 DRAWING & SKETCHING 0-0-6-2**

Fundamentals of construction blueprint reading, various drawing techniques such as orthographic, isometric and perspective, shading, line drawings and composition will be introduced.

**DFT 102 DRAWING, SKETCHING, BASIC DESIGN 0-0-6-2**

Fundamentals of construction drafting, concepts, including basic design, proportion, color components and materials used in design.

**DFT 1101 INDUSTRIAL SPECIFICATIONS 1-0-0-1**

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 1102 INDUSTRIAL SPECIFICATIONS 2-0-0-2**

An introduction to the use of the *Machinery Handbook*, as it applies to Industrial Maintenance, in identifying used parts and specification for replacement parts. Topics to be considered will be chosen from the following: math tables, gears, fasteners, fits, keys-keyseats-keyways, belts, chains, rigging, shafts, pipe, speed-feeds for machining, standards for electric motors.

**DFT 1103 TECHNICAL SKETCHING AND DRAWING 1-2-0-2**

Visualization and sketching using multi-view and pictorial representations; study of line types, basic dimensions and measuring systems; introduction to instrument drawing and drawing reproduction.

**DFT 1104 BLUEPRINT READING: MECHANICAL I 1-2-0-2**

Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures, and notes. Prerequisite or corequisite: MAT 1101.

**DFT 1105 BLUEPRINT READING: MECHANICAL II 1-2-0-2**

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 1-2-0-2**

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 1-2-0-2**

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 1-2-0-2**

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 1-2-0-2**

Study of actual shop and construction drawings. Students 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. Corequisite: Welding 1143.

**DFT 1120 BLUEPRINT READING: WELDING IV 1-2-0-2**

Study 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. Corequisite: Welding 1144.

**DFT 1130 COMPUTER AIDED DESIGN & MACHINING 2-6-0-5**

A beginning level course in computer aided drafting and design using CADKEY software. Fundamental principles of CAD will be covered. Each student will produce drawings of parts to be machined on CNC lathes and milling machines. These drawings will be saved for use in MEC 1137 where CNC codes will be generated and machined parts produced.

**DFT 1814 ELECTRICAL BLUEPRINT READING II****1-2-0-2**

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.

*See also Blueprint Reading.*

**ECONOMICS****ECO 101 CONSUMER ECONOMICS****3-0-0-3**

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****3-0-0-3**

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****3-0-0-3**

A continuation of ECO 261.

**ECO 263 PRINCIPLES OF ECONOMICS III****3-0-0-3**

A continuation of ECO 262.

**ELECTRONIC DATA PROCESSING****EDP 102 INTRODUCTION TO BUSINESS DATA PROCESSING****4-2-0-5**

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****5-2-0-6**

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****3-2-0-4**

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****5-0-0-5**

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 151 PC SOFTWARE I****2-2-0-3**

This course is designed as introductory level instruction in the use of word processing software on personal computers. A current version of software will be selected to be featured in the course. Assignments will include topics such as creating, editing, saving and printing documents; form letters; and reports with columns. Previous computer experience is helpful but not required. Prerequisite: BUS 102 or equivalent.

**EDP 152 PC SOFTWARE II****2-2-0-3**

This course is designed as introductory level instruction in the use of Electronic Spreadsheet Software on personal computers. A current version of software will be selected to be featured in the course. Assignments will include the generation of business related forms or reports such as periodic sales, or production reports, various tax forms, or budgets. Previous computer experience is helpful but not required.

**EDP 153 PC SOFTWARE III****2-2-0-3**

This course is designed as introductory level instruction in the use of Data File software on personal computers. A current version of software will be selected to be featured in the course. Assignments will include topics such as creating, adding to, deleting from, searching, and sorting data. Previous computer experience is helpful but not required.

**EDP 154 PC SOFTWARE IV****2-2-0-3**

This course is designed as introductory level instruction in the use of accounting software on personal computers. A current version of software will be selected to be featured in the course. Assignments will include topics such as journalizing transactions, financial statements, and depreciation. Previous computer experience is helpful but not required. Prerequisite: BUS 120.

**EDP 155 PC SOFTWARE V****2-2-0-3**

An advanced level course to train students in the use of a word processing software package on a personal computer. Assignments will include time-saving features and using the software manual. Emphasis will be on accuracy in production and utilizing advanced techniques, as well as formatting and editing skills. Prerequisite: EDP 151.

**EDP 200 COMPUTER SYSTEMS****3-0-0-3**

A study of computer systems including the concepts of job scheduling, operating systems, multi-programming, teleprocessing, file organization, and job control language. Prerequisite: EDP 111.

**EDP 220 COBOL PROGRAMMING I****4-2-0-5**

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****4-2-0-5**

A continuation of the study of COBOL. Includes more complex COBOL instruction and techniques. Prerequisite: EDP 220.

**EDP 222 COBOL Programming III****4-2-0-5**

This is a continuation of COBOL PROGRAMMING II. The student will work with more complex instructions and logic. Topics will include internal SORT procedures, updating sequential files, using and updating indexed files, subroutines and precoded statements, creating appropriate test data, and programming for on-line processing. Prerequisite: EDP 221.

**EDP 225 RPG PROGRAMMING****4-2-0-5**

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****4-2-0-5**

A study of the overall systems analysis and design process. Emphasis in this course is on the analysis phases of a System Development Life Cycle. Students choose a business application as a project and apply the learned concepts, tools, and techniques to a practical problem. This project carries over to EDP 231 for completion. Prerequisite: EDP 221, EDP 200.

**EDP 231 SYSTEMS ANALYSIS AND DESIGN II****4-4-0-6**

A continuation of Systems Analysis and Design I. Emphasis in this course is on the design and implementation phases of a System Development Life Cycle. As a practical application of the learned concepts, tools, and techniques, the students will complete the design and implementation of the business system chosen for a project in EDP 231. Prerequisite: EDP 230.

**EDP 250 ASSEMBLY LANGUAGE PROGRAMMING**

**4-2-0-5**

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.

**EDUCATION**

**EDU 1007 CREATIVE ACTIVITIES IN MUSIC**

**3-2-0-4**

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.

**EDU 1009 CREATIVE ACTIVITIES IN ART**

**3-2-0-4**

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.

**EDU 1010 SPECIAL PROBLEMS IN CHILD CARE WORKER PROGRAM**

**3-0-0-3**

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.

**EDU 1013 WORKING WITH PARENTS**

**3-0-0-3**

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**

**3-0-0-3**

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**

**3-0-0-3**

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.

**EDU 1019 CHILDREN'S LITERATURE**

**3-0-0-3**

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 plan in the total program for children. The student completing the course will have a wide repertoire of children's stories and a working knowledge of children's books.

**EDU 1020 HUMAN GROWTH AND DEVELOPMENT I**

**3-0-0-3**

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.

**EDU 1021 HUMAN GROWTH AND DEVELOPMENT II**

**3-0-0-3**

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.

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

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. Prerequisite: EDU 1020 and EDU 1021.

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

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.

**EDU 1025 AUDIO-VISUAL AND INSTRUCTIONAL EQUIPMENT AND MATERIALS 1-2-0-2**

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.

**EDU 1026 BASIC NUTRITION AND NUTRITION EDUCATION 3-0-0-3**

Designed to provide training for child care providers in sound principles of basic nutrition and nutrition education activities for preschool children by developing an awareness of the role of nutrition in child care centers, using available dietary guidelines and tools accurately, and evaluating a recorded dietary intake.

**EDU 1028 DAY CARE ORGANIZATION AND ADMINISTRATION 4-0-0-4**

This course is designed for the student to understand the operational policies and procedures of day care and child development centers. Upon the completion of the course, each student will understand the following: the governmental requirements for licensing and/or certification of centers, operational planning, the selection of physical facilities, financial management, legal issues in child care, curriculum planning, how to select staff and the importance of parent and community relations.

**EDU 1029 ROLE OF DAY CARE PERSONNEL 1-0-0-1**

This course is designed for the student to study the roles of child care directors, workers and other day care personnel in the center. Emphasis is placed on the history and philosophy of caring for young children outside of the home, the relationship of day care personnel to parents, current issues and ethics.

**EDU 1030 LANGUAGE ARTS FOR CHILDREN 4-0-0-4**

A course designed to examine language development of children in relation to adult models and the child's early experiences. The student will study speaking, listening, prewriting, prereading, bilingualism, language disturbances, giftedness and the impact of computers on language arts in the early childhood curriculum. Upon the completion of the course each student should have the confidence, skill and knowledge to motivate young children in their discovery of the language arts.

