

1993-94



Catalog



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**Rockingham
Community College**

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1993-94 Catalog

An 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.

For the past 27 years, RCC has been providing area residents with opportunities to grow and to succeed. Thousands of students in a wide range of ages have passed through our classrooms, labs and shops since that day in October 1966 when the college opened its doors. Become part of our community. 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 and 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
1993-94 CALENDAR**

Fall Quarter

Wednesday, September 1 through

Friday, September 3.....Faculty Vacation
 Monday, September 6.....Labor Day Holiday
 Tuesday, September 7.....Registration/Work Day
 Wednesday, September 8.....Classes Begin
 Tuesday, November 23.....Classes End
 Wednesday, November 24.....Work Day
 Thursday, November 25 and
 Friday, November 26.....Thanksgiving Holidays
 Monday, November 29.....Grades Due/Work Day

Winter Quarter

Tuesday, November 30.....Work Day
 Wednesday, December 1.....Registration/Work Day
 Thursday, December 2.....Classes Begin
 Thursday, December 23 through
 Monday, January 3.....Student Vacation
 Thursday, December 23,
 Wednesday, December 29,
 Thursday, December 30 and
 Friday, December 31.....Faculty Vacation
 Friday, December 24,
 Monday, December 27 and
 Tuesday, December 28.....Christmas Holidays
 Monday, January 3.....New Year's Holiday
 Monday, February 28.....Classes End
 Tuesday, March 1.....Work Day (Snow Day)
 Wednesday, March 2.....Grades Due/Work Day

*Final dates for Winter Quarter may be adjusted due to inclement weather

Spring Quarter

Thursday, March 3	Registration/Work Day
Friday, March 4	Preparation/Work Day
Monday, March 7	Classes Begin
Friday, April 1 and Monday, April 4	Easter Holidays
Tuesday, May 24	Classes End
Wednesday, May 25	Grades Due/Work Day
Thursday, May 26	Work Day
Friday, May 27	Graduation/Work Day

Summer Quarter

Monday, May 30 through Friday, June 10	Faculty Vacation
Monday, June 13	Registration/Work Day
Tuesday, June 14	Classes Begin
Monday, July 4	Independence Day Holiday
Tuesday, July 19	Classes End, 1st Five-Week Session
Wednesday, July 20	Classes Begin, 2nd Five-Week Session
Tuesday, August 23	Classes End, Ten-Week and 2nd Five-Week Sessions
Wednesday, August 24	Grades Due/Work Day
Thursday, August 25	Work Day
Friday, August 26	Graduation/Work Day
Monday, August 29, Tuesday, August 30, and Wednesday, August 31	Faculty Vacation

ONE-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Air Conditioning, Heating and Refrigeration****	X	X	X	X
Child Care Worker**	X	X	X	X
Cosmetology	X		X	X
Electrical Installation	X			X
Industrial Maintenance*		X		X
Light Construction	X			X
Machinist	X		X	
Phlebotomy		X	X	
Practical Nursing	X		X	
Teacher Assistant**		X		X
Real Estate (Technical Specialty)		X		X
Surgical Technology	X		X	
Welding***		X		X

TWO-YEAR PROGRAMS

	Full Time	Part Time	Day	Night
Accounting	X	X	X	
Administrative Office Technology	X	X	X	X
Business Administration	X	X	X	X
Customer Service Technology	X	X	X	X
Electromechanical Technology	X		X	
Fine and Creative Woodworking	X		X	
General Office	X	X	X	X
Law Enforcement Technology		X	X	X
Liberal Arts & Sciences; Fine Arts (College Transfer)	X	X	X	X
Manufacturing Systems Technology	X		X	
Medical Office Technology	X	X	X	X
Microcomputer System Technology	X	X	X	X
Nursing-Associate Degree	X		X	
Paralegal Technology	X	X	X	X
Personnel Management Technology		X		X
Secretarial-Legal	X	X	X	X
Travel and Tourism Technology	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 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 Bishop 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 the Southern Association of Colleges and Schools, retroactive to the opening of the college, to grant the associate degree. (Accreditation reaffirmed in December, 1972, and December, 1983.)
- October 1969—Physical Education Building is opened.

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- January 1970—RCC Foundation, Inc., files articles of incorporation, establishing it as a vehicle for receiving charitable contributions to the college.
- April 1971—The Harold W. Whitcomb Student Center (the first building on campus to be named for an individual; also built and furnished entirely from individual and corporate gifts) is opened. The building houses Student Services offices as well as 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.
- October 1976—New campuswide governance system giving equal voice to students, faculty and staff is instituted.
Building for receiving, storage, and maintenance is 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 assistance/counseling projects for students with disabilities in North Carolina.
The Career Life Planning Center opens in the Whitcomb Student Center.
- May 1982—First student-built house, in University Estates near Reidsville, is completed for sale.
- June 1982—The Special Collections Room, devoted to area heritage and historical research, is opened by RCC Foundation in the Learning Resources Center.
- February 1983—RCC Foundation and Development Office begin first fund-raising drives in Eden, Reidsville, and Western Rockingham County.
- July 1983—Dr. Gerald James retires as president. Dr. N. Jerry Owens, Jr., becomes RCC's second president.
- April 1984—New power lathes, gifts from American Tobacco Co. through the RCC Foundation, arrive in RCC's machine shop. This is the first part of American's five-year, \$100,000 gift to the RCC Foundation.
Multimedia Learning Center opens in the 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—Electromechanical Technology Program is approved for start of fall quarter 1984.

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—College logo approved.

November 1984—\$4 million bond issue passes by 4-1 ratio, assuring construction of \$3.6 million Technical Laboratories Building and \$400,000 in other facilities.

August 1985—For second year, 100 percent of all RCC Associate Degree Nursing graduates who take state licensing exams pass, placing RCC in top echelon of state nursing programs.

September 1985—Associate in Fine Arts Degree offered.

September 1986—Heating, Air Conditioning and Refrigeration Program starts.

Fall 1986—Events held to commemorate 20th Anniversary of RCC.

January 1987—Julius J. Gwyn elected chair of Board of Trustees, succeeding Welsford F. Bishopric who served continuously as chair from January 1964. Both are original trustees.

Fall 1987—Fine and Creative Woodworking Program begins.

January 1988—Technical Laboratories Building opened and dedicated.

June 1988—Advanced Machinist Program established. RCC Foundation experiences its best year ever, receiving \$242,788 in charitable contributions.

August 1988—Instruction/Storage Building completed.

December 1988—Small Business Center begins operation.

September 1989—Paralegal Technology and Practical Nursing programs started.

January 1990—Robert Harris elected Board of Trustees chair. Child Care Center opens.

February 1990—RCC announces its new mission of enhancing individual and community success in Rockingham County.

March 1990—Law Enforcement Technology Program begins.

May 1990—Rockingham County Folk Festival draws an estimated 8,000-10,000 to RCC campus and is destined to become an annual event.

Personnel Management and Travel and Tourism programs begin.

September 1990—Real Estate Technology Specialist program starts.

September 1991—Customer Service Technology Program starts.

October 1991—RCC celebrates its 25th year of service.

December 1991—Teacher Assistant Program starts.

January 1992—Joe King elected Board of Trustees chair.

September 1992—Manufacturing Systems Technology Program begins.

March 1993—Phlebotomy Program starts.

STATEMENTS OF MISSION, PURPOSE AND VALUES

Mission

The mission of Rockingham Community College is to enhance individual and community success in Rockingham County through education as well as full development of human potential, employment assistance, service to business and industry, and contributions to cultural and social development.

Purpose

Rockingham Community College was chartered in 1963 as a comprehensive, public community college with an open door admissions policy. Our purpose is to provide individuals with high quality, economical, and convenient educational opportunities consistent with student and community needs. To fulfill its mission and achieve its purpose, Rockingham Community College provides:

- support services to assist individuals in problem-solving and in their personal, career, and academic planning;
- courses for students who wish to complete high school or develop basic skills and competencies;
- training for employment in vocational and technical fields;
- courses to develop the skills of underprepared students;
- freshman and sophomore level courses transferable to other colleges and universities;
- courses to develop and upgrade students' vocational, technological, occupational, and academic skills and competencies;
- in-service and start-up training for area business and industry;
- and
- opportunities for continuing personal growth and cultural and academic enrichment for students and the community.

Values

Commitment to Students

We believe that each person is important. We appreciate the diversity in the students we serve. We treat our students with respect and fairness. We are committed to giving students individual assistance and support. We provide an educational environment that encourages students to progress to their maximum potential.

Commitment to Access

We believe that the programs and services of the college should be equally available and accessible to all.

Commitment to Excellence

We believe that each individual should strive for excellence and we value a job well done. We aim for the highest level of professionalism, competence, and productivity as standards for our college. We aim for responsible participation and high achievement as standards for our students and our community. As role models, our faculty and staff strive to improve the chance of success for each student.

Contribution to the Community

We are committed to enhancing the quality of life, increasing the value of education, and promoting the unity within the community to achieve social and economic success.

Quality Work Environment

We recognize the importance of faculty and staff through open and honest communications, and appropriate involvement in planning and decision-making. We encourage responsible and creative risk-taking, recognize and reward exceptional performance, and provide for professional development.

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.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Rockingham Community College will comply with the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973.

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 Services, Executive Vice President, Vice President of Administrative Services, or Director of Personnel.

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 Services 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 PROGRAMS AND SERVICES

To serve area residents who may have daytime commitments that prevent them from attending college during the day, Rockingham Community College provides a wide range of Continuing Education and curriculum programs at night. Where there is sufficient demand, some programs are offered both day and night. Most curriculum programs are offered in a sequence where individuals will attend RCC on a part-time basis. However, there are a few programs that can be pursued on a full-time evening/night basis.

Programs offered during the evening include: Air Conditioning, Heating and Refrigeration; Child Care Worker; Cosmetology; Electrical Installation; Industrial Maintenance; Light Construction; Welding; Administrative Office Technology; Business Administration; College Transfer; Microcomputer Systems Technology; General Office; Law Enforcement Technology; Medical Office Technology; Paralegal Technology; Personnel Management Technology; Secretarial-Legal; and Travel and Tourism. For more information, refer to these programs in the Index.

The Student Services office is open evenings until 8 p.m., Monday through Thursday, to serve students and prospective students. To the extent possible, student services that are provided to day students are also available to evening/night students.

ADMISSION PROCEDURES AND REQUIREMENTS

Rockingham Community College has an open door admissions policy for persons 18 years of age and over. The college will admit selected students between the ages of 16 and 18 or otherwise emancipated minors. Persons still enrolled in secondary schools must have the consent of the appropriate school official. State Board of Community Colleges Policy prohibits Rockingham Community College from serving students under the age of 16 in curriculum and literacy programs.

A high school diploma or the equivalent is required for admission to any curriculum program. 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 may be placed on a waiting list, enrolled in related work or enrolled in an alternate program of study.

College Transfer, Technical and Vocational Programs

The 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.
(Transfer students should refer to "Transfer Students" guidelines before placement testing.)
- (4) College Transfer, Technical, and Vocational applicants must have a diploma from an accredited high school or have a State approved equivalent education (GED or Adult High School Diploma).
- (5) Additional requirements may be requested for admission to specific programs. Students should refer to the particular major in the catalog for complete admissions requirement or contact the Admissions Office regarding admissions to the Paralegal and Allied Health programs.

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.

Readmission

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.
- (5) may be required to take placement testing. Placement tests may be waived for students who have credit from other colleges.

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 Executive Vice President based upon a written recommendation from the appropriate Dean of the subject area involved. The recommendation should include a rationale and justification of appropriateness. The decision of the Executive Vice President 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 Executive Vice President based upon a written recommendation from the appropriate Dean 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 Executive Vice President 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 appropriate Dean and the Executive Vice President. 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 Executive Vice President based upon a written recommendation from the appropriate Dean 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 Executive Vice President 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 Executive Vice President.

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, 1993 basic fees are as follows:

College Transfer, Technical, Vocational Programs

North Carolina Residents tuition is \$13.25 per credit hour

maximum tuition is	\$185.50
*maximum activity fee is	9.00
total fee per quarter	\$194.50

Out-of-State Students tuition is \$107.50 per credit hour

maximum tuition is	\$1,505.00
*maximum activity fee is	9.00
total fee per quarter	\$1,514.00

*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 who are 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 active during their retirement years.

Refunds

State Board policy regarding refunds is currently being revised. As of the printing of this catalog, the new policy which will most likely become effective July 1, 1993 was not available. Upon receipt, Rockingham Community College will immediately make the revised refund policy available to students, faculty and staff.

A student must see a counselor and complete the necessary forms in the Student Services Office to initiate withdrawal procedures for a refund. (More detailed instructions are given in Withdrawals from the College.)

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 may be required in certain high-risk programs.

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 costly.

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 in accordance with current North Carolina law.

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 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:

Credit hours enrolled for at end of Drop-Add 6-12+	Required to pass ½ of total
Credit hours attempted	GPA no less than
1-15	1.00
16-32	1.25
33-48	1.58
49-64	1.80
65-80	1.85
81-95	1.95
95+	2.00

Time Frame Completion Rate

Eligible Program Length	Maximum time allowed for Program Completion
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:

GRANTS

Federal 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.

Federal Supplemental Educational Opportunity Grant (SEOG)

Designed for the student who has demonstrated an "exceptional financial need." If a student receives 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.

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. To apply for a North Carolina Student Incentive Grant, students must complete the Free Application for Federal Student Aid by March 1.

College and Institutional Work Study

These programs allow an eligible student (eligibility determined through the Free Application for Federal Student Aid by April 15) 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.

SCHOLARSHIPS

Lemma M. and Ben R. Apple Foundation Scholarship

This scholarship was created to promote the value of education among residents of Rockingham and Stokes Counties. Graduates of McMichael High School, North Stokes High School and South Stokes High School may apply for this \$1,000 scholarship which may be renewable for up to four years. Recipients enrolled in technical programs will receive \$1,000 for two years. Recipients enrolled in college transfer programs or associate degree nursing will receive \$1,000 for four years.

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.

Cate Scholarship

This scholarship is given by the Cate family and the interest derived from the principal sum in the fund will be the source of the scholarship. Recipients must be twenty-five years of age or older and demonstrate financial need. Recipients must be a resident of Rockingham County enrolled in a two-year program and preference will be given to applicants who attend First Baptist Church on Main Street in Reidsville. This scholarship is renewed for a second year if the recipient maintains a "B" average.

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.

The Connolly Family Memorial Scholarship

The Connolly Family Memorial Scholarship was established in June 1991 by the children of Thomas and Margaret Connolly and siblings of Monica Connolly of Madison. This scholarship is awarded to a second-year nursing student in the top 25 percent of their class who are not receiving government tuition assistance.

The Merle Adams Dabbs Business Scholarship

The Merle Adams Dabbs Business Scholarship was established in December 1990 by a family member of Mrs. Dabbs who owned and operated Dabbs Florist in Reidsville. The scholarship will be awarded to traditional students graduating from a Rockingham County high school on the basis of service, dedication, and participation in school and community activities. Recipients must (1) graduate in the top 25 percent of their senior class; (2) plan to major in a business curriculum; and (3) demonstrate a true desire to better themselves through education. If two candidates are equally qualified, financial need will be considered. The scholarship is renewable for a second year if the recipient maintains a 3.0 average.

Martha Jacobs Eula Endowed Scholarship

The Martha Jacobs Eula Endowed Scholarship was established in November 1989 through a bequest made by Mrs. Eula. It was Mrs. Eula's dedication to education and her experience in RCC art classes that prompted her to include this scholarship in her will. This scholarship is to be awarded to a student studying in the arts field. There are no geographical restrictions on residency and financial need is a consideration for making this award.

The Garrett Endowed Scholarship

The Garrett Scholarship was begun by Mr. and Mrs. John W. Garrett, IV in March 1991. This scholarship will be awarded to a Reidsville High School student who graduates in the top third of their class. The scholarship is renewable for a second year if the recipient maintains a "B" average.