## **ELECTRICAL**

**ELC 101 FUNDAMENTALS OF ELECTRICITY I 5-2-0-6**

A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.



**ELC 1824 ELECTRICAL WIRING II 2-2-0-3**

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 0-8-0-4**

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

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

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 4-0-0-4**

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 Electrical Code.

**ELC 1841 ELECTRICAL MACHINES I 2-2-0-3**

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 1851 ELECTRICAL CONTROLS I 2-2-0-3**

A basic course for the student with no skills in working with electrical controls. The topics covered are motor controls, pilot devices, controllers, sequential operation, 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 0-8-0-4**

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

**ELC 1854 ELECTRICAL CONTROLS II 2-2-0-3**

This course will extend the student's knowledge of the logic involved in electrical control circuits to include the emerging solid state technologies. An introduction to digital technology will be covered.

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

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

**ELC 1856 CONTROL SYSTEMS 2-6-0-5**

A basic course in electrical controls for students with a knowledge of direct and alternating current, hydraulics, pneumatics and mechanisms. The topics covered are motor controls, pilot devices, timers, limit switches, pressure controls, and solenoid controls. Laboratory activities will apply the knowledge of devices and principles of various control circuits. Upon completion, a student should be able to read control blueprints, construct control circuits, and troubleshoot basic control circuits.

**ELC 1857 PROGRAMMABLE CONTROLLERS 4-2-0-5**

In this course the theory and operation of programmable controllers will be covered. Specific topics will include installation, maintenance, programming and troubleshooting. Upon completion a student will be able to read control blueprints, construct control circuits, troubleshoot basic control

circuits, and interface programmable controllers with standard electrical relay systems. Prerequisite: ELC 1851-1855 or permission of instructor.

## ELECTRONICS

### **ELN 105 CONTROL DEVICES 5-4-0-7**

A study in depth of the characteristics of solid state control devices. Included will be diodes, bipolar transistors, field-effect transistors, unijunction transistors, silicon controlled rectifiers and triacs. Emphasis will be on electrical parameters. Prerequisite: ELC 102; Corequisite: MAT 133.

### **ELN 120 ELECTRONICS SEMINAR 2-6-0-5**

A sophomore course designed to investigate various high technology issues. Each quarter that it is given a special topic will be chosen in high technology. Such subjects as lasers and computer interfacing will be introduced and studied.

### **ELN 121 MEASUREMENT AND CONTROL 2-6-0-5**

This course will introduce studies to advanced measurement and control techniques. Emphasis will be on interfacing and developing devices for measurement and control.

### **ELN 122 COMPUTER SYSTEMS I 2-6-0-5**

This course will deal with the compact parts of a computer system. The computer interfacing heads and peripheral equipment, such as printers, floppy discs, CRT's, etc. The major emphasis will be on troubleshooting the system.

### **ELN 141 DIGITAL INTEGRATED CIRCUITS I 3-2-0-4**

Emphasizes the study of combinational logic circuits using integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented. Prerequisites: ELC 101 and MAT 131.

### **ELN 142 DIGITAL INTEGRATED CIRCUITS II 3-2-0-4**

An intermediate course in digital integrated circuits with emphasis on parallel counter, shift registers, adders, subtractors, sequential control circuits and monostable multivibrators. In addition semiconductor memories and bussing will be considered. Prerequisites: ELN 141.

### **ELN 205 CONTROL DEVICE APPLICATIONS 5-4-0-7**

Presents applications of control devices to various networks such as power supplies, amplifiers, oscillators, and feedback circuits. Solid state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements. Prerequisite: ELN 105.

### **ELN 243 MICROPROCESSORS 4-2-0-5**

An advanced course in digital integrated circuits where the student will perform exercises that demonstrate the principles and applications of an eight-bit microcomputer based on the 6502 microprocessor integrated circuit. Through these exercises microcomputer interfacing will be presented. Prerequisite: ELN 142.

### **ELN 1112 DIRECT AND ALTERNATING CURRENT 5-10-0-10**

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; sources of direct potentials. Fundamental concepts of alternating current.

#### **ELN 1112C DIRECT AND ALTERNATING CURRENT C 1-2-0-2**

#### **ELN 1112D DIRECT AND ALTERNATING CURRENT D 2-4-0-4**

#### **ELN 1112E DIRECT AND ALTERNATING CURRENT E 2-4-0-4**

### **ELN 1124 PRINTED CIRCUITS 2-4-0-4**

A hands-on course about circuits 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 in both digital and analog and troubleshooting.

**ELN 1126 TRANSISTOR THEORY AND CIRCUITS 4-8-0-8**

This course exposes the student to active electronic devices, such as diodes, transistors, unijunction transistors, FETS, Thyristors, and operational amplifiers. Basic circuits utilizing each device will be explored. Laboratory experiments will support classroom lectures.

**ELN 1126C TRANSISTOR THEORY AND CIRCUITS C 2-0-0-2**

**ELN 1126D TRANSISTOR THEORY AND CIRCUITS D 2-2-0-3**

**ELN 1126E TRANSISTOR THEORY AND CIRCUITS E 0-6-0-3**

**ELN 1129 DIGITAL ELECTRONICS 6-10-0-11**

This course exposes the student to advanced digital components such as the flip flop, counter, shift register, MUX and DEMUX IC's. Number systems, Boolean algebra, and logic gates will be discussed including logic circuits utilizing AND, OR, NOR, NAND, NOT, and EXCLUSIVE OR gates. Laboratory experiments will support classroom lectures.

**ELN 1129C DIGITAL ELECTRONICS C 2-2-0-3**

**ELN 1129D DIGITAL ELECTRONICS D 0-2-0-1**

**ELN 1129E DIGITAL ELECTRONICS E 4-6-0-7**

**ELN 1135 MICROPROCESSORS AND MEMORY CONCEPTS 4-8-0-8**

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

**ELN 1141A INTRODUCTION TO MICROCOMPUTERS 2-4-0-4**

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 exercises.

## **ELECTROMECHANICAL**

**ELM 100 INTRODUCTION TO ELECTROMECHANICAL TECHNOLOGY 1-0-0-1**

An introduction to the field of electromechanical technology. This course is designed to introduce different areas in this field to prospective students, as well as to provide an interfacing experience to put new students at ease in the classroom and the labs.

**ELM 211 ELECTROMECHANICAL DEVICES 3-4-0-5**

A study of the fundamental devices used in electromechanical technology. Devices such as electrical motors, generators, transformers, relays and transducers will be investigated. Concepts of work, energy, power, time constants, and efficiency as related to electromechanical devices will be stressed. Study of the instrumentation required to perform the investigation of electromechanical devices will form an integral part of the course. Prerequisite: ELN 205, PHY 202.

**ELM 212 CONTROL SYSTEM TECHNOLOGY I 4-2-0-5**

A study of control system technology. Basic concepts and terminology are investigated. Methods used to evaluate open-loop, closed-loop, regulator, follow-up, process, servo-mechanism, sequential, numerical, analog and digital control systems are introduced. Methods of describing control system components are investigated for electrical, liquid, gas, thermal and mechanical systems. Characteristics of processes, measuring means, and controllers are covered. Prerequisite: ELM 211.

**ELM 213 CONTROL SYSTEM TECHNOLOGY II 3-4-0-5**

Control system transducers, final control elements, and performance are covered. Transducer topics include position, displacement, velocity, acceleration, force, temperature, flow rate, pressure, and liquid level measurement. Control element topics include control valves, armature controlled DC motors, two-phase AC motors, amplifiers, and robots. Performance topics include frequency response analysis and testing. Bode diagrams, close-loop response, stability, and controller adjustment. Prerequisite: ELM 212.

## ENGLISH

**ENG 100 ENGLISH FUNDAMENTALS 4-2-0-5**

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

**ENG 101 FRESHMAN ENGLISH I 3-0-0-3**

An open-ended composition course for entering students in which they will study basic concepts of writing expository paragraphs and essays and will review mechanics where appropriate. English 101 is completed when the students demonstrate that they can write clear, precise prose, free of mechanical defects. Prerequisite: English 100 or demonstrated proficiency of grammar skills through the English placement exam.

**ENG 102 FRESHMAN ENGLISH II 3-0-0-3**

A composition course in which students will study form, development, organization, and support in terms of longer, argumentative-persuasive papers. They 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 the strategies of writing. Upon completion of the course, the students 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 3-0-0-3**

A composition course in which the students 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 students will have increased their skills in understanding and writing about literature. Prerequisite: ENG 102.