Gillie Memorial Scholarship

The Gillie Memorial Scholarship was begun in December 1989 in memory of Garland Kemp Gillie, Sr., as a tribute to his willingness to help others whenever possible and in memory of Garland Kemp Gillie, Jr., in recognition of his interest in education and his respect for academics. This scholarship will be awarded to students from Rockingham, Stokes, or Caswell Counties on the basis of service, dedication, and participation in school and community activities. Recipients

should (1) graduate in the top 25 percent of their high school class, (2) plan to major in the liberal arts, and (3) demonstrate a true desire to better themselves through education. If two or more applicants appear to be equally qualified, financial need of the applicant will be the determining factor.

Gray-Truslow Scholarship

The Gray-Truslow Scholarship was begun in November 1989 to honor Caroline (Tine) Gray Truslow's parents, the late Dr. and Mrs. Eugene Price Gray of Winston-Salem, NC, and to acknowledge the advantages she and her husband, Dr. Roy E. Truslow, have been fortunate enough to enjoy and want to share with others. The only requirement the recipient must meet is to have a desire to better himself through education. This scholarship does not have any geographical restrictions, scholastic requirements, or designated field of study. The award may be made to either a first- or second-year student at RCC.

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.

The Home Builders Association of Rockingham County Scholarship

This scholarship was established in 1988 by the Rockingham County Chapter of the Home Builders Association and is awarded to a Rockingham County resident who is a high school graduate and has maintained a "C" average. Preference will be given to students in the light construction program first and then to other vocational programs. Recipients must demonstrate financial need.

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.

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.

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.

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. This scholarship is renewable for a second year if a "B" average is maintained.

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.

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.

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.

Dr. Robert Long Endowed Scholarship

The Dr. Robert Long Scholarship was begun in December 1989 by family friends to honor Long on his 60th birthday. Dr. Long joined the staff of RCC in 1968. He served the college in various capacities including Dean of Instruction from 1980 until his retirement in 1983. This scholarship will be awarded to a student studying office technology. The recipient must be a citizen of Rockingham County and preference will be given to students from the Mayfield Community. Financial need is to be a consideration but not a requirement. The recipient must maintain a "C+" average to continue receiving the scholarship.

Bernice Penn Moore Endowed Scholarship

The Bernice Penn Moore Endowed Scholarship was established by Mrs. Moore to promote the value and access to education for residents of Rockingham County. Recipients must be a resident of Rockingham County with preference being given to residents of Reidsville. The scholarship is renewable for a second year if a "B" average is maintained.

William Worth Murphy Scholarship

The interest derived from the principal sum in the fund will be the source of this annual scholarship. This scholarship may be awarded to a Rockingham County resident with preference being given to students planning a career in nursing or a related medical field.

National Tooling and Machining Association Scholarship

The National Tooling and Machining Association Scholarship was established in April 1992 by the Piedmont Chapter of the NTMA. This scholarship will be awarded to students enrolled in the Machinist Program who are from the Piedmont region of North Carolina or southern Virginia. Students must have a 2.5 GPA to qualify. This scholarship is renewable if a 2.5 GPA is maintained.

The Dollibelle Gregory Newnam Memorial Scholarship

The Dollibelle Gregory Newnam Memorial Scholarship was established by her sister, Mrs. Franklin Oakley. The scholarship will be awarded to students from Rockingham County in their second year of study in the Business Technologies area who are intent upon completing their associate degree at RCC.

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.

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.

The William Alexander Rankin and William Alexander Rankin Jr. Memorial Scholarship

This scholarship was created by Mrs. Lucy Rankin in 1972 to memorialize her husband, William Alexander Rankin and her son, William Alexander Rankin, Jr. Preference will be give to graduates of Rockingham County Senior High School. Applicants may be enrolled in any program at RCC and must demonstrate financial need.

The C. P. and Ruby Robertson Scholarship

The C. P. and Ruby Robertson Scholarship was established by Mrs. Ruby Robertson in memory of her husband to perpetuate his high regard for education. Recipients will have a C+ average; demonstrate financial need; be enrolled in any area of study leading to a degree, certificate or diploma; and have a true desire to better themselves through education. The award is renewable for a second year if the student maintains a 2.5 average. Preference will be given to students from western Rockingham and eastern Stokes counties.

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.

The Thomas R. "Sonny" Schoolfield, IV Memorial Scholarship

The Sonny Schoolfield Memorial Scholarship was begun in May of 1990 by friends of the Schoolfield family in memory of Sonny Schoolfield who died in a boating accident at the end of his junior year in college. This scholarship will be awarded to a North Carolina resident studying in a technical field. Preference will be given to an employee of Burlington Industries or an employee's immediate family member. The recipient should demonstrate a strong sense of responsibility and a desire to better himself through education. If two candidates are equally qualified, then financial need will be considered. The scholarship is renewable for a second year if the recipient maintains a "B" average.

The Melody Harris Shropshire Memorial Scholarship

The Melody Harris Shropshire Memorial Scholarship was established in October of 1990 by her husband as a tribute to a wonderful wife and mother who was dedicated to teaching and loving children. Students from Rockingham County, NC and Henry County, VA who are planning on entering the teaching profession are eligible. Recipients maintaining a "B" average will be eligible to receive the award for a second year.

Southern Bell Telephone and Telegraph Scholarship

Recipients of this scholarship must be a resident of North Carolina, be enrolled full-time 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.

The Sarah Watt Stokes Memorial Scholarship

The Sarah Watt Stokes Memorial Scholarship was established by her family in January 1991. Eligible recipients are students enrolled in the Law Enforcement Technology Program. The scholarship is renewable if the recipient maintains a "C+" average.

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.

Clarence Tatum Endowed Scholarship

The Clarence Tatum Endowed Scholarship was established in 1991. Recipients of this scholarship must demonstrate financial need, satisfactory academic progress and may be enrolled in any curriculum program. Preference is given to Western Rockingham County residents.

Truslow Scholarship

This scholarship was established in memory of Sadie A. and Grover C. Truslow and their family. The interest derived from the principal sum will be awarded to a Rockingham County resident possessing an acceptable grade point average.

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 Microcomputer Systems Technology Program. Students should also demonstrate scholastic promise and financial need.

The Peggy and Harold Whitcomb Memorial Nursing Scholarship/Loan

Established in 1988 from funds from the Whitcomb Endowment, two nursing scholarships in the amount of \$2,000 will be awarded annually. Each scholarship will be renewed for a second year if a "B" average is maintained. Recipients must agree to work one full year for each \$2,000 received at Morehead Memorial Hospital or Annie Penn Memorial Hospital upon graduating from the Associate Degree Nursing Program.

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.

Elmer A. Wrenn Memorial Scholarship

Established in memory of the first business manager at RCC, this scholarship will be awarded to a student pursuing a business administration major or other major in a closely related field.

Other scholarships are available through the Financial Aid Office.

LOAN FUNDS

Federal 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 \$40.00 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.

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.

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**.

DEPARTMENT OF VETERANS 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)

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 unlimited 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.

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 61.) 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, successful course work in English at another U.S. institution of higher education, or satisfactory completion of senior English at an accredited U.S. secondary school.
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.

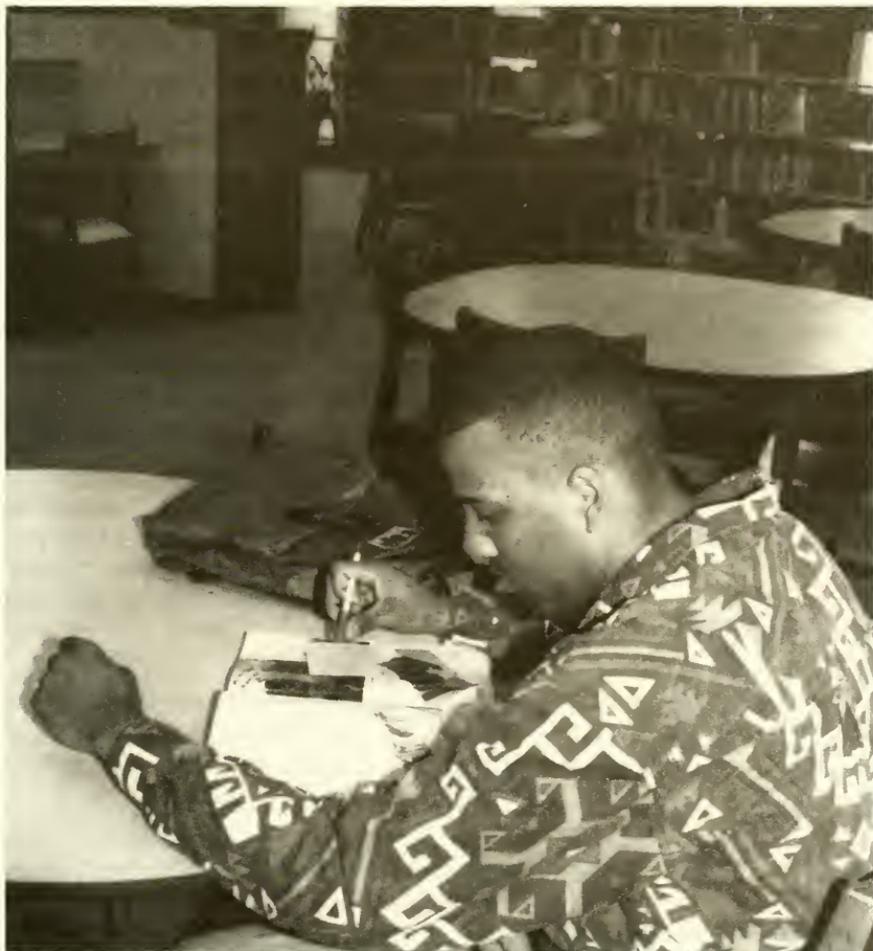
Students transferring from another institution must meet the above requirements plus submit a I-538 (requesting permission to transfer) at least 15 days prior to the beginning of the quarter.

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.

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the catalog, for maintaining the grade average required and knowing their academic standing, and for meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

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 their college lives. For further information, visit or call the Student Services Office.

CAREER LIFE PLANNING

Rockingham Community College provides for career life planning through the Career Center located in the Whitcomb Student Center. The services of the Center are available to students, alumni, and employers upon request.

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. "CHOICES" for Career Transitions (CT) is an innovative computer assisted career guidance system available to assist individuals in career life planning. 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 and/or the Employment Security Commission service located in the Whitcomb Student Center. Graduating students will be given the opportunity to fill out a registration packet for job placement during the last quarter of attendance and are encouraged to register with the Employment Security Commission.

SPECIAL NEEDS FOR DISABLED PERSONS

The College is committed to ensuring that persons with special needs due to disabilities 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. Special stickers for the disabled may be secured from the Dean of Student

Services' Office. To facilitate the delivery of these services, RCC would appreciate the advance notice of three months from those with special needs 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 at 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, Alpha Kappa Pi chapter of Phi Theta Kappa (academic honors society), Cultural Diversity Club, SIFE Club, French Club, and Criminal Justice Club.

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

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 Executive Vice President, the Dean of Student Services, 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 Kampus Kitchen, 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 Kampus Kitchen operates from 7:30 a.m. to 1:00 p.m. Monday through Friday. Monday through Thursday nights vending machines are available in the Kampus Kitchen 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 curriculum students through the Physical Education Department. Participating in these sports in 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

To be admitted to the gymnasium for free-play a student must bring his driver's license plus his social security number. He/she must be on the present student roster. Equipment can be checked out in the gym office. **ONLY CURRICULUM STUDENTS ARE PERMITTED TO USE THE GYM AND EQUIPMENT.** The hours the gym will be open will be determined, with the approval of the Executive Vice President, 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 rhythm activities, wrestling, weight training, and various indoor sports such as basketball, volleyball, and badminton. These facilities and activities are open to all Rockingham Community College curriculum 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 35,000 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. 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.



Degree	Associate in Arts Associate in Fine Arts Associate in General Education	Associate in Applied Science	Diploma/Certificate
Requirements	<p>Associate in Science</p> <p>College transfer students: Complete general education requirements as outlined for the appropriate degree</p> <p>Complete a total of 96 quarter hours</p> <p>It is the policy that at least 25 percent of the quarter credit hours required for graduation be taken at RCC.</p> <p>A quality point average of 2.0 or better in all courses credited to the degree program</p>	<p>Technical students: Complete program under which they enter as outlined in the catalog:</p> <p>Accounting Administrative Office Technology Business Administration Customer Service Technology General Office Associate Degree Nursing Electromechanical Technology Fine and Creative Woodworking Law Enforcement Technology* Manufacturing Systems Technology Medical Office Technology Microcomputer Systems Technology Paralegal Technology** Personnel Management Technology Secretarial-Legal Travel and Tourism</p> <p>It is the policy that at least 25 percent of the quarter credit hours required for graduation be taken at RCC.</p> <p>A quality point average of 2.0 or better in all courses credited to degree program</p> <p>*Cooperative program with Guilford Technical Community College</p> <p>**Cooperative program with Davidson County Community College</p>	<p>Vocational students: Complete program under which they entered as outlined in catalog:</p> <p>Air Conditioning Heating & Refrigeration Cosmetology Child Care Worker Electrical Installation Industrial Maintenance Light Construction Machinist Phlebotomy Practical Nursing Teacher Assistant Real Estate (Technical Specialty) Surgical Technology Welding</p> <p>It is the policy that at least 25 percent of the quarter credit hours required for graduation be taken at RCC.</p> <p>A quality point average of 2.0 or better in all courses credited to the diploma or certificate program</p>

Variation in Degree Requirements

In exceptional cases, variations in degree requirements can be approved by the Executive Vice President. 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 Executive Vice President. The request should include a rationale and justification for variation in requirements. The decision of the Vice President 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 appropriate Dean 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. The appropriate dean will submit the memorandum to the Executive Vice President if the dean approves.
4. In the event the advisor or dean does not recommend the pursuit of the career-oriented courses, the student may appeal the decision in writing to the Executive Vice President.
5. The Executive Vice President, drawing upon appropriate consultation, shall act upon the request and notify the student, advisor and dean 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.

Scholastic Standards

Rockingham Community College students are expected to maintain satisfactory scholastic standards. At the end of each quarter an assessment shall be made of each student's total scholastic record. The

academic policies are directed toward (1) prevention of failure, (2) remediation, and when other methods do not succeed, (3) exclusion from a program or the college.

Institutional Competencies

Students meeting the requirements for graduation from Rockingham Community College's associate degree and diploma programs should be able to:

Demonstrate effective speaking, writing, reading, and listening skills.

Gather and use information to analyze and make logical decisions.

Demonstrate positive interpersonal skills in various aspects of life.

Demonstrate quantitative competencies appropriate to their programs.

Demonstrate appropriate skills using a personal computer.

Perform technical skills applicable to their chosen program.

Policy on Cheating and Plagiarizing

Cheating, plagiarizing or otherwise falsifying results of study are prohibited and can result in sanctions as extreme as suspension from class(es) and/or from RCC.

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 Executive Vice President'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 Executive Vice President'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 Executive Vice President.	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.
NC	The student earned no credit for the course. This symbol does not count for hours attempted or hours earned. The symbol may be used only for the removal of the incomplete grade.	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 one additional time.

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 appropriate dean 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 Executive Vice President.
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 appropriate Dean 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 should assign a grade (A, B, C, D, F, S, U, NC) as appropriate to the course by the end of the ninth week or request through the Executive Vice President's Office a specific time extension. This procedure should be followed regardless of whether or not the student is enrolled. If the instructor does not remove the "I" grade nor requests a time extension, the "I" grade will automatically be changed to a "NC".

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 Executive Vice President 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 appropriate Dean. 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 Executive Vice President. The Executive Vice President will not give approval without the concurrence of the instructional staff. In cases where the instructor cannot be consulted, the appropriate Dean will act in the instructor's place. In cases where a grade is forgiven, the Executive Vice President 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 Dean.
3. If the matter is not resolved, a final review will be made by the Executive Vice President in consultation with all individuals involved. Upon recommendation by the Executive Vice President (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 Executive Vice President.

Academic Probation and Suspension

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

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

Criteria for Evaluating 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.

Hrs. Attempted	GPA Less Than
¼ of the hours required for graduation	1.25 – Probation 1.00 – Suspension
½ of the hours required for graduation	1.50 – Probation 1.25 – Suspension
¾ of the hours required for graduation	1.75 – Probation 1.50 – Suspension
Total hours required for graduation	1.99 – Probation 1.75 – Suspension

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

Hrs. Attempted	GPA Less Than
16-31	1.00 – Probation
32-47	1.50 – Probation 1.20 – Suspension
48-63	1.75 – Probation 1.35 – Suspension
64-79	1.85 – Probation 1.50 – Suspension
80-95	1.95 – Probation 1.60 – Suspension
96	1.99 – Probation 1.70 – Suspension

Appeals

It is recognized that unique and unusual circumstances may occur which may cause students to be suspended when they ought not to be suspended. In such cases students may appeal to the Appeals and

Reinstatement Committee (A&R) which is subject to meet upon call. Action of the committee is final. Committee decisions may be appealed to the Executive Vice President 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 Executive Vice President.

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 Executive Vice President. The Executive Vice President at his/her discretion may overturn any decision of the committee.

Membership

The Dean of Student Affairs, Chairperson (voting)

One member appointed by the Executive Vice President

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 Executive Vice President). 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 Executive Vice President. 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.

Course Substitution

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate dean and the Executive Vice President. The approved document must be on file in the Records Office (student file) for audit purposes for graduation.

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 Executive Vice President. 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 Executive Vice President. 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. 70).

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. A student who has withdrawn from all courses is no longer considered a registered student.

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 "WF" if the student's work is unsatisfactory at the time of withdrawal. In situations involving the S/U, if the student's work is unsatisfactory at the time of withdrawal a grade of "U" will be assigned.

1. Report to his/her advisor, discuss the withdrawal, and complete the proper form.
2. Submit the form to the Records Office which notifies the instructor and advisor of the effective date of withdrawal. Withdrawal becomes official on the date it is received in the Records Office and not before.

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

A student withdrawing from a course for bona fide medical reasons will not be penalized. In such cases, the grade of "W" or "I" will be assigned. A student who must withdraw from a course at any time for medical reasons should immediately notify his counselor, advisor, or instructor so that appropriate steps can be taken (see B.).

Instructor-Initiated

Instructor-initiated course withdrawals are governed by the following policies:

A. Absences

Rockingham Community College does not have a policy on student class attendance which covers the whole institution. Rather, the determination of class attendance policy is considered to be a responsibility of the instructor. There are three rules about class attendance, however, that must be followed by all:

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

B. Disruption of Class

Students who disrupt class may be withdrawn from a course only after the instructor has taken corrective measures such as conferences with the student in question and/or referral to other appropriate faculty or staff. When a student is withdrawn for disruption of class, the grade assigned will be a "W", "WP", or "WF". The grade normally assigned will depend upon when in the quarter the withdrawal occurs and the nature of the student's work. (See grade symbol definitions.) In situations involving the S/U, the student will receive a grade of "U", if the withdrawal occurs after the end of the fourth week and the student's work is unsatisfactory.

C. Student Achievement Limitations

In cases where student achievement limitations hamper the instructional effectiveness of a course, the instructor may initiate a withdrawal with the approval of the appropriate dean and the Executive Vice President. 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.
2. To engage in Independent Study because of the nature of a learning disability.

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 Executive Vice President.

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. No student may apply more than two independent study courses to meet graduation requirements.

IV. Approval of independent study depends upon the availability of qualified instructors to direct the study. Faculty should not agree to offer independent study unless they have the time and expertise to direct the student in a meaningful learning experience.

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, verify that the student will not exceed the limit of two independent study courses, 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 appropriate Dean 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.

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

Course Load

A full-time student is one who is carrying twelve or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter hours. Course schedules and course 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 Executive Vice President.

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 for graduation by filling out a Notice for Degree form. These forms 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. **Policies on Substance Abuse Prevention and Drug Free Workplace** appear in both the **Student Handbook** and the **Faculty-Staff Handbook**. All students and employees are responsible for knowing the contents of these policies.

Smoking

Smoking is allowed in all buildings in designated smoking areas.

Student Discipline

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

In cases where students report 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.

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. | |

VIII. *Towing Policy*

Unauthorized vehicles parked in *handicapped* spaces, on *roadways* and *service roads*, in the *Child Care Center* circle, and in *visitor* and *reserved* spaces at the Administration Building on Monday through Saturday during normal operating hours will be towed at owner's expense.

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 and Child Care Center for unpaid bills or bad checks; by the Financial Aid Office; or the Admissions Office for failing to attend Freshman Orientation.

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 Executive Vice President.
 - B. The students will retain one copy to present to the guard and the other will go to the Vice President of Administrative Services 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 Vice President of Administrative Services for transmittal to the security force.

CAMPUS SECURITY

Rockingham Community College encourages students, employees and visitors to be concerned about a secure campus environment and to be aware of security and personal safety on campus. The "Campus Safety and Security Report" pamphlet outlines some important college policies and procedures to enhance the security of everyone on campus. RCC will fully comply with the requirements of the Crime Awareness and Campus Security Act of 1990.

A contract security company 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



Occupational Programs Certificates and Diplomas

AIR CONDITIONING, HEATING AND REFRIGERATION (V-024)

The Air Conditioning, Heating and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide-range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

ONE-YEAR FULL-TIME DAY DIPLOMA PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
AHR 1121 Principles of Refrigeration	3	0	9	6
CAS 1001 Intro. to Computers	2	2	0	3
BPR 1131 Intro. to Bldg. Tds. Blprt. Rd.	2	2	0	3
WLD 1101 Basic Welding	0	0	3	1
ISA 0101 Industrial Safety	1	0	0	1
MAT 1101 Fund. of Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	13	4	12	19
WINTER QUARTER				
AHR 1122 Domestic/Commercial Refrig.	2	0	6	4
AHR 1115 Fund. of Heat	2	0	6	4
ELC 1801 AC/DC Elec. I	2	2	0	3
MEC 1121 Sheet Metal Layout I	1	2	3	3
PSY 0105 Psychology of Self/Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	10	4	15	17
SPRING QUARTER				
AHR 1123 Principles of Air Conditioning	3	0	9	6
AHR 1120 HVAC Electronics	1	2	0	2
MEC 1122 Sheet Metal Layout II	1	2	3	3
ENG 1102 Communication Skills	2	2	0	3
PHY 1101 Applied Science I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	12	6	12	18
SUMMER QUARTER				
AHR 1128 Automatic Controls	2	0	6	4
AHR 1124 AC, HTG, Ref. Servicing	2	0	6	4
MEC 1125 Sheet Metal Layout III	1	2	3	3
ELC 1821 Electrical Wiring I	2	2	0	3
AHR 1150 AC, Htg, Refrig. State Code	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	10	4	15	17

TOTAL QUARTER HOURS CREDIT—71

The following Certificates are available from Air Conditioning, Heating, and Refrigeration (V-024)

Sheet Metal		Air Conditioning & Heating	
AHR 1150	3	AHR 1121	6
MEC 1121	3	AHR 1115	4
MEC 1122	3	AHR 1123	6
MEC 1125	3		
BPR 1131	3		
WLD 1101	1		
ISA 0101	1		

AIR CONDITIONING & HEATING

ONE-YEAR PART-TIME EVENING CERTIFICATE PROGRAM (V - 024)

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
AHR 1121A Princ. of Refrig. A	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	2	0	6	4
WINTER QUARTER				
AHR 1121B Princ. of Refrig. B	1	0	3	2
AHR 1115A Fund of Heating	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
	2	0	6	4
SPRING QUARTER				
AHR 1115B Fund of Heating	1	0	3	2
AHR 1123A Princ. of Air Cond.	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
	2	0	6	4
SUMMER QUARTER				
AHR 1123B Princ. of Air Cond.	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	2	0	6	4

TOTAL QUARTER HOURS CREDIT: 16

If ELC 1803 has been taken previously, it may be substituted for ELC 1801 and ELC 1821.

CHILD CARE WORKER (V-067)

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.

ONE-YEAR FULL-TIME DAY DIPLOMA PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
EDU 1035 Child Care Credential I	3	0	0	3
EDU 1020 Human Growth I	3	0	0	3
BUS 102 Keyboarding I	1	4	0	3
MAT 1101 Fundamentals of Mathematics	5	0	0	5
EDU 1013 Effective Parenting/ Behavior Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	4	0	17

WINTER QUARTER

EDU	1036	Child Care Credential II	3	0	0	3
EDU	1021	Human Growth II	3	0	0	3
EDU	1007	Creative Activities in Music	2	2	0	3
EDU	1014	Readiness Skills for Young Children	3	0	0	3
ENG	1102	Communication Skills	2	2	0	3
COE	1104	Cooperative Work	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			13	4	10	16

SPRING QUARTER

EDU	1009	Creative Activities in Art	2	2	0	3
*EDU	1019	Children's Lit. or EDU 1030	3	2	0	4
EDU	1022	Human Growth III	3	0	0	3
HEA	175	First Aid	3	0	0	3
PSY	105	Psychology of Self/Others	3	0	0	3
COE	1105	Cooperative Work	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			14	4	10	17

SUMMER QUARTER

EDU	1026	Health, Safety & Nutrition	3	2	0	4
EDU	1028	Day Care Organization & Admin.	3	2	0	4
EDU	1023	Exceptional Children	3	2	0	4
BUS	150	Children and Computers	2	2	0	3
EDU	1010	Current Issues and Trends	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			13	8	0	17
*EDU	1030	Language Arts	3	2	0	4

TOTAL QUARTER HOURS CREDIT—67

NOTE: The Early Childhood Laboratory setting is available for the cooperative work experience. Alternative placements must be approved.

START OF THREE-YEAR PART-TIME EVENING DIPLOMA PROGRAM

First Year

FALL QUARTER

EDU	1013	Effective Parenting/ Behavior Management	3	0	0	3
EDU	1035	Child Care Credential I	3	0	0	3
EDU	1020	Human Growth I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

WINTER QUARTER

EDU	1036	Child Care Credential II	3	0	0	3
EDU	1021	Human Growth II	3	0	0	3
ENG	1102	Communication Skills	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			8	2	0	9

SPRING QUARTER

EDU	1022	Human Growth III	3	0	0	3
MAT	1101	Fundamentals of Mathematics	5	0	0	5
EDU	1014	Readiness Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	0	11

Second Year

FALL QUARTER

EDU	1007	Creative Activities in Music	2	2	0	3
*EDU	1019	Children's Literature or EDU 1030	3	2	0	4
EDU	1009	Creative Activities in Art	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			7	6	0	10

WINTER QUARTER						
EDU	1023	Exceptional Children	3	2	0	4
PSY	105	Psychology of Self	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	2	0	7
SPRING QUARTER						
HEA	175	First Aid	3	0	0	3
EDU	1026	Health Safety and Nutrition	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			6	2	0	7
*EDU	1030	Language Arts	3	2	0	4
Third Year						
FALL QUARTER						
BUS	102	Keyboarding I	1	4	0	3
COE	1104	Cooperative Work	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			1	4	10	4
WINTER QUARTER						
EDU	1028	Day Care Administration	3	2	0	4
COE	1105	Cooperative Work	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			3	2	10	5
SPRING QUARTER						
BUS	150	Children and Computers	2	2	0	3
EDU	1010	Current Issues and Trends	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			4	2	0	5
TOTAL QUARTER HOURS CREDIT - 67						

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. Malpractice Insurance \$15 per year.

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

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
COS 1150	5	0	0	5
COS 1151	0	0	24	8
MAT 1101	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	10	0	24	18

WINTER QUARTER

COS	1160	Cosmetology II	5	0	0	5
COS	1161	Cosmetology Lab II	0	0	24	8
ENG	1102	Communication Skills	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			7	2	24	16

SPRING QUARTER

COS	1170	Cosmetology III	5	0	0	5
COS	1171	Cosmetology Lab III	0	0	21	7
CAS	1001	Introduction to Computers	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			7	2	21	15

SUMMER QUARTER

COS	1180	Cosmetology IV	5	0	0	5
COS	1181	Cosmetology Lab IV	0	0	24	8
BUS	1103	Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	0	24	16

FALL QUARTER

COS	1190	Cosmetology V	5	0	0	5
COS	1191	Cosmetology Lab V	<u>0</u>	<u>0</u>	<u>24</u>	<u>8</u>
			5	0	24	13

TOTAL QUARTER HOURS CREDIT—78

CERTIFICATE IN COSMETOLOGY

COS	1150	Cosmetology I	5	0	0	5
COS	1151	Cosmetology Lab I	0	0	24	8
COS	1160	Cosmetology II	5	0	0	5
COS	1161	Cosmetology Lab II	0	0	24	8
COS	1170	Cosmetology III	5	0	0	5
COS	1171	Cosmetology Lab III	0	0	21	7
COS	1180	Cosmetology IV	5	0	0	5
COS	1181	Cosmetology Lab IV	<u>0</u>	<u>0</u>	<u>24</u>	<u>8</u>
			20	0	93	51

ELECTRICAL INSTALLATION**(V-018)**

The Electrical Installation 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 and installation of electrical 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.
FALL QUARTER				
ISA 101 Industrial Safety	1	0	0	1
CAS 1001 Intro to Computers	2	2	0	3
DFT 1815 Electrical Blueprints and Schematics	3	0	0	3
ELC 1823 Basic Wiring I	2	10	0	7
ELC 1831 National Electrical Code	4	0	0	4
	<u>12</u>	<u>12</u>	<u>0</u>	<u>18</u>
WINTER QUARTER				
MAT 1824 Electrical Math	4	0	0	4
ELC 1826 Basic Wiring II	2	6	0	5
ELC 1806 Basic AC/DC	4	4	0	6
BPR 1131 Building Trades Blueprints Reading	2	2	0	3
	<u>12</u>	<u>12</u>	<u>0</u>	<u>18</u>
SPRING QUARTER				
ELC 1833 Industrial Controls Fundamentals	4	8	0	8
ELC 1827 Commercial & Industrial Wiring Practices	2	10	0	7
	<u>6</u>	<u>18</u>	<u>0</u>	<u>15</u>
SUMMER QUARTER				
ELC 1834 Advanced Controls	4	8	0	8
ELN 1000 Industrial Electronics	1	6	0	4
	<u>5</u>	<u>14</u>	<u>0</u>	<u>12</u>
FALL QUARTER				
PSY 105 Psychology of Self and Others	3	0	0	3
ENG 1102 Communication Skills	3	0	0	3
ELC 1857 Intro to Programmable Controllers	4	4	0	6
	<u>10</u>	<u>4</u>	<u>0</u>	<u>12</u>

TOTAL QUARTER HOURS CREDIT—75

**The Following Certificates are Available from Electrical Installation
and Maintenance (V-018)**

RESIDENTIAL, COMMERCIAL AND INDUSTRIAL WIRING CERTIFICATE

ELC 1823	7
ELC 1826	5
ELC 1831	4
ELC 1827	7

TOTAL CREDITS—19

INDUSTRIAL CONTROLS CERTIFICATE

ELC 1833	8
ELC 1834	8

TOTAL CREDITS—16

PROGRAMMABLE LOGIC CONTROLLERS

CAS 1001	4
ELC 1834	8
ELC 1857	6

TOTAL CREDITS—18

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.	
FIRST YEAR					
FALL QUARTER					
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	2	0	6	4
		<u>8</u>	<u>2</u>	<u>6</u>	<u>11</u>
WINTER QUARTER					
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
SPRING QUARTER					
*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
SUMMER QUARTER					
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

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
SECOND YEAR				
FALL QUARTER				
*AHR 1121A Principles of Refrigeration A	2	0	6	4
MEC 1140 Hydraulic Fundamentals	<u>2</u>	<u>6</u>	<u>0</u>	<u>5</u>
	4	6	6	9
WINTER QUARTER				
AHR 1121B Principles of Refrigeration B	1	0	3	2
MEC 1141 Pneumatics Fundamentals	2	2	0	3
PSY 105 Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	2	3	8
SPRING QUARTER				
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
SUMMER QUARTER				
ELC 1856 Control Systems	2	6	0	5
WLD 1102 Basic Welding II	0	0	3	1
MEC 1151 Maintenance Schedules	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	4	6	3	8

TOTAL QUARTER HOURS CREDIT—73

*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. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
WINTER QUARTER				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	14	4	6	18
SPRING QUARTER				
BPR 1132 Construction Blueprint Reading	2	2	0	3
CAR 1120 Carpentry I	3	0	3	4
*CAS 1001 Introduction to Computers	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	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
	13	4	6	17
SUMMER QUARTER				
CAR 1108 Building Codes	2	0	0	2
CAR 1122 Carpentry II	3	0	15	8
CAR 1181 Insulation and Soundproofing	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	7	0	15	12
FALL QUARTER				
CAR 1109 Construction Estimating	2	2	0	3
CAR 1171 Carpentry III	2	0	12	6
CAR 1172 Interior and Exterior Finishes	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	6	4	12	12
WINTER QUARTER				
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
ELC 1821 Electrical Wiring I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	4	2	18	11

TOTAL QUARTER HOURS CREDIT — 70

*Work experience up to 3 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.
FALL QUARTER				
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	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	13	4	12	19
WINTER QUARTER				
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
ELC 1801 Direct and Alternating Electricity I	2	2	0	3
PSY 105 Psychology of Self/Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	13	4	12	19
SPRING QUARTER				
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	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	12	6	12	19
SUMMER QUARTER				
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	6	3
MEC 1116 Treatment of Metals	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	10	2	18	17

TOTAL QUARTER HOURS CREDIT — 74

PHLEBOTOMY (V-168)

A phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of blood tests.