**ENG 111 COMMUNICATIONS 3-0-0-3**

A study of the principles of effective communications as they relate to memoranda, letters, and reports. The course will enable students to understand the basic psychology behind effective communications; write clear, concise, and coherent communications; develop a style that is creative and courteous; and improve basic grammar, punctuation, word usage, and spelling. Prerequisite: ENG 101.

**ENG 112 TECHNICAL REPORT WRITING 3-0-0-3**

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 3-0-0-3**

In this beginning speech class, the students 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 this course, the students should be more confident and effective speakers. Open to all students.

**ENG 185 FUNDAMENTALS OF SPEECH 5-0-0-5**

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 3-0-0-3**

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 213 MODERN SOUTHERN FICTION 3-0-0-3**

This humanities elective is a study of selected major Southern fiction writers of the last two decades. Upon completion of the course, the student will understand the historical and social backgrounds of Southern literature since World War I, the major themes characterizing Southern literature, and

the changing forces shaping recent Southern literature. Writers to be discussed are Flannery O'Connor, Peter Taylor, Anne Tyler, Walker Percy, Alice Walker, Reynolds Price, and Fred Chappell. Prerequisite: ENG 102 or permission of the instructor.

**ENG 220 CREATIVE WRITING I 0-2-0-1**

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 0-2-0-1**

Continuation of ENG 220.

**ENG 222 CREATIVE WRITING II 0-2-0-1**

Continuation of Eng 221.

**ENG 240 ENGLISH LITERATURE I 5-0-0-5**

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 students 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. Prerequisite: ENG 103 or permission of the instructor.

**ENG 241 ENGLISH LITERATURE II 5-0-0-5**

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

**ENG 242 MAJOR AMERICAN WRITERS I 5-0-0-5**

A humanities elective, this course is a study of major writers from 1607 through the Naturalist period. Upon completion of the course the students will have increased their knowledge and perspective of American literature as a reflection of American culture. Prerequisites: English 103 or permission of the instructor.

**ENG 243 MAJOR AMERICAN WRITERS II 5-0-0-5**

A humanities elective, this course is a study of major writers of the Twentieth Century with emphasis on the literature of the post-World War I period and the expatriate movement. Upon completion of the course, the student will have increased his knowledge and perspective of American literature as a reflection of American culture. Prerequisite: ENG 103 or permission of the instructor.

**ENG 1102 COMMUNICATION SKILLS 2-2-0-3**

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 students will be equipped with the communication skills necessary to compete for a job.

## ENGINEERING GRAPHICS

**EGR 101 ENGINEERING GRAPHICS I 2-4-0-4**

This course is designed for the student working toward a degree in any field of design or engineering. It is an introductory study of drafting practices including lettering and geometric constructions, orthographic and pictorial sketching—all confronting the students with practical engineering design problems. An introduction to Computer Aided Drafting is included in this course.

**EGR 102 ENGINEERING GRAPHICS II 2-2-0-3**

This course is designed for the student working toward a degree in any field of design or 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 draw-

ings. Applications and operation of a Computer Aided Drafting system is included in this course. Prerequisite: EGR 101.

## **FOOD SERVICE**

**FSO 1000 EQUIPMENT 3-0-0-3**

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 3-0-0-3**

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 programs will be viewed.

**FSO 1002 FOOD SCIENCE 2-4-0-4**

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 3-4-0-5**

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 various food production areas.

**FSO 1004 PRINCIPLES OF FOOD PREPARATION 2-4-0-4**

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 3-4-0-5**

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 5-0-0-5**

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 3-4-0-5**

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 3-0-0-3**

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

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 2-4-0-4**

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.

**FSO 1012 BAKING II 2-4-0-4**

This course is an advanced baking class for Food Service students to provide additional training in cake decorating techniques, advanced baking skills and marketing of the products. Emphasis will be on achieving skill techniques essential for preparation of a variety of baked products.

**FSO 1013 CATERING 2-4-0-4**

This course combines food production, food service management skills and food merchandising involved in catering situations such as receptions, full meals and specialized requests. Emphasis will be on planning, pre-costing, labor costs, and serving as well as production.

## FRENCH

**FRE 101-102-103 ELEMENTARY FRENCH I,II,III 3-2-0-4(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 3-2-0-4(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 3-0-0-3**

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

**HEA 170 HUMAN SEXUALITY 3-0-0-3**

Designed specifically to help the student develop a proper self concept and understanding of human sexuality will be stressed by covering the mental aspects of the subject matter.

**HEA 175 FIRST AID 3-0-0-3**

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

**HEA 180 WELLNESS 3-0-0-3**

This course is designed to teach the various aspects of wellness which includes exercise and fitness, hypertension and heart disease, nutrition and weight control, stress management, alcohol and drug abuse, cancer risk, smoking cessation, safety and first aid, and back wellness with practical application where appropriate.

**HEA 280 CONTEMPORARY HEALTH 5-0-0-5**

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 3-0-0-3**  
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 3-0-0-3**  
A survey of the late Middle Ages, the Renaissance, the Age of 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 3-0-0-3**  
A survey of the Industrial Revolution, the political unification of Germany and Italy, European Neo-Imperialism, World War II, the Cold War and Communist-Free World co-existence.
- HIS 111 AMERICAN HISTORY I 3-0-0-3**  
A survey of the history of the United States to 1815.
- HIS 112 AMERICAN HISTORY II 3-0-0-3**  
A survey of the history of the United States from 1815 to 1900.
- HIS 113 AMERICAN HISTORY III 3-0-0-3**  
A survey of the history of the United States from 1900.
- HIS 121 AFRO-AMERICAN HISTORY 5-0-0-5**  
A survey of the political, economic and social contribution of Afro-American life and culture.
- HIS 211 NORTH CAROLINA HISTORY I 3-0-0-3**  
A history of North Carolina from exploration to the end of the Civil War.
- HIS 212 NORTH CAROLINA HISTORY II 3-0-0-3**  
A history of North Carolina from 1865 to the present.
- HIS 221 ENGLISH HERITAGE 5-0-0-5**  
This course surveys the history of England from pre-historic time to the nineteenth century. The content emphasizes the aspects of English heritage that relate to the American experience.

## INDUSTRIAL SAFETY

- ISA 101 INDUSTRIAL SAFETY 1-0-0-1**  
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 2-0-6-4**  
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 2-0-6-4**  
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 1101.

**MAS 1104A MASONRY II A**  
**MAS 1104B MASONRY II B**

**1-0-3-2**  
**1-0-3-2**

## MATHEMATICS

**MAT 100 ELEMENTARY GEOMETRY 3-4-0-5**

A plane geometry course designed for students who have not had high school geometry. The study will include deductive reasoning, congruence and similarity, triangles, circles, quadrilaterals, polygons, and basic theorems and postulates. Prerequisite: MAT 102

**MAT 101 ARITHMETIC 3-4-0-5**

The first course in a 3-course open-ended, developmental sequence. Topics taught include whole numbers, fractions, decimals, ratio and proportion, percentage, applications, and introductory algebra.

**MAT 102 ALGEBRA 3-4-0-5**

The second course in a 3-course open-ended, developmental sequence. Topics taught include rational numbers, equations and inequalities, polynomials, and linear equations having two variables. Prerequisite: Math 101 or the equivalent.

**MAT 103 INTERMEDIATE ALGEBRA 3-4-0-5**

The third course in a 3-course open-ended, developmental sequence. Students who successfully complete the entire sequence will be competent in arithmetic, elementary algebra, and intermediate algebra. Topics taught in MAT 103 include exponents and radicals, polynomials and factoring, algebraic fractions, quadratic equations, and systems of equations. Prerequisite: Math 102 or the equivalent.

**MAT 104 NURSING MATHEMATICS 3-0-0-3**

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 102 or satisfactory placement test score.

**MAT 106 PRINCIPLES OF MATHEMATICS 5-0-0-5**

An introductory, survey type course designed for the liberal arts student. Topics which may be covered include sets, logic, probability, statistics, consumer math, and computers. In addition to the topics listed previously, all students will be required to demonstrate proficiency in intermediate algebra. The student will study a minimum of five topics, each of which will lead to the solution of real problems. Prerequisite: MAT 103 or satisfactory placement test score.

**MAT 111 COLLEGE ALGEBRA 5-0-0-5**

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, functions and graphs, exponential and logarithmic functions, and polynomial functions. Prerequisite: MAT 103 or adequate performance on math placement test.

**MAT 112 COLLEGE TRIGONOMETRY 5-0-0-5**

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, mathematical induction, sequences, and matrices and determinants. Prerequisite: MAT 111 or the equivalent.

**MAT 113 ANALYTIC GEOMETRY AND CALCULUS I 5-0-0-5**

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 derivative. Prerequisite: MAT 111 or the equivalent. (MAT 112 strongly recommended.)