Graduates are eligible to take the American Society of Clinical Pathologists - Phlebotomy Technician (ASCP-PBT) examination according to accreditation guidelines by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

This course is offered for one quarter each year to a maximum of 15 students (pending availability of clinical placement).

Admission Criteria for Entry into the Phlebotomy Program

1. Be a graduate of a State or Southern Association Accredited High School prior to enrollment in the phlebotomy program with an overall "C" average.

or

Satisfactory completion of the GED.

2. Complete the RCC reading and English placement tests.

A deficiency in reading must be removed through remediation work before an applicant can be considered.

3. Applicants to the Phlebotomy program should complete and/or mail to the Admissions Office: 1) College application form, 2) Health History, 3) High School transcripts or GED scores, and 4) College transcripts if applicants attended another college.
4. Students may be required to meet with a College representative for advisement and pre-admission interviews. Upon completion of all admissions criteria the candidates may be required to meet with the Phlebotomy Admissions Committee of the Department of Nursing & Allied Health. Due to a limited number of openings in the Phlebotomy program, admissions will be selective. Completing the admissions criteria does not guarantee admission.
5. 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 of the following immunizations: tetanus toxoid booster, diphtheria, polio, rubella or positive rubella titer, hepatitis

B (series may be in progress) or signed original "Hepatitis B Declination Form." A tuberculin skin test is also required (if positive, chest x-ray required immediately).

The applicant will be required to provide evidence to the Department of Nursing & Allied Health that he/she meets the entry requirements for the program. (Drug testing may be required).

Probation and Dismissal

1. The Phlebotomy 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 courses in the phlebotomy curriculum.
 - B. Clinical experiences are graded as satisfactory (S) or unsatisfactory (U). Specific performance requirements are listed in the syllabus. The student will not be able to progress unless a satisfactory grade is attained in the clinical experience regardless of the theory grade. Tardiness for clinical experiences will be considered a (U) for the day.
2. **Probation** applies to a phlebotomy student who misses in excess of two classes or one clinical session. A student will remain on probation until laboratory and/or clinical sessions are made up. It is the student's responsibility to contact the instructor to obtain make up assignments.
3. **Dismissal** applies to a phlebotomy student who misses in excess of five consecutive classes and/or four days of clinical.
4. **Nonacademic Dismissal** The Department of Nursing & Allied Health reserves the right to dismiss from the program any 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 unsafe laboratory or clinical behavior which jeopardizes the welfare of patients/staff and/or peers.
5. When a student reaches the point of dismissal, the Dean will advise the student and investigate any student concerns.
6. The Dean of the Department of Nursing & Allied Health in consultation with the nursing faculty, will then make specific recommendations to the Executive Vice President for dismissal of phlebotomy students. The student has the right to appeal to the Executive Vice President for review and deposition. The Vice

President's decision will be final due to the unique nature of the phlebotomy program.

Phlebotomy students should be prepared to incur additional expenses beyond tuition. Estimates of these include:

Medical Examination.....	\$50.00	2 uniforms, 1 full-length	
Hepatitis B immunization series	\$150-\$200	lab coat.....	\$90.00
Dental examination.....	\$30.00	Shoes	\$55.00
Malpractice insurance.....	\$37.00	Textbook.....	\$29.00
		CPR facemask and book	\$25.00

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
PBT	100	Phlebotomy Technology	9	2	0	10
PBT	100C	Phlebotomy Technology Clinical	0	0	12	4
PER	162	People Skills II: Interpersonal Skills	3	0	0	3
			12	2	12	17

PRACTICAL NURSING (V-038)

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination, (NCLEX-PN) which is required for practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina Nursing Practice Act, 1987: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regiments; (2) recording the reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; (5) and reporting and recording the nursing care rendered and the client's response to that care.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

Upon completion of the program, the student is eligible to write the NCLEX-PN examination for practical nurse licensure (or other states), with the following exceptions:

Nursing Practice Act State of North Carolina, October 1991. "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 indicated 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 violated any provision of this Article;
- (8) has willfully violated any rules enacted by the board."

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

Medical Examination.....	\$50	Watch with second hand	\$25
Hepatitis B imm. series....	\$150-200	Administration & Analysis of	
Dental Examination.....	\$30	Assess Test	\$27
Malpractice Insurance.....	\$13	Stethoscope.....	\$20
2 uniforms, cap, lab coat		Blood Pressure Cuff.....	\$35
scissors, and name pins.....	\$160	Use of copy machine.....	\$50
Pens, paper, notebooks	\$50	NCLEX Review course.....	\$70
Books.....	\$560	NCLEX fee/license	\$85
Lab fee.....	\$25	Nursing pin (optional)....	\$50-\$100
Shoes	\$50		

ONE-YEAR FULL-TIME DAY DIPLOMA PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
Fall Quarter				
NUT 1100 Nutrition and Diet Therapy	3	0	0	3
PSY 1100 Human Growth and Development	3	0	0	3
BIO 1100 Anatomy and Physiology I	3	2	0	4
NUR 1101 Fundamentals of Nursing	6	6	3	10
NUR 1105 Pharmacology	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	16	10	3	22

Winter Quarter

NUR	1102	Medical Surgical Nursing I	9	0	12	13
BIO	1101	Anatomy and Physiology II	3	2	0	4
NUR	1106	Advanced Pharmacology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	4	12	20

Spring Quarter

NUR	1103	Maternal & Child Health Nursing	10	0	15	15
ENG	101	Freshman English I	3	0	0	3
PSY	105	Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	0	15	21

Summer Quarter

NUR	1104	Medical Surgical Nursing II	<u>8</u>	<u>0</u>	<u>18</u>	<u>14</u>
			8	0	18	14

TOTAL QUARTER HOURS CREDIT – 77

ADMISSION CRITERIA FOR SELECTION AND ADMISSION TO THE PN PROGRAM

- 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.
- Complete the RCC Math, English, and Reading Placement Test with minimum scores of:
Math 14 or completion of Math 101
English 80 or completion of English 100
Reading 25 percentile or completion of REA 100 and REA 101.
- Applicants to the PN program should complete and mail to the Admissions Office: 1) College application form, 2) Health History, 3) High School transcripts or GED scores, 4) College transcripts if applicants attended another college. Application forms are available from the Admissions Office.
- All students will meet with College representative for advisement and preadmission interviews.
- Until such time applicants are admitted to the Nursing Course Sequence, the applicant will be classified as "Pre-Nursing" defined as "Every applicant to Practical Nursing, or applicants who have met the published criteria, or applicants who have been accepted but have not entered the Nursing Course Sequence."
- All applicants are prioritized and may be interviewed by the Nursing Admissions Committee. The final acceptance or non-acceptance of the applicant will be determined at that time by the Nursing Admission Committee. Due to a limited number of openings in the PN program, admissions will be selective. Completing the admissions criteria does not guarantee admission.

7. 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 of tetanus, polio, and Hepatitis B immunization (series may be completed or in process) or signed original "Hepatitis B Declination Form", tuberculin screening, and rubella vaccination or positive rubella titer.
The applicant will be required to provide evidence to the Department of Nursing and Allied Health that he/she meets the entry requirements for the program.
(Drug testing may be required).

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 practical 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 Dean and nursing faculty committee of the Department of Nursing and Allied Health. Based on the evaluation of transfer credit, the program of study will be determined by the Dean and faculty committee of the Department of Nursing and Allied Health.

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

Advanced Placement

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

Probation and Dismissal

1. The Practical 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 Practical Nursing major, related, general education, and elective courses.
 - B. Clinical laboratory experiences are graded satisfactory (S) or unsatisfactory (U). More specific performance requirements are listed in each course syllabus. The student will not be able to progress unless a satisfactory grade is attained in the clinical lab regardless of the theory grade.

- C. The student must not fall behind the sequence of the curriculum plan stated in the catalog for 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. A student will also be placed on probation when they have earned 50% of the clinical unsatisfactory grades permitted in a course.
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 Department of Nursing and Allied Health 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".
5. When a student reaches the point of dismissal, the Dean will advise the student and investigate any student concerns.
6. The Dean of the Department of Nursing and Allied Health department, in consultation with the nursing faculty, will then make specific recommendations to the Executive Vice President for dismissal of Practical Nursing students. The student has the right to appeal to the Executive Vice President for review and deposition. The Executive Vice President's decision will be final due to the unique nature of the nursing program.

Readmission

Because of the content and organization of the learning experiences in the Practical Nursing program, withdrawal and academic dismissal should be avoided. However, should withdrawal or academic dismissal become necessary, readmission will be considered.

Students may be readmitted to the Practical 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 immunization and dental records, thereby alleviating any medical reasons contributing to the withdrawal as evidenced by a physician's statement.
4. A letter of intent for readmission must be mailed to the Admissions Office with a copy to the Dean of the Department of Nursing and Allied Health at least two quarters prior to the expected date of readmission.
5. The student must show evidence of fulfillment of the prescriptive program of knowledge and skill development to be completed before qualifying for readmission.
6. Nursing courses taken previously at RCC will be evaluated by the Dean of the Department of Nursing and Allied Health 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. Successful audit of a nursing course involves attendance in class, taking quizzes and writing exams, attending all scheduled clinical labs completion of the skill log by the designated date, and attainment of a minimum average grade of C or satisfactory in class and clinical work.
7. Space is available in the program.
8. The student's readmission is approved and accepted by the Nursing Admissions Committee composed of the Dean, a member of the nursing faculty, and a counselor.

SURGICAL TECHNOLOGY (V-071)

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. First assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Association of Surgical Technologists Inc. Surgical technologists may practice in the hospital's operating, emergency, labor and delivery rooms; central sterile processing department; ambulatory surgical services; and physician's offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

ADMISSION REQUIREMENTS

Admission to the Surgical Technology program is as follows:

ADMISSION CRITERIA FOR SELECTION AND ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM

1. Be a graduate of a State or Southern Association Accredited High School prior to enrollment in the Surgical Technology program with an overall "C" average.
or
Satisfactory completion of the GED.
2. Complete the RCC Math, English, and Reading Placement Test with minimum scores of:
Math 14 or completion of Math 101
English 80 or completion of English 100
Reading 25 percentile or completion of REA 100 and REA 101
3. Applicants to the Surgical Technology program should complete and mail to the Admissions Office: (1) College application form, (2) Health History, (3) High School transcripts or GED scores, (4) College transcripts if applicants attended another college. Application forms are available from the Admissions Office.
4. All students will meet with College representative for advisement and preadmission interviews. Upon completion of all admissions criteria the candidates may be required to meet with the Nursing and Allied Health Admissions Committee. The Committee will make the final decision concerning admission to the program.
5. Until such time applicants are admitted to the Surgical Technology Course Sequence, the applicant will be classified as "Pre-Surgical Technology" defined as "Every applicant to Surgical Technology, or applicants who have met the published criteria, or applicants who have been accepted but have not entered the Surgical Technology Course Sequence."
6. All applicants are prioritized and may be interviewed by the Nursing and Allied Health Admissions Committee. The final acceptance or non-acceptance of the applicant will be determined at that time by the Nursing and Allied Health Admissions Committee. Due to a limited number of openings in the Surgical Technology program, admissions will be selective. Completing the admissions criteria does not guarantee admission.

7. 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 of tetanus, polio, and Hepatitis B immunization (series may be completed or in process), or signed original "Hepatitis B Declination Form", tuberculin screening, and rubella vaccination or positive rubella titer.

The applicant will be required to provide evidence to the Nursing and Allied Health 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 care to the public. This includes vision, hearing, and physical capabilities on a level acceptable with safe care.

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

8. The College will give priority to North Carolina residents who apply for the program who meet all other admission requirements.

Fall Quarter

SUR	1101	Intro. to Surgical Technology	2	4	0	4
SUR	1102	Nursing Procedures	3	4	0	5
BIO	1100	Anatomy and Physiology I	3	2	0	4
BIO	1103	Microbiology	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
			11	14	0	18

Winter Quarter

SUR	1201	Surgical Procedures I	4	2	0	5
SUR	1202	Surgical Clinical I	0	0	12	4
SUR	1203	Surgical Pharmacology	3	0	0	3
BIO	1102	Anatomy and Physiology II	3	2	0	4
ENG	101	Freshman English I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	4	12	19

Spring Quarter

SUR	1301	Surgical Procedures II	5	4	0	7
SUR	1302	Surgical Clinical II	0	0	15	5
PSY	105	Psychology of Self and Others	3	0	0	3
SUR	1303	Seminar I	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			10	4	15	17

Summer Quarter

SUR	1401	Surgical Procedures III	5	4	0	7
SUR	1402	Surgical Clinical III	0	0	15	5
SUR	1403	Seminar II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	4	15	15

TOTAL HOURS: 69

TEACHER ASSISTANT (V-088)

The Teacher Assistant curriculum prepares individuals for work in assisting teachers. Individuals receive training in the areas of classroom procedures, preparation of educational material and audiovisual aids and typing.

Individuals will be qualified to prepare instructional material, to assist with physical education programs, to construct audiovisual aids and to assist the teacher in the performance of general classroom duties. Employment opportunities exist with public school systems and with private schools.

THREE-YEAR PART-TIME EVENING DIPLOMA PROGRAM

			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
First Year						
Fall Quarter						
EDU	1013	Effective Parenting/ Behavior Management	3	0	0	3
EDU	1020	Human Growth I	3	0	0	3
EDU	1031	Practice and Principles of Early Childhood	3	0	0	3
			9	0	0	9
Winter Quarter						
ENG	1102	Communication Skills	2	2	0	3
ENG	1022	Human Growth II	3	0	0	3
EDU	1034	Methods, Materials, & Techniques of Teaching Reading	3	0	0	3
			8	2	0	9
Spring Quarter						
MAT	1101	Fundamentals of Mathematics	5	0	0	5
EDU	1022	Human Growth III	3	0	0	3
EDU	1014	Readiness Skills	3	0	0	3
			11	0	0	11
Second Year						
Fall Quarter						
EDU	1007	Music Activities	2	2	0	3
EDU	1019	Children's Literature	3	2	0	4
EDU	1009	Creative Art	2	2	0	3
			7	6	0	10
Winter Quarter						
EDU	1023	Exceptional Children	3	2	0	4
PSY	105	Psychology of Self	3	0	0	3
			6	2	0	7
Spring Quarter						
HEA	175	First Aid	3	0	0	3
EDU	1026	Health Safety Nutrition	3	2	0	4
			6	2	0	7
Third Year						
Fall Quarter						
EDU	1030	Language Arts	3	2	0	4
BUS	102	Keyboarding I	1	4	0	3
COE	1106	Cooperative Work	0	0	10	1
			4	6	10	8

Winter Quarter						
COE	1107	Cooperative Work	0	0	10	1
EDU	1025	Audio Visual	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			1	2	10	3
Spring Quarter						
BUS	150	Children and Computers	2	2	0	3
EDU	1033	Role of Teacher Assistant	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			3	2	0	4

TOTAL CREDIT HOURS: 68

NOTE: Cooperative work experience for the Teacher Assistant program will be conducted in an elementary school.

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: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

WELDING 12-MONTH EVENING CERTIFICATE PROGRAM

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
Fall Quarter				
ISA 101 Industrial Safety	1	0	0	1
WLD 1149A Welding Theory and Practice I	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
	2	0	6	4
Winter Quarter				
DFT 1117 Blueprint Reading: Welding I	1	2	0	2
WLD 1149B Welding Theory and Practice I	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
	1	2	6	4
Spring Quarter				
DFT 1118 Blueprint Reading: Welding II	1	2	0	2
WLD 1151A Welding Theory and Practice II	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
	1	2	6	4
Summer Quarter				
WLD 1151B Welding Theory and Practice II	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	2	0	6	4

TOTAL CREDIT HOURS 16

TECHNICAL PROGRAMS



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.
FALL QUARTER						
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	106	Principles of Mathematics	5	0	0	5
			<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>
WINTER QUARTER						
BUS	102	Keyboarding 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>
SPRING QUARTER						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	252	Business Law II	4	0	0	4
CAS	101	Intro. to Computers	4	2	0	5
ENG	112	Technical Report Writing	3	0	0	3
COA	154	PC Software IV (Accounting I)	2	2	0	3
			<u>16</u>	<u>6</u>	<u>0</u>	<u>19</u>
SUMMER QUARTER						
COA	158	Computer Accounting II	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.
SECOND YEAR				
FALL QUARTER				
BUS 220 Intermediate Accounting I	3	0	0	3
BUS 247 Insurance	3	0	0	3
ECO 261 Principles of Economics I	3	0	0	3
ENG 180 Fundamentals of Speech (Humanities)	3	0	0	3
Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	0	0	15
WINTER QUARTER				
BUS 221 Intermediate Accounting II	3	0	0	3
BUS 227 Income Tax I	3	2	0	4
Elective (Social Science)	3	0	0	3
ECO 262 Principles of Economics II	3	0	0	3
*Elective	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
	12	4	0	14
SPRING QUARTER				
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
COA 152 PC Software II (Spreadsheet I)	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 — 112

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

ACCOUNTING Certificate Program

BUS 120 Principles of Accounting I	3	2	0	4
BUS 121 Principles of Accounting II	3	2	0	4
COA 152 PC Software II (Spreadsheet I)	2	2	0	3
COA 154 PC Software IV (Accounting I)	2	2	0	3
COA 158 Computer Accounting II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	12	10	0	17

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. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 101 Introduction to Business	5	0	0	5
BUS 102 Keyboarding I	1	4	0	3
ENG 101 Freshman English I	3	0	0	3
MAT 106 Principles of Mathematics	5	0	0	5
	<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>
WINTER QUARTER				
CAS 101 Intro to Computers	4	2	0	5
COA 151 PC Software I	2	2	0	3
BUS 106 Shorthand I	4	2	0	5
ENG 102 Freshman English II	3	0	0	3
	<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>
SPRING QUARTER				
BUS 103 Keyboarding II	1	4	0	3
BUS 107 Shorthand II	4	2	0	5
BUS 183 Records Mgmt	2	2	0	3
ENG 111 Communications	3	0	0	3
Humanities Elective	3	0	0	3
	<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>
SUMMER QUARTER				
BUS 108 Shorthand III	4	2	0	5
BUS 118 Terminology — Executive	2	2	0	3
BUS 104 Keyboarding III	1	4	0	3
BUS 125 Personal Finance	3	0	0	3
Elective	0	2	0	1
	<u>10</u>	<u>10</u>	<u>0</u>	<u>15</u>
SECOND YEAR				
FALL QUARTER				
BUS 120 Principles of Accounting I	3	2	0	4
COA 155 PC Software V (Word Processing II)	2	2	0	3
BUS 206 Dictation and Transcription I	3	2	0	4
BUS 109 Machine Transcription I	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>
WINTER QUARTER				
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
MAT 130 Business Mathematics	5	0	0	5
COA 167 The Paperless Office	2	2	0	3
	<u>16</u>	<u>8</u>	<u>0</u>	<u>20</u>

SPRING QUARTER

COA	164	Desktop Publishing	2	2	0	3
COA	154	PC Software IV (Accounting I)	2	2	0	3
BUS	134	Personal Development	3	0	0	3
BUS	271	Office Management	3	0	0	3
*Elective			0	2	0	1
		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	6	0	16

TOTAL QUARTER HOURS CREDIT – 118

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

ADMINISTRATIVE OFFICE TECHNOLOGY**Certificate Program**

BUS	102	Keyboarding I	1	4	0	3
BUS	103	Keyboarding II	1	4	0	3
COA	151	PC Software I (Word Processing I)	2	2	0	3
COA	155	PC Software V (Word Processing II)	2	2	0	3
BUS	214	Secretarial Procedures	2	4	0	4
BUS	118	Terminology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	18	0	19

WORD PROCESSING**Certificate Program**

BUS	102	Keyboarding I	1	4	0	3
COA	151	PC Software I	2	2	0	3
BUS	103	Keyboarding II	1	4	0	3
COA	155	PC Software V	2	2	0	3
COA	164	Desktop Publishing	2	2	0	3
BUS	118	Terminology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	16	0	18

ASSOCIATE DEGREE NURSING, REGISTERED 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: assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; recording and reporting the results of the nursing assessment; planning, initiating, delivering, and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and

recording the plan for care, nursing care given, and the patient's response to that care; and 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 NCLEX-RN examination for registered nurse licensure (or other states), with the following exceptions:

Nursing Practice Act State of North Carolina, October 1991. "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 violated any provision of this Article;
- (8) has willfully violated any rules enacted by the board."

Nursing students should be prepared to incur additional expenses beyond tuition. Estimates of these include:

First Year

Medical Examination.....	\$50.00
Hepatitis B immunization series	\$150-\$200
Dental Examination.....	\$30.00
Malpractice Insurance.....	\$13.00
2 uniforms, 1 Full-Length Lab Coat,	
2 name pins, 1 Cap & 1 Pair of Bandage Scissors.....	\$175.00

Books.....	\$620.00
Shoes.....	\$55.00
Watch with second hand ...	\$25.00
Miscellaneous Supplies	
N.L.N. Tests	\$27.00
Stethoscope.....	\$20.00
Blood Pressure Cuff	\$35.00
Pens, Paper, Notebooks...	\$60.00
Copying Machine.....	\$65.00

Second Year

Medical Examination.....	\$50.00
Dental Examination.....	\$30.00
Malpractice Insurance.....	\$13.00
NCLEX Review course.....	\$160
NCLEX Fee/License Fee.....	\$85
Nursing pin (optional)....	\$50-\$100

Miscellaneous Supplies	
Assess Test	\$27.00
Paper, Pens, Notebooks...	\$30.00
Drug Cards and Notebooks.....	\$10.00
Copying Machine.....	\$25.00

Prerequisite**Course****SUMMER QUARTER (Five Weeks)**

NUR 100	Pre-Nursing Seminar				
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Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
3	2	0	4

Course Title**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	2	9	10
PSY 211	Gen. Psychology I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	6	9	21

Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
3	2	0	4

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	<u>6</u>	<u>2</u>	<u>9</u>	<u>10</u>
		12	6	9	18

SPRING QUARTER

BIO 104	Microbiology	3	4	0	5
BIO 107	Human Anat/Physiology III	3	0	0	3
NUR 111	Medical/Surgical Nursing	6	2	9	10
PSY 217	Psy. Across the Life Span	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		17	6	9	23

Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
3	2	0	4

SUMMER QUARTER

NUR 112	Maternal/Child Care	6	2	9	10
PSY 215	Abnormal Psychology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		11	2	9	15

Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
3	4	0	5

SECOND YEAR**FALL QUARTER**

NUR 211	Care Phy/Mntl. Illness I	6	0	15	11
SOC 202	Intro. to Sociology II	3	0	0	3
	Elective	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		10	0	15	15

Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
<u>3</u>	<u>2</u>	<u>9</u>	<u>10</u>
3	2	9	10

WINTER QUARTER

NUR	212	Care Phy/Mntl. Illness II	6	0	15	11
PHI	205	Ethics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	15	14

SPRING QUARTER

NUR	213	Nursing Seminar	2	0	3	3
NUR	214	Care Phy/Mntl. Illness III	<u>6</u>	<u>0</u>	<u>15</u>	<u>11</u>
			8	0	18	14

TOTAL QUARTER HOURS CREDIT – 124

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 25th Percentile (Nelson-Denny)

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

4. Passage of a national pre-admission test.
5. Applicants to the ADN programs should complete and/or 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. 5) National pre-admission test score. Application forms are available from the Admissions Office. **NO NEW APPLICATIONS WILL BE CONSIDERED AFTER JANUARY 1, 1994 FOR ADMISSION TO NURSING 100.**
6. All students will meet with College representative for advisement and pre-admission interviews. Upon completion of all admissions criteria the candidates may be required to meet with the Nursing Admissions Committee. The Committee will make the final decision concerning admission to the program. Due to a limited number of openings in the ADN program, admissions will be selective. Completing the admissions criteria does not guarantee admission.
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. 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 of tetanus, polio, and Hepatitis B immunization (series may be completed or in process) or signed original "Hepatitis B Declination Form", tuberculin screening, and rubella vaccination or positive rubella titer.
The applicant will be required to provide evidence to the Nursing Department that he/she meets entry requirements for the program.
(Drug testing may be required).

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 will be evaluated and transfer credit determined by the Dean and nursing faculty committee of the Department of Nursing and Allied Health. Based on the evaluation of transfer credit, the program of study will be determined by the Dean and nursing faculty committee of the Department of Nursing and Allied Health.

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. Clinical experiences are graded satisfactory (S) or unsatisfactory (U). More specific performance requirements are listed in each course syllabus. The student will not be able to progress unless a satisfactory grade is attained in the clinical laboratory regardless of the theory grade. Tardiness for clinical experiences will constitute an unsatisfactory for that day.
 - 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. A student will also be placed on probation when they have earned 50% of the clinical unsatisfactory grades permitted in a course.

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".
5. When a student reaches the point of dismissal, the Dean will advise the student and investigate any student concerns.
6. The Dean of the Department of Nursing and Allied Health in consultation with the nursing faculty, will then make specific recommendations to the Executive Vice President for dismissal of Associate Degree Nursing students. The student has the right to appeal to the Executive Vice President for review and deposition; this decision will be final due to the unique nature of the nursing program.

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 considered.

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 immunization, and dental records, thereby alleviating any medical reasons contributing to the withdrawal as evidenced by a physician's statement.
4. A letter of intent for readmission must be mailed to the admissions office with a copy to the Dean of the Department of Nursing and Allied Health at least two quarters prior to the expected date of readmission.

5. The student must show evidence of fulfillment of the prescriptive program of knowledge and skill development to be completed before qualifying for readmission.
6. Nursing courses taken previously at RCC will be evaluated by the Dean of the Department of Nursing and Allied Health, and students may be required to retake or successfully 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.

Successful audit of nursing courses involves attendance in class, taking quizzes and unit exams, attending all scheduled clinical labs, completion of the skill log by the designated date, and attainment of a minimum average grade of C or satisfactory in class and clinical work.

7. Space is available in the program.
8. The student's readmission is approved and accepted by the Nursing Admissions Committee composed of the Dean, a nursing faculty member, and a counselor.

BUSINESS ADMINISTRATION (T-018)

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 101 Introduction to Business	5	0	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 106 Principles of Mathematics	5	0	0	5
CAS 101 Intro to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
	17	2	0	18
WINTER QUARTER				
BUS 102 Keyboarding 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)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	16	4	0	18

SPRING QUARTER

BUS	241	Principles of Marketing	5	0	0	5
BUS	252	Business Law II	4	0	0	4
COA	151	PC Software I (Word Processing I)	2	2	0	3
ENG	111	Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	0	15

SUMMER QUARTER

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
COA	164	Desktop Publishing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			16	2	0	17

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 120 Principles of Accounting I	3	2	0	4
BUS 247 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 (Humanities)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	4	0	17
WINTER QUARTER				
BUS 121 Principles of Accounting II	3	2	0	4
*Elective	0	2	0	1
BUS 227 Income Tax I	3	2	0	4
ECO 262 Principles of Economics II	3	0	0	3
COA 152 PC Software II (Spreadsheet I)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	11	8	0	15
SPRING QUARTER				
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
COA 154 PC Software IV (Accounting I)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</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.)

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 ADMINISTRATION
PART-TIME NIGHT PROGRAM**

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
MAT 106 Principles of Mathematics	5	0	0	5
ENG 101 Freshman English I	3	0	0	3
BUS 102 Keyboarding I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
	9	4	0	11
WINTER QUARTER				
MAT 130 Business Mathematics	5	0	0	5
ENG 102 Freshman English II	3	0	0	3
*General Elective	0	2	0	
	<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>
SPRING QUARTER				
ENG 111 Communications	3	0	0	3
BUS 101 Introduction to Business	5	0	0	5
COA 152 PC Software II (Spreadsheet I)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	10	2	0	11
SUMMER QUARTER				
BUS 234 Principles of Management	5	0	0	5
Elective Social Science	3	0	0	3
*General Elective	0	2	0	1
	<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>
SECOND YEAR				
FALL QUARTER				
BUS 120 Principles of Accounting	3	2	0	4
CAS 101 Introduction to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
	7	4	0	9
WINTER QUARTER				
BUS 121 Principles of Accounting II	3	2	0	4
BUS 251 Business Law I	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	7	2	0	8
SPRING QUARTER				
BUS 122 Principles of Accounting III	3	2	0	4
COA 154 PC Software IV (Accounting I)	2	2	0	3
BUS 252 Business Law II	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	9	4	0	11
SUMMER QUARTER				
BUS 241 Principles of Marketing	5	0	0	5
COA 151 PC Software I (Word Processing I)	2	2	0	3
COA 164 Desktop Publishing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	9	4	0	11

THIRD YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 247 Insurance	3	0	0	3
ECO 261 Principles of Economics I	3	0	0	3
Elective Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	0	0	9
WINTER QUARTER				
ECO 262 Principles of Economics II	3	0	0	3
BUS 227 Income Tax I	3	2	0	4
ENG 180 Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	2	0	10
SPRING QUARTER				
ECO 263 Principles of Economics III	3	0	0	3
BUS 228 Income Tax II	3	2	0	4
BUS 125 Personal Finance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	2	0	10
SUMMER QUARTER				
BUS 243 Advertising	3	0	0	3
BUS 232 Sales Development	3	0	0	3
BUS 258 Business Finance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	0	0	9

TOTAL QUARTER HOURS CREDIT: 117

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

CUSTOMER SERVICE TECHNOLOGY (T-198)

The Customer Service Technology curriculum provides the student with a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization. Skills and concepts included in this program are applicable to a variety of positions relative to retailing, collection, resolving customer complaints, service follow-up and other roles which contribute to customer satisfaction and to the organizational image.

Areas of study include courses emphasizing credit authorization procedures and collections, credit control, fraud protection, consumer law, and consumer behavior.

This program is intended to prepare the individual for entry-level positions such as a credit analyst, collector and adjuster, credit card specialist, and customer service specialist in a wide range of both service and production-oriented businesses.