**MAT 130 BUSINESS MATHEMATICS****5-0-0-5**

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. 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****2-3-0-3**

An introductory course in the BASIC programming language for math, science, business, and 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 problems solving aid, and to prepare them to continue their study of computer programming.

**MAT 165 COMPUTER CONCEPTS****3-4-0-5**

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 103 or satisfactory placement test score.

**MAT 175 STRUCTURED PROGRAMMING****3-4-0-5**

An introductory level treatment of a structured programming language such as Pascal. Emphasis is on the analysis and 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 111.

**MAT 201 ANALYTIC GEOMETRY AND CALCULUS II****5-0-0-5**

A second calculus course designed for the student who will major in mathematics, science, engineering or business. Topics covered include applications of the definite integral, derivatives and integrals of the trigonometric functions, the exponential and logarithmic functions, the inverse trigonometric functions, the hyperbolic functions, techniques of integration, l'Hopital's Rule and improper integrals. Prerequisites: MAT 112 and MAT 113.

**MAT 202 ANALYTIC GEOMETRY AND CALCULUS III****5-0-0-5**

A third calculus course designed for the student who will major in mathematics, science, or engineering. Topics include numerical methods of approximation, infinite series, Taylor's theorem, conics, polar coordinates, and vectors in the plane and in three-dimensional space. Prerequisite: MAT 201.

**MAT 203 ANALYTIC GEOMETRY AND CALCULUS IV****5-0-0-5**

A fourth calculus course designed for math, science, and engineering students. Topics include vectors in space, functions of multiple variables, partial derivatives, directional derivatives and gradients, multiple integrals, and differential equations. Prerequisite: MAT 202.

**MAT 204 ELEMENTARY DIFFERENTIAL EQUATIONS****5-0-0-5**

This course is designed for students who will major in mathematics, engineering, or physics. Topics covered include first-order equations with separate variables, applications of first-order equations, second-order homogeneous equations, nonhomogeneous equations, applications of second-order equations, higher order equations, systems of equations, Laplace transforms, and series solution. Corequisite: MAT 203.

**MAT 214 STATISTICS****5-0-0-5**

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 correlations. Prerequisite: MAT 103 or satisfactory placement test score.

**MAT 1101 FUNDAMENTALS OF MATHEMATICS 5-0-0-5**

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 1101A FUNDAMENTALS OF MATHEMATICS A 3-0-0-3**

**MAT 1101B FUNDAMENTALS OF MATHEMATICS B 2-0-0-2**

**MAT 1103 GEOMETRY 3-0-0-3**

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 3-0-0-3**

Trigonometric ratios, solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law cosines; graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics are applied to practical problems. Prerequisite: MAT 1103.

**MAT 1115 ELECTRICAL MATHEMATICS I 5-0-0-5**

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 II 5-0-0-5**

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

**MAT 1123 MACHINIST MATHEMATICS 3-0-0-3**

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 4-0-0-4**

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 1155 WELDING TRADES MATHEMATICS I 2-0-0-2**

Designed to develop an adequate knowledge of the principles of mathematics as applied to the welding trade. The course includes properties of common fractions, decimal fractions and decimals, and roots and powers.

**MAT 1156 WELDING TRADES MATHEMATICS II 2-0-0-2**

A continuation of MAT 1155 to include algebraic operations, substituting in formulas and equations, using equations in related welding problems, exponents, square roots, ratio and proportion, and percentages. Prerequisite: MAT 1155.

**MAT 1824 ELECTRICIAN'S MATH I 4-0-0-4**

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 4-0-0-4**

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.

## MECHANICAL

**MEC 102 TOOLS AND MAINTENANCE 0-0-3-1**

The proper care of hand tools will be covered to include: assembly, adjusting, cleaning, sharpening, and oiling. In addition the selection of handtools for professional usages and applications will be presented.

**MEC 103 EQUIPMENT MAINTENANCE AND REPAIR 0-0-6-2**

An overview of cleaning, oiling, adjusting, and sharpening of shop equipment. The replacement and repair of equipment parts will be presented as well as a review of electrical maintenance, rust prevention and the proper use of safety devices.

**MEC 104 EQUIPMENT RETROFITTING & TOOLING 0-0-6-2**

The design and techniques for retrofitting power woodworking equipment to perform various functions, design of cutters, making special cutters, and sharpening tools and cutters will be taught.

**MEC 107 APPLIED MECHANICS 5-0-0-5**

Concepts and applications of statics and dynamics. Force systems, moments and couples, equilibrium, trusses, friction, center of gravity, moments of inertia, motion, work, energy, momentum, and impulse are covered. Applications relating to the particular technology are introduced. Prerequisite: MAT 112.

**MEC 110 FUNDAMENTALS OF MECHANICS 2-4-0-4**

This course is designed to familiarize the student with the internal operation, applications and terminology of a variety of mechanisms such as gear trains, conveyors, cams, fasteners and types of fits.

**MEC 113 MANUFACTURING PROCESS 3-2-0-4**

Students in this course will focus on the different types of manufacturing processes in industry around Rockingham County. Field trips will be made to various companies and assessments made as to type of processes used and alternative processes available.

**MEC 235 HYDRAULICS AND PNEUMATICS 3-2-0-4**

The basic theories of hydraulics and pneumatic systems. Combinations of systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs. Prerequisite: PHY 202.

**MEC 1101 MACHINE SHOP THEORY AND PRACTICE I 3-0-12-7**

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 corequisite: MAT 1101; DFT 1104.

**MEC 1101A MACHINE SHOP THEORY AND PRACTICE IA 2-0-6-4**

**MEC 1101B MACHINE SHOP THEORY AND PRACTICE IB 1-0-6-3**

**MEC 1102 MACHINE SHOP THEORY AND PRACTICE II 3-0-12-7**

Advanced operations in the use of layout tools and procedures, advanced engine lathe operations, power sawing, drill press, surface grinders, milling machine, shaper, and selected projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout

the course. Prerequisite: MEC 1101. Prerequisite or corequisite: MAT 1103; DFT 1105; DFT 1101 or permission of instructor.

**MEC 1102A MACHINE SHOP THEORY AND PRACTICE IIA** 2-0-6-4

**MEC 1102B MACHINE SHOP THEORY AND PRACTICE IIB** 1-0-6-3

**MEC 1103 MACHINE SHOP THEORY AND PRACTICE III** 3-0-12-7

Advanced work in 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 corequisite: MAT 104; DFT 1106 or permission of instructor.

**MEC 1103A MACHINE SHOP THEORY AND PRACTICE IIIA** 2-0-6-4

**MEC 1103B MACHINE SHOP THEORY AND PRACTICE IIIB** 1-0-6-3

**MEC 1104 MACHINE SHOP THEORY AND PRACTICE IV** 3-0-12-7

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 1109 FUNDAMENTALS OF NC AND CNC CONTROLS** 1-0-3-2

Study of programming and operation of both numerical controlled and computer numerical control of lathes and milling machines. Emphasis is placed on work planning as well as calculating the necessary dimensions and producing the program to operate the machine. Films and field trips will be used to explore the many uses of NC and CNC.

**MEC 1115 PROPERTIES OF METALS** 3-2-0-4

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** 3-2-0-4

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** 1-2-0-2

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 identifications will be color, hardness, melting temperature, specific gravity, chemical reaction, spark, and magnetic.

**MEC 1120 DUCT INSTALLATION** 1-0-3-2

Study of the proper installation and maintenance of ducts using various materials and fittings to achieve correct air flow. Course covers safety, tools and equipment, fans, insulation, and ventilating hoods. The student will study the installation of various duct systems and perform on-the-site modifications.

**MEC 1121 SHEET METAL LAYOUT AND DEVELOPMENT** 1-0-3-2

This course is designed to equip the student with the technical knowledge necessary to become proficient in principles and practices of sheet metal development, layout, and fabrication. The related mathematics, blueprint reading, sketching, drawing of layouts, and using the tools of the trade are correlated in planning and producing the basic projects.