FIRST YEAR

Course Title	Class	Lab	Shop Wk.Exp. Clinic	Credit
FALL QUARTER				
BUS 101 Intro. to Business	5	0	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 106 Prin. of Mathematics	5	0	0	5
CAS 101 Intro. to Computers	4	2	0	5
	17	2	0	18
WINTER QUARTER				
PER 161 People Skills I	3	0	0	3
ENG 102 Freshman English II	3	0	0	3
MAT 130 Business Math	5	0	0	5
BUS 102 Keyboarding I	1	4	0	3
Elective Social Science	3	0	0	3
	15	4	0	17
SPRING QUARTER				
BUS 241 Marketing	5	0	0	5
COA 151 PC Software I	2	2	0	3
CST 110 Intro. to Customer Service Tech.	5	0	0	5
PER 162 People Skills II	3	0	0	3
	15	2	0	16
SUMMER QUARTER				
BUS 232 Sales Development	3	0	0	3
BUS 234 Prin. of Management	5	0	0	5
BUS 125 Personal Finance	3	0	0	3
PER 163 People Skills III	3	0	0	3
	14	0	0	14
SECOND YEAR				
FALL QUARTER				
ENG 180 Fund. of Speech	3	0	0	3
BUS 120 Accounting I	3	2	0	4
BUS 183 Records Management	2	2	0	3
COA 152 PC Software II	2	2	0	3
*Elective	0	2	0	1
Elective Humanities, Soc. Sci.	3	0	0	3
	13	8	0	17
WINTER QUARTER				
BUS 121 Accounting II	3	2	0	4
CST 210 Telecommunications	3	2	0	4
CST 209 Consumer Credit	4	0	0	4
BUS 251 Business Law I	4	0	0	4
	14	4	0	16
SPRING QUARTER				
CST 219 Credit & Collections	3	2	0	4
ENG 111 Communications	3	0	0	3
CST 217 Advanced Customer Service Tech.	5	0	0	5
*Elective	0	2	0	1
Elective (Humanities)	3	0	0	3
	14	4	0	16

TOTAL QUARTER HOURS CREDIT 114

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

CUSTOMER SERVICE TECHNOLOGY

Part-Time Night Program

FIRST YEAR

FALL QUARTER

MAT	106	Principles of Mathematics	5	0	0	5
ENG	101	Freshman English I	3	0	0	3
BUS	102	Keyboarding I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
			9	4	0	11

WINTER QUARTER

MAT	130	Business Mathematics	5	0	0	5
ENG	102	Freshman English II	3	0	0	3
		General Elective	0	2	0	1
			<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>

SPRING QUARTER

ENG	111	Communications	3	0	0	3
BUS	101	Introduction to Business	5	0	0	5
COA	151	PC Software I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	2	0	11

SUMMER QUARTER

BUS	234	Principles of Management	5	0	0	5
		Elective Social Science	3	0	0	3
		General Elective	0	2	0	1
			<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>

SECOND YEAR

FALL QUARTER

BUS	120	Principles of Accounting I	3	2	0	4
CAS	101	Intro to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			7	4	0	9

WINTER QUARTER

BUS	121	Principles of Accounting II	3	2	0	4
BUS	251	Business Law I	4	0	0	4
		Elective (Humanities, Social Science)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	2	0	11

SPRING QUARTER

CST	110	Intro to Customer Service Tech.	5	0	0	5
		Elective Humanities	3	0	0	3
COA	152	PC Software II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	2	0	11

SUMMER QUARTER

BUS	241	Principles of Marketing	5	0	0	5
BUS	183	Records Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			7	2	0	8

THIRD YEAR

FALL QUARTER

CST	209	Consumer Credit	4	0	0	4
CST	217	Advanced Customer Service Tech	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			9	0	0	9

WINTER QUARTER

ENG	180	Fundamentals of Speech	3	0	0	3
PER	161	People Skills I	3	0	0	3
CST	210	Telecommunications	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			9	2	0	10

SPRING QUARTER

BUS	125	Personal Finance	3	0	0	3
PER	162	People Skills II	3	0	0	3
CST	219	Credit & Collections	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			9	2	0	10

SUMMER QUARTER

BUS	232	Sales Development	3	0	0	3
PER	163	People Skills III	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	0	6

TOTAL QUARTER HOURS CREDIT – 114

CUSTOMER SERVICE TECHNOLOGY
Certificate Program

CST	110	Intro to Customer Service Tech.	5	0	0	5
CST	210	Telecommunications	3	2	0	4
CAS	101	Intro to Computers	4	2	0	5
BUS	102	Keyboarding I	1	4	0	3
PER	161	People Skills I	3	0	0	3
ENG	101	Freshman Eng I	3	0	0	3
ENG	180	Fund of Speech	3	0	0	3

TOTAL QUARTER HOURS CREDIT – 26

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.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
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
WINTER QUARTER				
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
SPRING QUARTER				
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	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
	13	12	0	19
SUMMER QUARTER				
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	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	17	8	0	21

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
ELM 211 Electromechanical Devices	3	4	0	5
MEC 235 Hydraulics and Pneumatics	3	2	0	4
ENG 111 Communications	3	0	0	3
Free Elective	1	0	0	1
	<u>10</u>	<u>6</u>	<u>0</u>	<u>13</u>
WINTER QUARTER				
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
Elective Humanities	3	0	0	3
Elective Social Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	6	0	18
SPRING QUARTER				
*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
CAS 101 Intro. to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
	12	12	0	18

TOTAL QUARTERS HOURS CREDIT – 128

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

**One of the following courses will be offered at the discretion of the instructor, 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 ELECTRONICS CERTIFICATE

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

TOTAL CREDITS: 26

CONTROL SYSTEMS CERTIFICATE

ELM 211	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.

FIRST YEAR

Course Title		Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.	
FALL QUARTER						
WWK	101	Woodworking Joinery, Handtools and Basic Machines	3	0	12	7
DFT	101	Drawing and Sketching	1	4	0	3
ENG	101	Freshman English I	3	0	0	3
MAT	106	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			12	4	12	18

WINTER QUARTER

WWK	102	Woods and Properties	1	2	0	2
WWK	103	Furniture Cabinetry	3	0	12	7
WWK	105	Basic Finishing	1	0	3	2
DFT	102	Drawing, Sketching, Basic Design	1	4	0	3
ENG	102	Freshman English II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	6	15	17

SPRING QUARTER

WWK	106	Wood Turning	3	0	12	7
*WWK	107	Greenwood Working and Treatment	0	0	6	2
DES	101	Design and Drafting I	2	4	0	4
ENG	111	Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	4	18	16

SUMMER QUARTER

WWK	109	Furniture Construction I	3	0	12	7
WWK	110	Fixtures, Jigs and Forms	0	0	3	1
DES	102	Design and Drafting II	2	4	0	4
ELC	104	Basic Electrical Concepts & Motors	0	0	3	1
SOC		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	4	18	16

SECOND YEAR**FALL QUARTER**

WWK	111	Furniture Construction II	3	0	12	7
DES	103	Design and Drafting III	2	4	0	4
BUS	248	Business Operations	3	0	0	3
		Humanities Elective	3	0	0	3
		Free Elective	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			12	4	12	18

WINTER QUARTER

WWK	112	Chair Construction	3	0	12	7
WWK	113	Wood Forming and Bending	0	0	6	2
MEC	103	Equipment Maintenance and Repair	0	0	6	2
BUS	242	Marketing and Merchandising	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	24	14

SPRING QUARTER

WWK	114	Design Construction Concentration	3	0	18	9
WWK	115	Shop Operation and Management	3	0	0	3
PHS	111	Survey of Physical Science I	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
			9	3	18	16

TOTAL QUARTER HOURS CREDIT – 115

*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.

FIRST YEAR

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Keyboarding I	1	4	0	3
ENG	101	Freshman English I	3	0	0	3
MAT	106	Principles of Mathematics	5	0	0	5
*		Elective	0	2	0	1
			<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>
WINTER QUARTER						
CAS	101	Intro to Computers	4	2	0	5
COA	151	PC Software I (Word Processing I)	2	2	0	3
ENG	102	Freshman English II	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
			<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>
SPRING QUARTER						
BUS	103	Keyboarding II	1	4	0	3
BUS	109	Machine Transcription I	3	2	0	4
		Humanities Elective	3	0	0	3
ENG	111	Communications	3	0	0	3
			<u>10</u>	<u>6</u>	<u>0</u>	<u>13</u>
SUMMER QUARTER						
BUS	125	Personal Finance	3	0	0	3
BUS	183	Records Management	2	2	0	3
*		Elective	0	2	0	1
BUS	118	Terminology	2	2	0	3
			<u>7</u>	<u>6</u>	<u>0</u>	<u>10</u>

FALL QUARTER

BUS	104	Keyboarding III	1	4	0	3
BUS	120	Principles of Accounting I	3	2	0	4
**BUS	214	Secretarial Procedures *(1)	2	4	0	4
BUS	215	Machine Transcription II	3	2	0	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	12	0	18

WINTER QUARTER

**BUS	216	Machine Transcription III *(2)	3	2	0	4
BUS	251	Business Law I	4	0	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
COA	155	PC Software V	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	4	0	14

SPRING QUARTER

BUS	134	Personal Development	3	0	0	3
COA	164	Desktop Publishing	2	2	0	3
BUS	204	Typewriting IV - Speedbuilding	1	2	0	2
BUS	271	Office Management	3	0	0	3
**COA	167	The Paperless Office	2	2	0	3
COA	154	PC Software IV (Accounting I)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			13	8	0	17

TOTAL QUARTER HOURS CREDIT 105

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

- ** (1) Students may select the following course in lieu of BUS 214:
BUS 214L
- ** (2) Students may select the following course in lieu of BUS 216:
BUS 216L
- ** (3) Students may select the following course in lieu of BUS 118:
BUS 118L

LAW ENFORCEMENT TECHNOLOGY (T-064)

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communication, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

This program is offered in cooperation with Guilford Technical Community College.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
CJJ 107 Introduction to Juvenile Justice	3	0	0	3
CJL 109 Introduction to Law Enforcement	3	0	0	3
CJL 151 Introduction to Criminal Law	5	0	0	5
CJL 175 State and Local Government	3	0	0	3
ENG 101 Freshman English I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	17	0	0	17
WINTER QUARTER				
CJC 105 Introduction to Corrections	3	0	0	3
CJL 161 Criminal Investigation I	3	4	0	5
CJL 171 Constitutional Law I	3	0	0	3
ENG 102 Freshman English II	3	0	0	3
SOC 201 Introduction to Sociology I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	4	0	17
SPRING QUARTER				
CJC 185 Corrections, Probation, and Parole	3	0	0	3
CJL 172 Constitutional Law II	3	0	0	3
CJL 288 Introduction to Criminology	3	0	0	3
ENG 180 Fundamentals of Speech	3	0	0	3
MAT 106 Principles of Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	17	0	0	17
SUMMER QUARTER				
CJC 170 Civil Process for Criminal Justice	3	0	0	3
CJL 130 Research Techniques in Criminal Justice	3	0	0	3
CJL 120 Investigative Writing	3	0	0	3
CJL 279 Criminal Procedures	3	0	0	3
CJL 260 Professional Ethics in CJ	3	0	0	3
PSY 211 General Psychology I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	18	0	0	18
SECOND YEAR				
FALL QUARTER				
CJL 200 Criminal Justice Photography	2	2	0	3
CJL 210 Criminal Investigation II	3	4	0	5
CJL 221 Criminal Justice Supervision	3	0	0	3
CJL 271 Criminal Law I	3	0	0	3
Humanities Elective	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	16	6	0	19
WINTER QUARTER				
CJL 215 Community and Media Relations	3	0	0	3
CJL 272 Criminal Law II	3	0	0	3
CJL 220 CJ Organization & Management	4	0	0	4
CJL 280 Abnormal Psychology in CJ	3	0	0	3
Elective	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	14	0	0	14
SPRING QUARTER				
CJL 211 Introduction to Criminalistics	3	4	0	5
CJJ 173 Juvenile Law Theory & Practice	3	0	0	3
CJL 277 Criminal Evidence	3	0	0	3
CJL 296 Seminar in Criminal Justice Issues	3	0	0	3
CAS 101 Introduction to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
	16	6	0	19

TOTAL QUARTER HOURS CREDIT – 121

MANUFACTURING SYSTEMS TECHNOLOGY (T-205)

The Manufacturing Systems Technology curriculum combines computer applications, management and planning techniques, quality assurance methods and manufacturing processes. Emphasis is placed on systems for planning and managing production in large or small industrial firms.

Course work includes: (1) courses in mathematics, physics, electronics and hydraulics/pneumatics; (2) manufacturing skills training in machine processes, statistical process control methods, production planning and scheduling and plant layout; and (3) computer related skills in programming, computer assisted drafting and design, programmable controllers and computer numerical controls for machinery.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
CAS 101 Intro to Computers	4	2	0	5
EGR 101 Engineering Graphics I	2	4	0	4
ENG 101 Freshman English	3	0	0	3
MAT 111 College Algebra	5	0	0	5
PHI 205 Ethics	3	0	0	3
	<u>17</u>	<u>6</u>	<u>0</u>	<u>20</u>
WINTER QUARTER				
DFT 110 Mechanical Computer Aided Drafting I	2	6	0	5
ENG 111 Communications	3	0	0	3
MAT 112 College Trigonometry	5	0	0	5
MEC 210 Intro to Manufacturing Processes	2	6	0	5
	<u>12</u>	<u>12</u>	<u>0</u>	<u>18</u>
SPRING QUARTER				
DFT 111 Mechanical Computer Aided Drafting II	2	6	0	5
MEC 220 Machine Processes	3	6	0	6
ELC 107 Direct and Alternating Electricity	2	4	0	4
	<u>7</u>	<u>16</u>	<u>0</u>	<u>15</u>
SUMMER QUARTER				
DFT 112 Mechanical Computer Aided Drafting III	2	6	0	5
ENG 180 Fundamentals of Speech	3	0	0	3
MEC 109 Fundamentals of NC and CNC Controls	1	6	0	4
PHY 201 General Physics I	3	2	0	4
	<u>9</u>	<u>14</u>	<u>0</u>	<u>16</u>

SECOND YEAR
FALL QUARTER
 Technical Elective

MEC	136	Computer Aided Mach. I	1	6	0	4
DFT	201	Product Design Anal. I	1	6	0	4
MEC	235	Hydraulics & Pneumatics	3	2	0	4
ELM	211	Electromechanical Devices	3	4	0	5
PHY	202	General Physics II	3	2	0	4
			<u>10</u>	<u>14</u>	<u>0</u>	<u>17</u>

WINTER QUARTER
 Technical Elective

DFT	113	CAD Project	2	6	0	5
MEC	137	Computer Aided Mach. II	1	6	0	4
DFT	202	Product Design Anal. II	1	6	0	4
		Social Science Elective	3	0	0	3
ELC	210	Programmable Controllers	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			8	16	0	16

SPRING QUARTER

ISC	230	Quality Assurance	5	0	0	5
ISC	250	Research Project	1	6	0	4
ENG	112	Technical Report Writing	3	0	0	3
ISC	240	Plant Layout and Materials Handling	3	0	0	3
ISC	260	Production Planning Scheduling & Control	3	0	0	3
Free Elective			1	0	0	
			<u>16</u>	<u>6</u>	<u>0</u>	<u>19</u>

TOTAL QUARTER HOURS CREDIT – 121

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. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
ENG 101 Freshman English I	3	0	0	3
MAT 106 Principles of Mathematics	5	0	0	5
BUS 118M Medical Terminology I	2	2	0	3
BUS 102 Keyboarding I	1	4	0	3
Elective Social Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	14	6	0	17

WINTER QUARTER

CAS	101	Intro to Computers	4	2	0	5
ENG	102	Freshman English II	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
COA	151	PC Software I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	4	0	16

SPRING QUARTER

ENG	111	Communications	3	0	0	3
Elective		Humanities	3	0	0	3
BUS	109	Machine Transcription I	3	2	0	4
BUS	103	Keyboarding II	1	4	0	3
BIO	112	Anatomy & Physiology I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			13	8	0	17

SUMMER QUARTER

BUS	215	Machine Transcription II	3	2	0	4
Elective		General Elective	3	0	0	3
BIO	113	Anatomy & Physiology II	3	2	0	4
BUS	104	Keyboarding III	1	4	0	3
BUS	183	Records Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	10	0	17

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 120 Principles of Accounting I	3	2	0	4
BUS 216M Adv. Med. Term & Mach. Trans. III	3	2	0	4
BUS 190 Med. Insurance & Coding I	2	4	0	4
BUS 195 Medical Law & Ethics	3	0	0	3
ENG 180 Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	14	8	0	18

WINTER QUARTER

BUS 251 Business Law I	4	0	0	4
BUS 191 Med. Insurance & Coding II	2	4	0	4
PER 161 People Skills I	3	0	0	3
COA 167 The Paperless Office	2	2	0	3
BUS 214M Admin. Med. Office Proc. I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
	13	10	0	18

SPRING QUARTER

BUS 134 Personal Development	3	0	0	3
COA 154 PC Software IV	2	2	0	3
COE 106 Coop. Work Experience	0	0	10	1
BUS 223M Admin. Med. Office Proc. II	2	2	0	3
BUS 271 Office Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	10	4	10	13

TOTAL QUARTER HOURS CREDIT – 116

MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192)

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL				
CAS 101 Intro to Computers	4	2	0	5
BUS 102 Keyboarding I	1	4	0	3
MAT 106 Principles of Math	5	0	0	5
SOC SCI Elective	3	0	0	3
	<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>
WINTER				
COA 151 PC Software I (Word Processing I)	2	2	0	3
COA 170 Operating Systems I	3	0	0	3
ENG 101 Freshman English I	3	0	0	3
MAT 130 Business Mathematics	5	0	0	5
	<u>13</u>	<u>2</u>	<u>0</u>	<u>14</u>
SPRING				
COA 152 PC Software II (Spreadsheet I)	2	2	0	3
COA 155 PC Software V (Word Processing II)	2	2	0	3
COA 174 Computer Logic	3	0	0	3
ENG 111 Communications	3	0	0	3
Elective (Humanities)	3	0	0	3
	<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>
SUMMER				
COA 156 PC Software VI (Spreadsheet II)	2	2	0	3
COA 165 Hardware Installation & Maintenance	2	2	0	3
COA 166 Presentation Systems	2	2	0	3
Elective [Free]	3	0	0	3
	<u>9</u>	<u>6</u>	<u>0</u>	<u>12</u>

SECOND YEAR

FALL				
BUS 120 Principles of Accounting I	3	2	0	4
COA 153 PC Software III (DataBase I)	2	2	0	3
ENG 185 Fundamentals of Speech	5	0	0	5
COA 173 Data Communications	3	0	0	3
	<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>
WINTER				
BUS 121 Principles of Accounting II	3	2	0	4
COA 157 PC Software VII (DataBase II)	2	2	0	3
COA 171 Operating Systems II	3	0	0	3
COA 172 Microcomputer Networks	3	0	0	3
PER 161 People Skills I	3	0	0	3
	<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>

SPRING

COA	154	PC Software IV (Accounting I)	2	2	0	3
BUS	271	Office Management	3	0	0	3
COA	175	Systems Purchase Evaluation	3	0	0	3
COA	176	Office Systems Analysis and Design	3	0	0	3
ENG	112	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	0	15

SUMMER

COA	164	Desktop Publishing	2	2	0	3
COA	167	The Paperless Office	2	2	0	3
COA	177	Microcomputer Systems Project	1	6	0	4
COA	158	Computer Accounting II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			7	12	0	13

TOTAL CREDITS: 116

MICROCOMPUTER SYSTEMS TECHNOLOGY**Evening Program****FIRST YEAR**

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
CAS 101 Intro to Computers	4	2	0	5
BUS 102 Keyboarding I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
	5	6	0	8
WINTER QUARTER				
COA 170 Operating Systems I	3	0	0	3
MAT 130 Business Mathematics	5	0	0	5
Elective (Social Science)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	0	0	11
SPRING QUARTER				
COA 151 PC Software I (Word Processing I)	2	2	0	3
COA 152 PC Software II (Spreadsheet I)	2	2	0	3
COA 174 Computer Logic	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	7	4	0	9
SUMMER QUARTER				
COA 155 PC Software V (Word Processing II)	2	2	0	3
COA 156 PC Software VI (Spreadsheet II)	2	2	0	3
COA 165 Hardware Installation and Maintenance	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	6	6	0	9

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 120 Prin of Accounting I	3	2	0	4
COA 173 Data Communications	3	0	0	3
ENG 101 Freshman English I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	2	0	10

WINTER QUARTER

BUS	121	Principles of Accounting II	3	2	0	4
MAT	106	Principles of Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			8	2	0	9

SPRING QUARTER

COA	154	PC Software IV (Accounting I)	2	2	0	3
COA	172	Microcomputer Networks	3	0	0	3
ENG	111	Communications	3	0	0	3
Elective		(Humanities)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	2	0	12

SUMMER QUARTER

COA	167	The Paperless Office	2	2	0	3
COA	158	PC Software VIII (Computer Accounting II)	2	2	0	3
ENG	112	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	4	0	9

THIRD YEAR**FALL QUARTER**

COA	153	PC Software III (DataBase I)	2	2	0	3
COA	166	Presentation Systems	2	2	0	3
ENG	185	Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			9	4	0	11

WINTER QUARTER

COA	157	PC Software VII (DataBase II)	2	2	0	3
PER	161	People Skills I	3	0	0	3
COA	176	Office Systems Analysis	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	0	9

SPRING QUARTER

COA	175	Systems Purchase Evaluation	3	0	0	3
COA	171	Operating Systems II	3	0	0	3
COA	164	Desktop Publishing	2	2	0	3
Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	2	0	12

SUMMER QUARTER

COA	177	Microcomputers Systems Project	1	6	0	4
BUS	271	Office Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			4	6	0	7

TOTAL CREDIT HOURS: 116

MICROCOMPUTER SYSTEMS TECHNOLOGY**Certificate Program**

BUS	102	Keyboarding I	1	4	0	3
COA	151	PC Software I (Word Processing I)	2	2	0	3
COA	152	PC Software II (Spreadsheet I)	2	2	0	3
COA	164	Desktop Publishing	2	2	0	3
COA	167	The Paperless Office	2	2	0	3
COA	153	PC Software III (DataBase)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			11	14	0	18

PARALEGAL TECHNOLOGY (T-120)

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated

and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of the law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegals/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

This program is offered in cooperation with Davidson County Community College.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
BUS 102	1	4	0	3
BUS 251	4	0	0	4
ENG 101	3	0	0	3
LEG 115	3	0	0	3
MAT 106	5	0	0	5
	<u>16</u>	<u>4</u>	<u>0</u>	<u>18</u>
WINTER QUARTER				
BUS 228	3	2	0	4
BUS 252	4	0	0	4
	2	0	0	2
ENG 102	3	0	0	3
LEG 132	3	2	0	4
	<u>15</u>	<u>4</u>	<u>0</u>	<u>17</u>
SPRING QUARTER				
ENG 103	3	0	0	3
CAS 101	4	2	0	5
	3	0	0	3
LEG 133	2	0	0	2
LEG 135	4	0	0	4
	<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>
SUMMER QUARTER				
BUS 231	4	0	0	4
LEG 103	4	0	0	4
LEG 136	4	0	0	4
LEG 225	4	0	0	4
	<u>16</u>	<u>0</u>	<u>0</u>	<u>16</u>

SECOND YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
ENG 111 Communications	3	0	0	3
LEG 223 Investigation of Civil Claims	4	0	0	4
LEG 227 Estate Management I	4	0	0	4
LEG 282 Property Transactions I	4	0	0	4
BUS 118M Terminology - Medical	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	17	2	0	18
WINTER QUARTER				
LEG 207 Legal Software	1	2	0	2
LEG 213 Law & The Family	3	0	0	3
LEG 228 Estate Management II	4	0	0	4
LEG 235 Litigation Preparation	4	0	0	4
LEG 283 Property Transactions II	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	16	2	0	17
SPRING QUARTER				
CJC 210 Investigative Procedures	5	0	0	5
ENG 180 Fundamentals of Speech	3	0	0	3
LEG 214 Domestic Law Documents	2	0	0	2
LEG 230 Bankruptcy & Collections Procedures	4	0	0	4
LEG 280 Business Organization Law *Elective	3	0	0	3
	<u>1</u>	<u>0</u>	<u>10</u>	<u>2</u>
	18	0	10	19

TOTAL CREDIT HOURS — 122

*Electives may include LEG 261 Clinical Practice

**PARALEGAL TECHNOLOGY
SUGGESTED SEQUENCES OF COURSES BY QUARTER
FOR EVENING STUDENTS**

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FIRST QUARTER - FALL				
ENG 101 Freshman English I	3	0	0	3
LEG 115 Paralegal in the Legal System	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6
SECOND QUARTER - WINTER				
ENG 102 Freshman English II	3	0	0	3
LEG 132 Law Library Research & Management I	3	2	0	4
	<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>
THIRD QUARTER - SPRING				
ENG 103 Freshman English III	3	0	0	3
LEG 103 Evidence for Paralegals	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	7	0	0	7
FOURTH QUARTER - SUMMER				
ENG 111 Communications	3	0	0	3
BUS 102 Keyboarding I	1	4	0	3
LEG 135 Legal Systems I	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	8	4	0	10

FIFTH QUARTER - FALL

BUS	251	Business Law I	4	0	0	4
LEG	136	Legal Systems II	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			8	0	0	8

SIXTH QUARTER - WINTER

BUS	252	Business Law II	4	0	0	4
BUS	228	Income Tax II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			7	2	0	8

SEVENTH QUARTER - SPRING

LEG	225	Law Office Management Elective	4	0	0	4
			<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			6	0	0	6

EIGHTH QUARTER - SUMMER

LEG	133	Law Library Research and Management II	2	0	0	2
BUS	231	Taxes for Paralegals	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			6	0	0	6

NINTH QUARTER - FALL

LEG	223	Investigation of Civil Claims	4	0	0	4
MAT	106	Principles of Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			9	0	0	9

TENTH QUARTER - WINTER

CJC	210	Investigative Procedures	5	0	0	5
LEG	235	Litigation Preparation	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			9	0	0	9

ELEVENTH QUARTER - SPRING

LEG	213	Law and the Family	3	0	0	3
LEG	230	Bankruptcy & Collections Practice	4	0	0	4
BUS	118M	Terminology - Medical	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			9	2	0	10

TWELFTH QUARTER - SUMMER

LEG	214	Domestic Law Documents	2	0	0	2
ENG	180	Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			5	0	0	5

THIRTEENTH QUARTER - FALL

LEG	227	Estate Management I	4	0	0	4
LEG	282	Property Transactions I	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			8	0	0	8

FOURTEENTH QUARTER - WINTER

LEG	228	Estate Management II	4	0	0	4
LEG	283	Property Transactions II	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			8	0	0	8

FIFTEENTH QUARTER - SPRING

LEG	280	Business Organizations Law	3	0	0	3
CAS	101	Introduction to Computers	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			7	2	0	8

SIXTEENTH QUARTER - SUMMER

LEG	207	Legal Software	1	2	0	2
		Social/Behavioral Science Elective	3	0	0	3
		*Elective	<u>1</u>	<u>0</u>	<u>10</u>	<u>2</u>
			5	2	10	7

TOTAL CREDIT HOURS – 122

*Electives may include LEG 261 Clinical Practice

**PARALEGAL TECHNOLOGY
CERTIFICATE PROGRAM
EMPHASIS IN REAL ESTATE
REQUIRED COURSES**

(MAY BE TAKEN DURING THE DAY OR EVENING AS AVAILABLE)

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
LEG 227 Estate Management	4	0	0	4
LEG 282 Property Transactions	4	0	0	4
BUS 102 Keyboarding I	1	4	0	3
LEG 283 Property Transactions	3	2	0	4
COA 153 PC Software III (Database I)	2	2	0	3
	14	8	0	18

Prerequisite: Students must exhibit reading proficiency before entering the certificate program.

PERSONNEL MANAGEMENT TECHNOLOGY (T-202)

The Personnel Management Technology curriculum is designed to meet the multi-faceted demands of human resources management in business, industry, and service agencies. The primary objective of this curriculum is the development of generalists, para-professionals, technicians, and specialists in three major areas of personnel administration, training, and managerial skills. Courses in the personnel administration area should provide the students with the key competencies and technical expertise to handle interviewing, recruiting, placement, needs assessment, planning and activities related to compensation and benefits. The courses about training should familiarize the students with learning approaches, skills building, and the design and preparation of training materials and programs. In addition, the students will be given exposure to the management and people skills to enable them to work effectively with all employees in their respective organizations. Graduates from this program should be able to function at entry level positions in personnel, training, and other human resource development areas.

FIRST YEAR

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL QUARTER				
MAT 106 Principles of Mathematics	5	0	0	5
BUS 120 Principles of Accounting I	3	2	0	4
ENG 101 Freshman English I	3	0	0	3
PER 150 Personnel Administration	3	0	0	3
	14	2	0	15

WINTER QUARTER

BUS	276	Supervision	3	0	0	3
ENG	102	Freshman English II	3	0	0	3
MAT	130	Business Mathematics	5	0	0	5
PER	155	Personnel Law	3	0	0	3
PER	161	People Skills I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			17	0	0	17

SPRING QUARTER

CAS	101	Introduction to Computers	4	2	0	5
COA	151	PC Software I (Word Processing I)	2	2	0	3
PER	162	People Skills II	3	0	0	3
ISA	102	Industrial Safety	3	0	0	3
Elective		(Humanities)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	4	0	17

SUMMER QUARTER

BUS	126	Labor Relations	4	0	0	4
BUS	243	Advertising	3	0	0	3
PER	163	People Skills III	3	0	0	3
PSY	105	Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	0	0	13

SECOND YEAR**FALL QUARTER**

COA	153	PC Software III (Database I)	2	2	0	3
ECO	261	Principles of Economics I	3	0	0	3
BUS	247	Insurance	3	0	0	3
PER	201	Performance Appraisal	3	0	0	3
PER	261	Training I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	0	15

WINTER QUARTER

PER	165	Compensation and Benefits	3	0	0	3
BUS	251	Business Law I	4	0	0	4
ENG	180	Fundamentals of Speech	3	0	0	3
PER	211	Leadership and Mgmt Skills	3	0	0	3
PER	262	Training II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	0	0	16

SPRING QUARTER

ENG	112	Technical Report Writing	3	0	0	3
PER	221	Managerial Communications	3	0	0	3
PER	263	Training III	3	0	0	3
SOC	203	Social Problems	3	0	0	3
*Elective			<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
			12	2	0	13

TOTAL QUARTER HOURS CREDIT — 106

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

PERSONNEL MANAGEMENT TECHNOLOGY**Evening Program****FIRST YEAR 90-91**

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.	
FALL QUARTER					
CAS 101	Intro to Computers	4	2	0	5
ENG 101	Freshman English I	3	0	0	3
PER 150	Personnel Administration	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	2	0	11

WINTER QUARTER

ENG	102	Freshman English II	3	0	0	3
PER	155	Personnel Law	3	0	0	3
PER	161	People Skills I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

SPRING QUARTER

COA	151	PC Software I (Word Processing I)	2	2	0	3
PER	162	People Skills II	3	0	0	3
BUS	276	Supervision	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	0	9

SUMMER QUARTER

BUS	243	Advertising	3	0	0	3
PER	163	People Skills III	3	0	0	3
PSY	105	Psychology of Self and Others	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

SECOND YEAR 91-92**FALL QUARTER**

BUS	120	Principles of Accounting I	3	2	0	4
BUS	247	Insurance	3	0	0	3
PER	201	Performance Appraisal	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	2	0	10

WINTER QUARTER

BUS	251	Business Law I	4	0	0	4
ISA	102	Industrial Safety	3	0	0	3
MAT	130	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			12	0	0	12

SPRING QUARTER

BUS	126	Labor Relations	4	0	0	4
PER	165	Compensation and Benefits	3	0	0	3
Elective		(Humanities)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	0	0	10

SUMMER QUARTER

ENG	112	Technical Report Writing	3	0	0	3
SOC	203	Social Problems	3	0	0	3
*Elective			<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
			6	2	0	7

THIRD YEAR 92-93**FALL QUARTER**

COA	153	PC Software III (DataBase I)	2	2	0	3
ECO	261	Principles of Economics I	3	0	0	3
PER	261	Training I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	0	9

WINTER QUARTER

ENG	180	Fundamentals of Speech	3	0	0	3
MAT	106	Principles of Mathematics	5	0	0	5
PER	262	Training II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	0	11

SPRING QUARTER

PER	263	Training III	3	0	0	3
PER	221	Managerial Communications	3	0	0	3
PER	211	Leadership and Management Skills	3	0	0	3
			<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>

TOTAL QUARTER HOURS CREDIT — 106

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

REAL ESTATE (TECHNICAL SPECIALTY) (T-166)

The purpose of the Real Estate (Technical Specialty) curriculum is to provide the prelicensing education requirements needed for real estate salespersons and brokers.