- MEC 1123    ADVANCED MACHINE SET-UP & OPERATION** **2-0-6-4**
- An advanced level machine shop course for students who are able to plan the machining procedures and set-ups and operate machines to a high degree of accuracy. Precision grinding and machining irregular shapes using a variety of materials and cutters will be emphasized. In-depth measuring and gauging of mating parts is included. Prerequisite: MEC 1104.
- MEC 1124    FIXTURE DESIGN AND CONSTRUCTION** **2-0-6-4**
- A beginning level course in jig and fixture design and construction. The course will emphasize designs using commercially available clamps and locating and holding devices. Each student will study a variety of fixturing techniques and will be required to design and build a holding fixture which will accurately locate and rigidly hold an irregular shaped part for machining. Prerequisite: MEC 1104.
- MEC 1130    COMPUTER NUMERICAL CONTROL** **4-4-0-6**
- Designed for the student who has a working knowledge of machine shop. Topics will include objectives of numerical control, types of controls, machines controlled by N.C., cartesian coordinates, absolute and incremental positioning, tooling for N.C., 2 and 3 axis programming, tool length offset, cutter compensation, canned cycles, G-code and conversational programming of milling machines and lathes.
- MEC 1131    COMPUTER NUMERICAL CONTROL II** **2-0-6-4**
- A study of machining metals using computer controlled vertical milling machines. Each student will write programs, make holding fixtures, and machine multiple parts using a three axis contouring vertical milling machine. Conversational programming and standard G-code programming and standard G-code programming will be included. Prerequisite: MEC 1130.
- MEC 1132    COMPUTER NUMERICAL CONTROL III** **2-0-6-4**
- A study of machining metals using a computer controlled lathe. Each student will write programs using an automatic indexing turret tooling and make multiple parts. Presetting tooling and tool data programming as well as tool offsets using insert type tools and metallurgy pertaining to speed calculations will be included. Prerequisite: MEC 1130.
- MEC 1136    COMPUTER AIDED MACHINING** **2-6-0-5**
- A study of computer aided machining using off-line computers and SmartCam software to prepare a drawing of simple parts and generate the numerical controls codes necessary to machine parts on a CNC vertical milling machine or lathe. Each student will prepare job plans, make a tooling file, describe the part and generate CNC codes. These code files will be transferred to the appropriate machine tool where the part will be made.
- MEC 1137    COMPUTER AIDED MACHINING II** **2-6-0-5**
- A continuation of MEC 1136 which will prepare the student to create CNC code for more advance part geometry. This course will also include transferring part geometry from a CAD drawing and generating CNC code from which machines parts will be made. Prerequisite: MEC 1136.
- MEC 1140    HYDRAULICS-FUNDAMENTALS** **2-6-0-5**
- 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** **2-2-0-3**
- This course is arranged to give the student a general knowledge of the basic components of pneumatics 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, controls assemblies actuators and basic maintenance.
- MEC 1151    MAINTENANCE SCHEDULES** **2-0-0-2**
- This course is designed to make the student aware of preventing maintenance schedules including cleaning, lubrication, adjustment, and repair checks. Use of flow-charts and written schedules will be taught.

**MEC 1154 LUBRICATION AND BEARINGS****2-0-0-2**

This course will be taught using films and guest speakers from the bearing and lubrication industry. The type, amount and frequency of use of lubricating products will be taught. The type, use and care of bearings and seals as well as removal and installation will be instructed. Bearing failures will be analyzed.

**MEC 1161 MECHANICAL MECHANISMS****1-0-3-2**

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****1-2-0-2**

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 the 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****1-0-3-2**

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 an individual who has a need for or an interest in such training.

**MUSIC****MUS 102A CLASS PIANO I****1-1-0-1**

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****1-1-0-1**

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****1-1-0-1**

A course for the student who has completed MUS 103A or 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****0-3-0-1**

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****0-3-0-1**

Continuation of MUS 105 including additional experiences in reading music and also bar chords.

**MUS 107 GUITAR III****0-3-0-1**

Continuation of MUS 106.

**MUS 121 APPLIED MUSIC I****1-0-0-1**

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 1-0-0-1**

Continuation of MUS 121.

**MUS 123 APPLIED MUSIC III 1-0-0-1**

Continuation of MUS 122.

**MUS 131 APPLIED MUSIC I 2-0-0-2**

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 2-0-0-2**

Continuation of MUS 131.

**MUS 133 APPLIED MUSIC III 2-0-0-2**

Continuation of MUS 132.

**MUS 151 CHORUS I 0-2-0-1**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.

**MUS 152 CHORUS II 0-2-0-1**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.

**MUS 153 CHORUS III 0-2-0-1**

Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.

**MUS 200 SURVEY OF MUSIC 5-0-0-5**

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 1-1-0-1**

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 1-1-0-1**

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 extending harmonizations to include substitute chords.

**MUS 204A CLASS PIANO VI 1-1-0-1**

A course for the student who has completed MUS 203A or has appropriate background. The course includes extension of skills from MUS 203A and playing Chorale style and increased knowledge of standard piano literature.

<b>MUS 205A</b>	<b>CLASS PIANO VII</b>	<b>1-1-0-1</b>
Piano VII is a course designed to develop the skills of Piano VI in sightreading, knowledge of scales and chords, and technique. The objective of this course is to develop a greater independence of hands, increased use of pedal, and a wider span of keyboard use.		
<b>MUS 221</b>	<b>APPLIED MUSIC I</b>	<b>1-0-0-1</b>
Continuation of MUS 123.		
<b>MUS 222</b>	<b>APPLIED MUSIC II</b>	<b>1-0-0-1</b>
Continuation of MUS 221.		
<b>MUS 223</b>	<b>APPLIED MUSIC III</b>	<b>1-0-0-1</b>
Continuation of MUS 222.		
<b>MUS 231</b>	<b>APPLIED MUSIC I</b>	<b>2-0-0-2</b>
Continuation of MUS 133.		
<b>MUS 232</b>	<b>APPLIED MUSIC II</b>	<b>2-0-0-2</b>
Continuation of MUS 231.		
<b>MUS 233</b>	<b>APPLIED MUSIC III</b>	<b>2-0-0-2</b>
Continuation of MUS 232.		
<b>MUS 251</b>	<b>CHORUS I</b>	<b>0-2-0-1</b>
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.		
<b>MUS 252</b>	<b>CHORUS II</b>	<b>0-2-0-1</b>
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.		
<b>MUS 253</b>	<b>CHORUS III</b>	<b>0-2-0-1</b>
Open to all students. Repertoire will include selections from all periods of musical literature. No prerequisites.		

## NURSING

<b>NUR 100</b>	<b>PRE-NURSING SEMINAR</b>	<b>3-0-0-3</b>
This course is designed for the freshman student nurse with an overview of the field of nursing and the nursing program at Rockingham Community College. The content includes the learning process and the use of RCC facilities, conceptual framework, educational programs in nursing, history of nursing and current trends, roles and relationships of the nursing student, legal aspects of nursing, communication skills and beginning technical skills, i.e., bed making. NUR 100 is prerequisite to NUR 109 and will be offered during summer quarters.		
<b>NUR 109</b>	<b>FUNDAMENTALS OF NURSING I</b>	<b>6-0-8-8</b>
Fundamentals of Nursing I is a sequence of planned learning experiences designed to develop the basic knowledge, understanding and skills of nursing care. The experiences are directed toward aiding in the development of skill in human relationships, the development of communication skills with patients, peers, and co-workers, and the maintenance of factors which provide for a safe environment for the patient.		
Students will learn to use the problem solving nursing processes of assessment, nursing diagnosis, planning, intervention, and evaluation to meet basic human needs of patients across the life span. They will begin to understand principles of nutrition and pharmacology. The nurse's role in the assessment of the patient in spiritual distress and meeting the needs of patient and family during the dying process conclude Nursing 109.		

Planned practicum is in primary and secondary health care settings. The philosophy, objectives, and purpose of the Associate Degree Nursing Program will be emphasized and a comparison made to other basic nursing education patterns. Prerequisites: MAT 104, NUR 100.

**NUR 110 FUNDAMENTALS OF NURSING II**

**6-0-8-8**

Fundamentals of Nursing II, Nursing 110, is a continuation of Fundamentals I, Nursing 109. The course contains a sequence of planned learning experiences designed to facilitate knowledge and understanding of theory and skills basic to nursing care. Practicum experiences are designed for the continued use of the nursing process in giving direct patient care to noncritically ill individuals. All threads introduced in Nursing 109 are reinforced. The nursing role in the prevention and control of infection includes the application of asepsis in the care of wounds, application of sterile dressings, the use of therapeutic heat and cold applications and pharmaceutical interventions which promote healing. Isolation technique is emphasized. The nutrition thread includes dietary needs and modifications across the life span. There is a Focus on Factors that affect elimination. In an effort to enhance a better understanding of self and others, the study of stress, anxiety and the nurse-patient relationship and personality development are included. Nursing interventions before, during, and after diagnostic procedures are considered. The pharmacology thread is further expanded to include assessment of fluid and electrolyte needs and the monitoring of intravenous fluids and other medications to correct imbalances. The Nursing Process is used to assist the patient who has problems of rest, sleep, and pain which affect recovery. Assessment of oxygen needs and nursing interventions is the final emphasis of this course Prerequisite: Nur 109.

**NUR 111 MEDICAL/SURGICAL NURSING**

**6-0-8-8**

NUR 111 begins the learning experiences involved in the care of patients with selected common recurring medical and/or surgical problems in all age groups. The emphasis of study will be placed on the needs of the patients who require medical/surgical intervention. The care of the patient requiring specific surgery will be included as well as the needs of the patient who is experiencing nutritional problems, fluid and electrolyte imbalance, and problems of the female reproductive system. Students will have observation experiences in surgery, day surgery, and recovery room. Incorporated will be general and specific nursing actions, related technical skills, dietary modifications and drug therapy. The physical and emotional needs generated by the imbalance of homeostatis will be discussed in regard to prevention, diagnosis, treatment, and rehabilitation, observation of endoscopy and radiology procedures will reinforce the needs of patients undergoing diagnostic tests. This quarter of study provides a broad background of information that will assist the student to implement the nursing process at a more advanced level when caring for the hospitalized child or adult. Prerequisite: NUR 110.

**NUR 112 MATERNAL AND CHILD CARE**

**6-0-8-8**

Maternal and Child Care Nursing 112 deals with the physiological, psychological, emotional, social and spiritual factors involved in the care of mother 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 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 for 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 CARE PHY/MENTAL ILLNESS I**

**6-0-16-11**

Nursing 211 is divided into two units. One unit focuses on nursing interventions for patients with emotional/mental health problems who require health care services provided at the Mental Health Center or in an acute, inpatient psychiatric unit. The other unit is on the nursing care of patients with physical conditions that affect body image which includes cancer and metabolic and endocrine disorders. The student utilizes the Nursing Process in caring for patients throughout the life cycle experiencing changes in body image and/or behavioral disorders. The units are taught concurrently. A minimum of "C" and a satisfactory ("S") in the clinical lab must be earned in each unit to proceed to the next unit or progress to Nursing 212. Prerequisites: NUR 109, 110, 111, 112.

**NUR 212 CARE PHY/MENTAL ILLNESS II**

**6-0-16-11**

Nursing 212 will continue learning experiences involving patients in all age groups. Nursing problems in cardiovascular and peripheral vascular disorders, disorders of the blood, orthopedic, and infectious and communicable diseases with emphasis on pediatrics will be studied in depth.

Related technical skills, dietary modification, drug therapy, preventative and rehabilitative nursing actions will be incorporated. Community agencies, coronary care units, telemetry units, and physicians' offices will be used to enhance learning experiences. Prerequisites: Nur 109, 110, 111, 112 and 211.

**NUR 213 NURSING SEMINAR 3-0-0-3**

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 CARE PHY/MENTAL ILLNESS III 6-0-16-11**

NUR 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 a modified primary nursing approach with groups of patients, experience in the emergency room, and speciality area of choice.

### PHYSICAL EDUCATION

**PED 101 PHYSICAL FITNESS AND FUNDAMENTALS 0-3-0-1**

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 program.

**PED 108 BASIC SCUBA DIVING 0-3-0-1**

Designed to introduce the beginner to scuba diving with basic instruction in the fundamental skills and safety patterns. Nationally 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 110 JOG-WALK 0-3-0-1**

This course is designed to cover the basic concepts involved in safety and effectively improving general fitness and cardio-vascular health. Physical fitness appraisal with guidelines for beginning and continuing a jogging program will be developed for each participant.

**PED 112 BADMINTON 0-2-0-1**

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 114 GOLF 0-2-0-1**

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 0-2-0-1**

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 119 HUNTER SAFETY AND TRAP SHOOTING 0-2-0-1**

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 0-2-0-1**

Angling-a course designed to teach the fundamental skills of spin, fly, and baitcasting 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 0-2-0-1**

A course designed to teach the history, rules and strategy as well as the fundamental skills of beginning basketball.

**PED 135 SOFTBALL 0-2-0-1**

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 0-2-0-1**

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 0-2-0-1**

This course is a continuation of PED 117 and is designed to improve the basic strokes and playing manners.

**PED 150 INDOOR SPORTS 0-2-0-1**

This course encourages physical fitness through different indoor activities such as indoor hockey, whiffleball, team handball, badminton, and volleyball.

**PED 155 WEIGHT TRAINING 0-3-0-1**

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 217 ADVANCED TENNIS 0-2-0-1**

This course is designed to help the serious player settle down to thoughtful drills on an advanced skill level of play and introduce tactics and knowledge of placement that produces a winning game.

**PED 255 ADVANCED WEIGHT TRAINING 0-3-0-1**

A continuation of PED 155. Prerequisite: PED 155 or permission of the instructor.

## PHILOSOPHY

**PHI 201 INTRODUCTION TO PHILOSOPHY 5-0-0-5**

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 3-3-0-4**

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 compounds, energy relations, and chemical reactions. These three courses may be taken in any order.

**PHS 112 SURVEY OF PHYSICAL SCIENCE II 3-3-0-4**

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 geology, atmospheric science, and oceanography and how these relate to the human environment. These three courses may be taken in any order.

**PHS 113 SURVEY OF PHYSICAL SCIENCE III 3-3-0-4**

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 1-1-0-1**

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 interests topics in astronomy, or from members of the mathematics/science department.

**PHY 201 GENERAL PHYSICS I 3-2-0-4**

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 3-2-0-4**

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 3-2-0-4**

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 instructor.

**PHY 211 COLLEGE PHYSICS I 4-3-0-5**

This is the first quarter sequence of study of 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 4-3-0-5**

This is the second quarter of College Physics. The basic concepts covered in heat, wave motion, ideal gases, kinetic theory, electrostatics, electric circuits, electromagnetism and applied electricity. This course requires the use of calculus. Prerequisite: PHY 211 or permission of the instructor.

**PHY 213 COLLEGE PHYSICS III 4-3-0-5**

This is the final quarter of College Physics. The basic concepts covered are in physical optics, modern physics and nuclear physics. An individual designed experiment is the final requirement. Prerequisite: PHY 212 or permission of the instructor.

**PHY 1101 APPLIED SCIENCE I 3-2-0-4**

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**

**3-2-0-4**

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.

**PLUMBING**

**PLU 1101 PLUMBING I**

**1-0-3-2**

Basic plumbing concepts essential to installation of the plumbing system for residential and small commercial buildings will be included. Correlation of the plumbing with masonry, framing, and finishing will be stressed. Basic skills in the use of plumbing tools and equipment and in installing the more prevalent types of plumbing materials will be a part of the curriculum. Concepts of plumbing for energy efficient construction will be included.

**POLITICAL SCIENCE**

**POL 201 AMERICAN GOVERNMENT I**

**3-0-0-3**

A study of the origin, formation, organization, and development of the national government.

**POL 202 AMERICAN GOVERNMENT II**

**3-0-0-3**

A study of the functions, powers, policies, and programs of the national government.

**POL 203 AMERICAN GOVERNMENT III**

**3-0-0-3**

A study of the organization, function, powers, problems, and relations of state and local governments in the United States.

**PSYCHOLOGY**

**PSY 105 PSYCHOLOGY OF SELF AND OTHERS**

**3-0-0-3**

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 and intergroup experiences, stress resolution and problem solving, life styles, occupational choice and problem solving, work attitudes, primary and family.

**PSY 201 ABNORMAL BEHAVIOR**

**3-0-0-3**

An introductory course to the study of behavior pathology, dynamics, symptoms and treatment are discussed from the biological, psychoanalytic, cognitive and community perspectives. Less emphasis is placed on physiology and its interaction with behavior than in PSY 215. This course is designed primarily for interested citizens and college transfer students. Prerequisites: PSY 211 and PSY 212.

**PSY 211 GENERAL PSYCHOLOGY I**

**3-0-0-3**

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**

**3-0-0-3**

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**

**3-0-0-3**

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 PSYCHOLOGY**

**5-0-0-5**

An introduction to behavior pathology, description, dynamics, and modifications 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 PSY 212.

**PSY 216 PERSONALITY THEORY 5-0-0-5**

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.

**PSY 225 DEALING IN DISCIPLINE 2-0-0-2**

This course is designed to give classroom teachers a wide range of effective ways to prevent and deal with discipline problems. A variety of ways are presented because experience shows that there is no common approach that is always right for every situation and child. Upon the completion of the course, each participant will have an understanding of how classroom discipline is established and maintained as well as the ability to apply a variety of disciplinary methods and techniques.

### READING

**REA 100 READING IMPROVEMENT 3-1-0-3**

This developmental course is intended for students with difficulties in reading comprehension, vocabulary, and language usage as indicated by scores on standardized reading test and English proficiency test. The basic content areas will be word attack, including dictionary skills, vocabulary improvement, and paragraph and short article comprehension.

**REA 101 APPLIED READING TECHNIQUES I 3-1-0-3**

This development course is intended for technical and college transfer students whose standardized test scores indicated possible college reading problems. The basic skill areas covered are analyzing expository paragraph structure for purposes of underlining and comprehension along with vocabulary improvement using affix/root elements and context clues. Prerequisite: REA 100 or designated reading test score.

**REA 102 APPLIED READING TECHNIQUES II 1-2-0-2**

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 103 APPLIED READING TECHNIQUES III 3-0-0-3**

REA 103 is an advanced, college-level reading course designed to assist the mature reader to even greater comprehension of reading material along with vocabulary improvement. This course stresses analytical reading and reasoning of "data-based" materials, computer printouts, and many types of manuals and reports. Prerequisite: REA 101 or exemption on reading placement test or completion of ENG 101.

### RELIGION

**REL 201 WORLD RELIGIONS 5-0-0-5**

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 3-0-0-3**

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 3-0-0-3**

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 3-0-0-3**

Continuation of SOC 201, with emphasis on the major social institutions and certain social problems related specifically to those institutions.

**SOC 203 SOCIAL PROBLEMS 3-0-0-3**

An orientation to the scientific study of social problems and a study of some major social problems of the United States including the implications of sociological research for public policy affecting daily life. Students will find prior study of sociology beneficial to their performance in this course.

**SOC 205 MARRIAGE AND THE FAMILY 5-0-0-5**

A comprehensive study of marriage and family structure throughout the life cycle emphasizing the results of sociological research and its practical applications to marital preparation, marital adjustment, parenting, family communication and conflict resolution.

**SOC 206 SOCIOLOGY OF AGING 5-0-0-5**

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.

## SPANISH

**SPA 101 ELEMENTARY SPANISH I 3-2-0-4**

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, poster, and transparencies.

**SPA 102 ELEMENTARY SPANISH II 3-2-0-4**

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 3-2-0-4**

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.

**SPA 104 INTERMEDIATE SPANISH I 3-2-0-4**

Before attempting this course, students should speak Spanish with an understandable pronunciation, comprehend Spanish spoken at a moderately slow pace, and be able to use a vocabulary of 1350 basic words. Students will be expected to use five verb tenses; present, imperfect, preterite, and present and past progressive. Tenses include regular, stem-changing, and the most common irregular verbs. Students must also know subject, object, and emphatic pronouns. The more irregular preterite forms and how to contrast the two past tenses and the future and conditional tenses will be taught

in this course. Conversation and guided composition are strengthened and students will acquire 350 additional basic words. Cultural studies will feature Texas and Mexico.

**SPA 105 INTERMEDIATE SPANISH II 3-2-0-4**

Students will be introduced to the concept of the subjective mode, its forms, and commands. Students will expand their knowledge of tenses by adding the pluperfect and conditional and will learn 250 additional basic words. The main cultural thrust will be the Spanish conquest of Mexico. Prerequisite: SPA 104.

**SPA 106 INTERMEDIATE SPANISH III 3-2-0-4**

Students will practice uses of subjunctive mode and add 200 words to their basic vocabulary. Conversational practice will become even more intensified. Compositions will still be guided, but of a longer and more varied nature. Culture will highlight the Spanish conquest of Latin America. Prerequisite: SPA 105.

### STUDY SKILLS DEVELOPMENT

**SSD 102 STUDYING FOR SUCCESS 2-0-0-2**

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.

### UPHOLSTERY

**UPH 101 UPHOLSTERY 0-0-6-2**

Selecting materials, pattern development, cutting, sewing, fastening and fitting, and the utilization of support systems will be covered.

### WELDING

**WLD 1101 BASIC WELDING 0-0-3-1**

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 0-0-3-1**

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, procedures with group, and individual demonstrations by the instructor.

**WLD 1149 WELDING THEORY AND PRACTICE I 1-0-12-5**

This course provides the student an introduction to the training, testing, safety, and qualifications needed by welding personnel. Basic manipulative practices, using oxyacetylene and arc welding will be performed by the student.

**WLD 1151 WELDING THEORY AND PRACTICE II 2-0-12-6**

A continued study of welding technology. Practice will be given in making butt welds in all positions using SMAW. Guided-bend testing will be used to show students defects in their welds. A basic introduction to GMAW and GTAW will be included in this course. Also, included will be a study of basic welding blueprints, welding symbols, and welding specifications. Prerequisite: WLD 1149.

### WOODWORKING

**WWK 101 WOODWORKING JOINERY, HANDTOOLS,  
AND BASIC MACHINES 3-0-12-7**

This course is designed to explore the basics of hand joinery-lap joints, mortise and tenons, dovetails, etc. as well as the selection, maintenance and proper use of hand and power tools. Construction project will consist of tool box.

- WWK 102 WOODS AND PROPERTIES** **1-2-0-2**  
 Identification, characteristics, growth patterns, grains, sawing, drying, veneers, weathering characteristics and treatments of wood.
- WWK 103 FURNITURE CABINETRY** **3-0-12-7**  
 Learn the construction techniques used in creating various shapes and types of cabinets. Course will include joint construction, machining parts, fitting, assembly, gluing, sanding, equipment set up, tool cutter sharpening and making.
- WWK 104 KILN DRYING AND GRADING** **1-2-0-2**  
 A introduction to the art of kiln drying and grading to include air drying, stickering, controlling defects, moisture content analysis, kiln type and kiln loading and operation.
- WWK 105 BASIC FINISHING** **0-0-3-1**  
 Learn the proper uses of glues, cements, stains, and finishing materials. The art of sanding and surface preparation will also be introduced.
- WWK 106 WOOD TURNING** **3-0-12-7**  
 Learn to set-up, operate and maintain various types of wood lathes. Operation includes center to center turning (offset and straight), face plate turning, outboard turning, carving and routing, indexing, duplicating, and the use of special wood turning tools. Sanding and finishing projects will also be presented.
- WWK 107 GREENWOOD WORKING AND TREATMENT** **0-0-6-2**  
 An introduction to the use of greenwoods to include the techniques of bending, curling, turning, fastening and creating joints. Treatment of greenwood including the use of chemicals such as PEG will also be covered.
- WWK 108 FINISHING** **0-0-3-1**  
 Final preparation of wood surfaces will be introduced to include types of finishing materials and techniques of applying finishing materials such as rubbing, spraying, and waxing.
- WWK 109 FURNITURE CONSTRUCTION I** **3-0-12-7**  
 Machine set-up, joinery, non-wood components, hardware installation, carving and other techniques as required to complete a furniture construction project.
- WWK 110 FIXTURES, JIGS, AND FORMS** **0-0-3-1**  
 The purpose, design, construction, and setting up of jigs/fixtures and forms will be taught as aids in cutting, drilling and bending components of furniture and cabinetry.
- WWK 111 FURNITURE CONSTRUCTION II** **3-0-12-7**  
 Machine set-up, joining non-wood components, hardware installation, carving and other specific techniques as required to complete a period furniture construction project.
- WWK 112 CHAIR CONSTRUCTION** **3-0-12-7**  
 The study of chair construction including forms, proportions, design, tooling, machining and joints and joinery.
- WWK 113 WOODFORMING AND BENDING** **0-0-6-2**  
 Learn the use of forms and jigs, preparation of woods for bending, laminating techniques and drying.
- WWK 114 DESIGN CONSTRUCTION CONCENTRATION** **3-0-15-8**  
 Construction of a creative design project developed in DES 103, Design and Drafting III. Student will use all the skills and techniques of furniture construction and finishing presented in the program.

Fundamentals of ordering and purchasing, inventory control, quality control, estimating work orders, scheduling production and general management techniques.

Techniques for analyzing what needs to be done to restore a piece of furniture, disassembly, duplication of original parts, reassembly and refinishing to match new piece(s) with original pieces will be covered.

### **SMALL BUSINESS CENTER**

The primary mission of Rockingham Community College's Small Business Center is to provide local businesses with services in education and training, one-on-one counseling and referrals, and the maintenance of a resource and information bank for business men and women.

The center, by maintaining close contact with business owners, chambers of commerce, professional organizations and trade associations, identifies the needs of small businesses in Rockingham County and initiates plans and activities designed to meet those needs.

Specialized seminars designed to improve management or technical skills are offered on a regular basis, usually at no charge. The latest literature and audiovisual materials on operating a small business are available at the Small Business Center, located in the Technical Laboratories Building.







**FACULTY  
AND STAFF**

**Rockingham**  
Community College

**1989-90**

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## ROCKINGHAM COMMUNITY COLLEGE TRUSTEES

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Helen S. Dalton Madison	Weldon R. Price Reidsville
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## ADMINISTRATION

N. Jerry Owens, Jr., President  
Jack R. Garber, Dean of Student Services and Non-Curriculum Programs  
William E. Knight, Dean of Instruction  
Bob R. Collie, Dean of Administrative Services

## FACULTY AND STAFF

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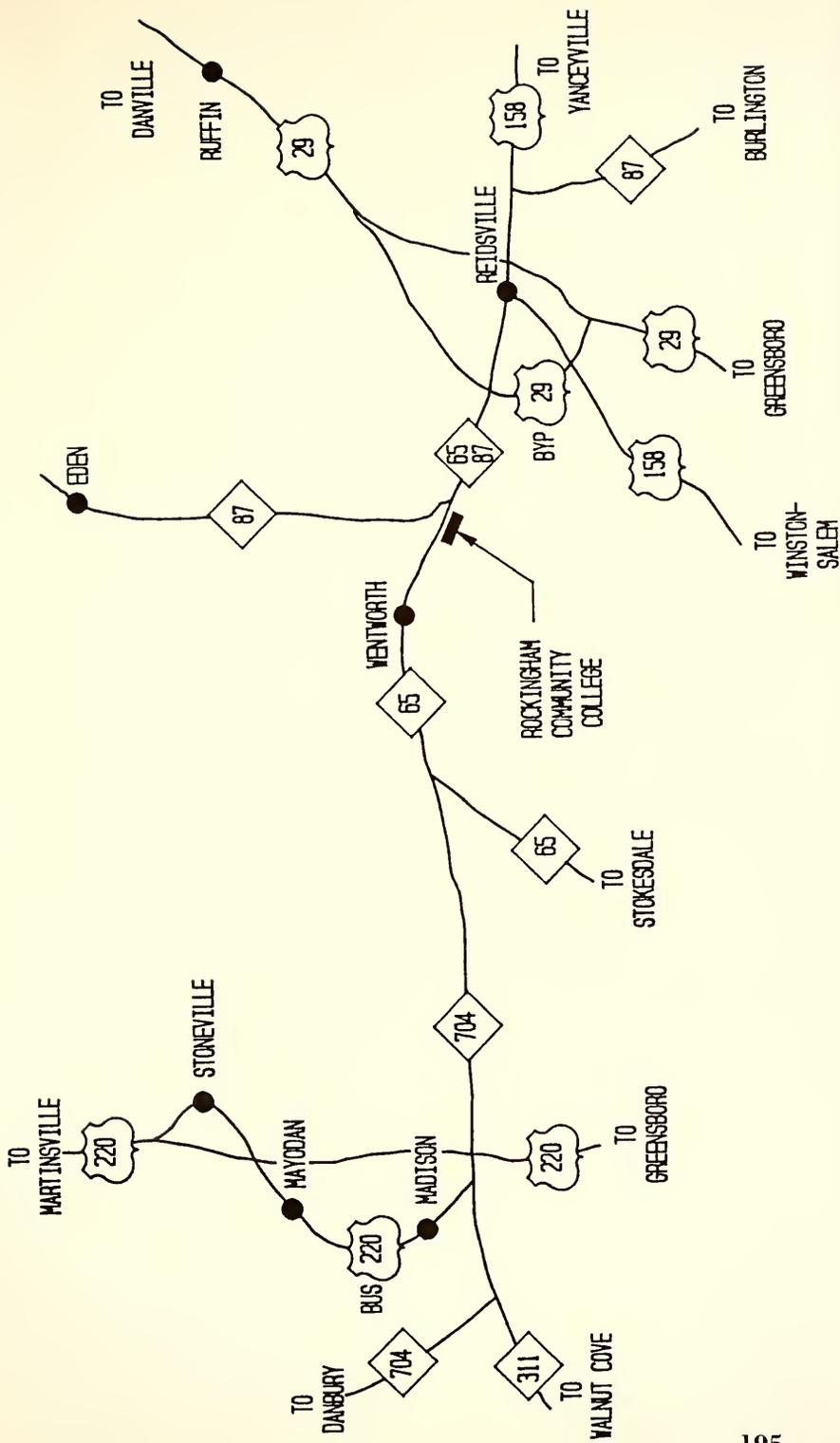
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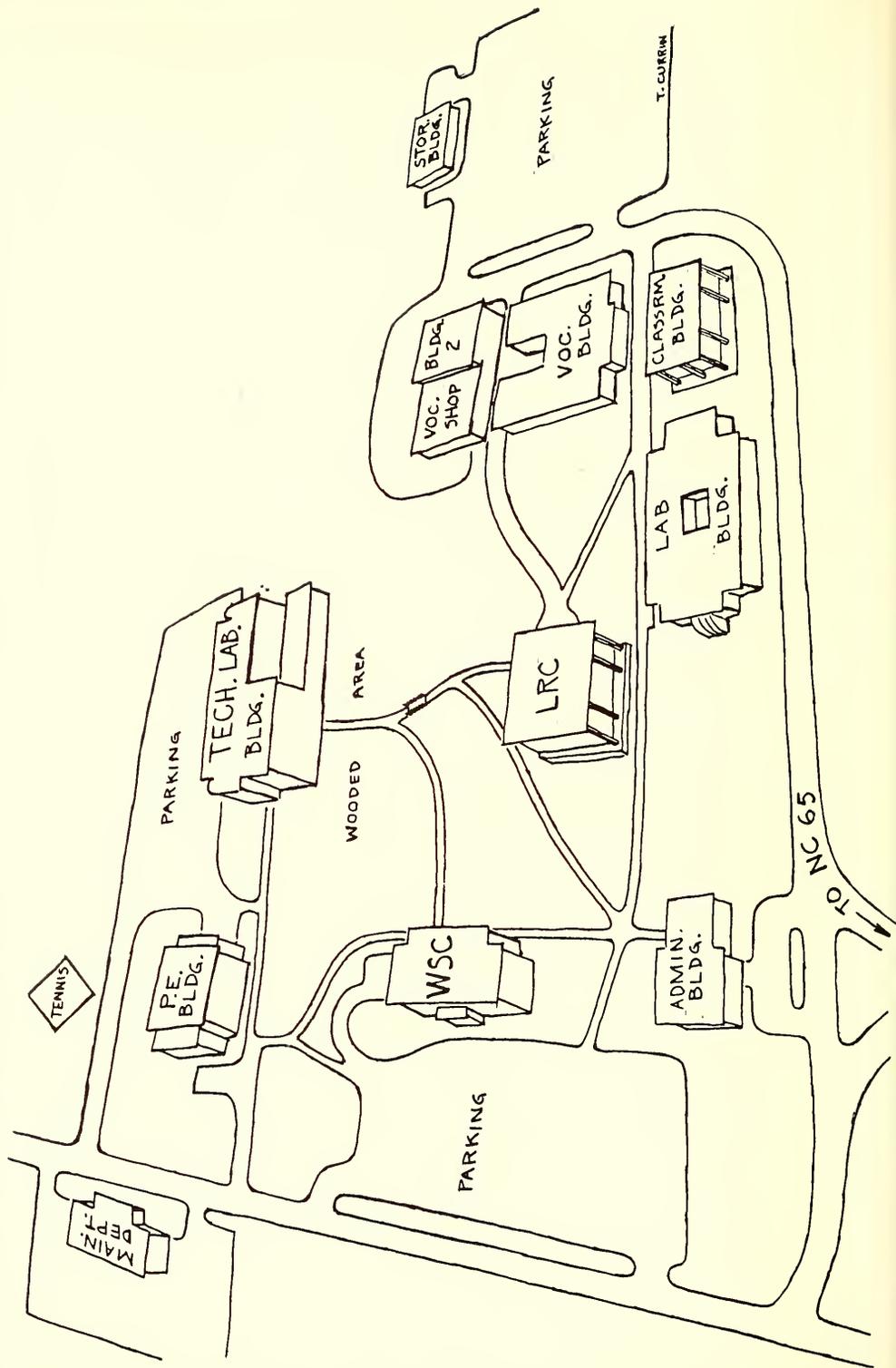
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Career/Life Counseling  
Community Relations  
Continuing Education  
Financial Aid  
Gifts, Contributions  
Learning Resources Center  
(Library)  
Physical Education Facilities  
Records, Registration and  
Transcripts  
Small Business Center  
Student Activities  
Veteran's Affairs/Placement

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