The courses required by the North Carolina Real Estate Commission for prelicensing which are covered in this curriculum are Fundamentals of Real Estate, Real Estate Law, Real Estate Finance, and Brokerage Operations. In addition to these courses, Real Estate Math is also included.

After successful completion of Fundamentals of Real Estate, an individual may make application with the Real Estate Commission to take the prelicensing real estate salesperson examination. After successful completion of all the courses required by the Real Estate Commission, an individual may make application with the Commission to take the real estate prelicensing broker examination.

Employment opportunities are available in real estate firms as salesperson or brokers as well as a real estate brokers in one's own business.

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
SUMMER QUARTER				
MAT 130 Business Mathematics	5	0	0	5
FALL QUARTER				
BUS 162 Fundamentals of Real Estate I	3	0	0	3
BUS 163 Fundamentals of Real Estate II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6
WINTER QUARTER				
BUS 164 Real Estate Law	3	0	0	3
BUS 209 Real Estate Finance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6
SPRING QUARTER				
BUS 210 Real Estate Brokerage Operations	3	0	0	3
TOTAL CREDIT HOURS: 20				

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.
FALL QUARTER				
BUS 102 Keyboarding I	1	4	0	3
BUS 106 Shorthand I	4	2	0	5
ENG 101 Freshman English I	3	0	0	3
MAT 106 Principles of Mathematics	5	0	0	5
	<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>
WINTER QUARTER				
COA 151 PC Software I	2	2	0	3
BUS 107 Shorthand II	4	2	0	5
ENG 102 Freshman English II	3	0	0	3
MAT 130 Business Mathematics	5	0	0	5
* Elective	0	2	0	1
	<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>
SPRING QUARTER				
BUS 118L Terminology - Legal	2	2	0	3
BUS 108 Shorthand III	4	2	0	5
BUS 103 Keyboarding II	1	4	0	3
ENG 111 Communications	3	0	0	3
Humanities Elective	3	0	0	3
	<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>
SUMMER QUARTER				
BUS 125 Personal Finance	3	0	0	3
BUS 183 Records Management	2	2	0	3
BUS 104 Keyboarding III	1	4	0	3
COA 167 The Paperless Office	2	2	0	3
* Elective	0	2	0	1
	<u>8</u>	<u>10</u>	<u>0</u>	<u>13</u>
SECOND YEAR				
FALL QUARTER				
BUS 101 Introduction to Business	5	0	0	5
COA 155 PC Software V	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 109 Machine Trans I	3	2	0	4
	<u>16</u>	<u>8</u>	<u>0</u>	<u>20</u>
WINTER QUARTER				
BUS 207L Dictation and Transcription II-- Legal	3	2	0	4
BUS 251 Business Law I	4	0	0	4
CAS 101 Introduction to Computers	4	2	0	5
ENG 180 Fundamentals of Speech	3	0	0	3
Elective (Social Science)	3	0	0	3
	<u>17</u>	<u>4</u>	<u>0</u>	<u>19</u>

SPRING QUARTER

COA	164	Desktop Publishing	2	2	0	3
COA	154	PC Software IV (Accounting I)	2	2	0	3
BUS	134	Personal Development	3	0	0	3
BUS	214L	Secretarial Procedures – Legal	2	4	0	4
BUS	271	Office Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	8	0	16

TOTAL QUARTER HOURS CREDIT – 118

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

TRAVEL AND TOURISM TECHNOLOGY (T-182)

The Travel and Tourism Technology curriculum is designed to train travel planners who are capable of arranging all aspects of travel for clients. Arrangements vary from simple airline reservations and ticketing to complex individual tours including all arrangements: transportation, accommodations and sightseeing. Modes of transportation used may be air, rail, steamship, motor coach or rental car. Since this is a business-related field, the curriculum includes courses to provide a practical understanding of the day-to-day operation of a travel firm.

Areas of study include the travel and tourism industry, reservations and ticketing, marketing and sales, data processing, accounting and office management.

Graduates of this program will be primarily trained for employment by travel agencies. They may also be employed by rental car companies, airlines, tour operators, hotel/motel reservation systems, or by ship, train or bus companies.

	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
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FIRST YEAR

FALL QUARTER

BUS	102	Keyboarding I	1	4	0	3
MAT	106	Principles of Mathematics	5	0	0	5
TAT	101	Introduction to the Travel Industry	3	0	0	3
TAT	102	Domestic Airline Ticketing and Reservations	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			12	6	0	15

WINTER QUARTER

COA	151	PC Software I (Word Processing I)	2	2	0	3
BUS	251	Business Law I	4	0	0	4
PER	161	People Skills I	3	0	0	3
TAT	105	World Destinations and Resorts - Western Hemisphere	3	0	0	3
Elective		(Social Science)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	2	0	16

SPRING QUARTER

BUS	241	Principles of Marketing	5	0	0	5
BUS	252	Business Law II	4	0	0	4
PER	162	People Skills II	3	0	0	3
Elective		(Humanities)	3	0	0	3
TAT	201	World Dest. and Resorts Europe	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18

SUMMER QUARTER

BUS	232	Sales Development	3	0	0	3
BUS	243	Advertising	3	0	0	3
TAT	106	Intl. Ticketing and Reservations	3	2	0	4
TAT	202	World Destinations and Resorts - Africa, Asia and Pacific	3	0	0	3
COA	166	Presentation Systems	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	4	0	16

SECOND YEAR**FALL QUARTER**

ENG	101	Freshman English I	3	0	0	3
ENG	180	Fundamentals of Speech	3	0	0	3
TAT	203	Travel Sales and Marketing	4	0	0	4
TAT	205	Tour Arranging	3	0	0	3
BUS	120	Principles of Accounting I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			16	2	0	17

WINTER QUARTER

ENG	102	Freshman English II	3	0	0	3
COA	164	Desktop Publishing	2	2	0	3
MAT	130	Business Mathematics	5	0	0	5
TAT	103	Airline Computer Reservations I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			12	6	0	15

SPRING QUARTER

BUS	134	Personal Development	3	0	0	3
BUS	270	Office Management	3	0	0	3
ENG	111	Communications	3	0	0	3
TAT	104	Airline Computer Reservations II	2	4	0	4
TAT	204	Surface Transportation	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	4	0	16

SUMMER QUARTER

TAT	206	Field Exp. in Travel and Tourism	3	10	0	4
Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	10	0	7

TOTAL CREDIT HOURS: 120

TRAVEL AND TOURISM EVENING

			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FIRST YEAR						
FALL QUARTER						
TAT	101	Introduction to the Travel Industry	3	0	0	3
BUS	102	Keyboarding I	1	4	0	3
ENG	101	Freshman English I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	4	0	9

WINTER QUARTER

PER	161	People Skills I	3	0	0	3
ENG	102	Freshman English II	3	0	0	3
TAT	102	Domestic Airline Ticketing and Reservations	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			9	2	0	10

SPRING QUARTER

PER	162	People Skills II	3	0	0	3
MAT	106	Principles of Mathematics	5	0	0	5
TAT	105	World Destinations and Resorts - Western Hemisphere	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	0	11

SUMMER QUARTER

BUS	243	Advertising	3	0	0	3
TAT	201	World Destinations and Resorts - Europe	3	0	0	3
BUS	232	Sales Development	3	0	0	3
COA	151	PC Software I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			11	2	0	12

SECOND YEAR**FALL QUARTER**

COA	166	Presentation Systems	2	2	0	3
Elective		(Social Science)	3	0	0	3
TAT	202	World Destinations and Resorts - Africa, Asia, Pacific	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	0	9

WINTER QUARTER

ENG	180	Fundamentals of Speech	3	0	0	3
TAT	106	International Ticketing and Reservations	3	2	0	4
Elective		[Humanities]	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	2	0	10

SPRING QUARTER

BUS	134	Personal Development	3	0	0	3
ENG	111	Communications	3	0	0	3
COA	164	Desktop Publishing	2	2	0	3
TAT	204	Surface Transportation	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	2	0	12

SUMMER QUARTER

BUS	271	Office Management	3	0	0	3
TAT	205	Tour Arranging	3	0	0	3
BUS	241	Principles of Marketing	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			11	0	0	11

THIRD YEAR**FALL QUARTER**

TAT	103	Airline Computer Reservations I	2	4	0	4
BUS	120	Principles of Accounting I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			5	6	0	8

WINTER QUARTER

BUS	251	Business Law I	4	0	0	4
MAT	130	Business Mathematics	5	0	0	5
TAT	203	Travel Sales and Marketing	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			13	0	0	13

SPRING QUARTER

Elective			3	0	0	3
BUS	252	Business Law II	4	0	0	4
TAT	104	Airline Computer Reservations II	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			9	4	0	11

SUMMER QUARTER

TAT	206	Field Experience in Travel and Tourism	<u>3</u>	<u>0</u>	<u>10</u>	<u>4</u>
			3	0	10	4

TOTAL CREDIT HOURS: 120

TRAVEL AND TOURISM
Certificate Program

			Class	Lab	Shop Wk.Exp. Clinic	Credit
TAT	101	Introduction to the Travel Industry	3	0	0	3
TAT	102	Domestic Airline Ticketing and Reservations	3	2	0	4
TAT	103	Airline Computer Reservations I	2	4	0	4
TAT	105	World Destinations and Resorts - Western Hemisphere	3	0	0	3
TAT	203	Travel Sales and Marketing	4	0	0	4
BUS	102	Keyboarding I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
			16	10	0	21

TOTAL CREDIT HOURS: 21



COLLEGE TRANSFER PROGRAMS



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	ENGLISH	MATHEMATICS
Accounting	English	Mathematics
Business Administration	Journalism	Statistics
Business Education	HUMANITIES	MEDICAL RELATED
Computer Science	Art	Dentistry
EDUCATION (Teaching)	Liberal Arts	Medicine
Elementary	Literature	Medical Technology
Secondary	Religion	Nursing
Industrial Arts	Philosophy	Physical Therapy
Physical Education	NATURAL SCIENCE	Pharmacy
Recreation	Agriculture	Veterinary Medicine
Health	Biology	SOCIAL SCIENCES
ENGINEERING*	Biochemistry	Economics
Aerospace	Chemistry	History
Construction	Conservation & Ecology	Political Science
Industrial	Forestry	Psychology
Chemical	Microbiology	Sociology
Civil	Physical Science	
Electrical	Physics	
Mechanical		
Nuclear		

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 a science and mathematics emphasis. Graduation from Rockingham Community College with the Associate in Science degree is based upon meeting the following requirements:

	Credit Hours Required
Communications English 101, 102, 103	9
Mathematics 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, 211, 212; 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, 214, 240, 241, 242, 243; French 104, 105, 106; HUM 101, 102; Music 200; Philosophy 201, 205; 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; 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: Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 215, 216, 230, 231, 232, 233, 250; Biology 107, 120; Business 120, 121, 122; CAS 101; Drama 101, 102; English 180 or 185, 223, 224; French 101, 102, 103; Mathematics 106, 175; Music 102, 103, 104, 114, 115, 202, 203, 204, 205, 206; Psychology 214, 215, 217; Sociology 206; Spanish 101, 102, 103. Upon prior approval through the Executive Vice President'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: ATS 101; English 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 major in the social sciences, humanities or liberal arts. This degree is also available for students who wish to pursue freshman and sophomore years of study but are uncertain about a specific major. An Associate in Arts curriculum for undecided college transfer majors has been created. Please see a college transfer advisor or counselor for course details.

	Credit Hours Required
Communications	
English 101, 102, 103	9
Mathematics	
Selected from Mathematics 106, 111, 112, 113, 201, 202, 203, 204, 214	5
Social Science	
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, 211, 212; Political Science 201, 202, 203; Psychology 211, 212; or Sociology 201, 202, 203, 205	18

Humanities

Selected from at least two of the following subject areas: Art 201; English 212, 213, 214, 240, 241, 242, 243, 250, 255; French 104, 105, 106; HUM 101, 102, 103, 104; Music 200; Philosophy 201, 205; or Religion 201; Spanish 104, 105, 106

Natural Science

Three quarters of a 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

Physical Education-Health

Selected from Physical Education 101 (required), 108, 110, 112, 114, 117, 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.)

Electives

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: Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 215, 216, 230, 231, 232, 233, 250; Biology 107, 120; Business 120, 121, 122; CAS 101, Drama 101, 102; Engineering Graphics 101, 102; English 180, or 185, 213, 223, 224; French 101, 102, 103; Mathematics 175; Music 102, 103, 104, 114, 115, 202, 203, 204, 205, 206; Psychology 214, 215, 217, or Sociology 206; Spanish 101, 102, 103. Upon prior approval through the Executive Vice President's office, a maximum of 10 credit hours may be selected from curriculum career or skilled-oriented courses provided there is no duplication of course content.

(The following courses will not meet elective requirements: ATS 101; English 100; Mathematics 100, 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 Bachelors 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.

1993-94

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL				
	Mathematics	5	0	5
ECO 261	Principles of Economics I	3	0	3
	Literature	5	0	5
PSY 211	General Psychology I	<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16
WINTER				
	Elective	3/5	0	3/5
ART 201	Survey of Art	5	0	5
ECO 262	Principles of Economics II	3	0	3
PSY 212	General Psychology II	<u>3</u>	<u>0</u>	<u>3</u>
		14/16	0	14/16
SPRING				
PHI 201	Introduction to Philosophy	5	0	5
ECO 263	Principles of Economics III	3	0	3
	Literature	<u>5</u>	<u>0</u>	<u>5</u>
		13	0	13

1994-95

Course Title	Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL				
	Natural Science I	3	3	4
Elective		3	0	3
ENG 185	Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>5</u>
		11	3	12

WINTER

		Natural Science II	3	3	0	4
Elective			3	0	0	3
ANT	201	Anthropology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			11	3	0	12

SPRING

		Natural Science 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

1995-96

Course Title			Lec. Hrs.	Lab Hrs.	Shop Clinic Hrs.	Cr. Hrs.
FALL						
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	4	0	10
WINTER						
ENG	102	Freshman English II	3	0	0	3
		Elective	0	2	0	1
SOC	202	Introduction to Sociology II	3	0	0	3
HIS	102	Western Civilization I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	2	0	10
SPRING QUARTER						
ENG	103	Freshman English III	3	0	0	3
HIS	103	Western Civilization III	3	0	0	3
		Elective	0	2	0	1
MUS	200	Survey of Music	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			11	2	0	12

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
Communications	
English 101, 102, 103	9
Humanities	
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
Mathematics/Science	
Selected from Mathematics 106, 111, 112, 113, 214; Biology 101, 102, 103, Chemistry 101, 102, 103; PHS 111, 112, 113; PHY 201, 202, 203, 211, 212, 213	10
Social Science	
Western Civilization 101, 102, 103	9
Fine Arts	
Selected from Art 101, 102, 104, 105, 106, 204, 207, 208, 209, 214, 215, 216, 230, 231, 232, 233, 250	48
Physical Education	
Selected from Physical Education 101 (required) 108, 110, 112, 114, 117, 124, 130, 135, 136A, 137, 150, 155 and 255	3
Electives	
Electives must be in the liberal arts area which are not used to satisfy any of the other requirements	17
	Minimum Total
+ Credit	+ Credit
Minimum Grade Point Average	Hours
(A "2.0" grade average)	108

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 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, HUM, 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
Minimum Grade Point Average (A "2.0" grade average)	+ Credit Hours 96

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



CONTINUING EDUCATION SERVICES



CONTINUING EDUCATION SERVICES

Rockingham Community College through its Continuing Education Services offers prompt response to community-based needs. Life-long learning opportunities include 300 classes, workshops, seminars, labs, cultural and civic events per quarter. These learning opportunities are offered at the college and various locations throughout the county.

Continuing Education Services will admit high school students between the ages of 16 and 18 to appropriate courses with the consent of parents and public school officials. State Board of Community Colleges policy prohibits Rockingham Community College from serving students under the age of 16. North Carolina residents who are 65 years or older take classes free with the exception of any self-supporting classes.

CEU's of credit are awarded upon successful completion to occupational extension and other selected classes.

Continuing Education Services invites you to join us in learning for a lifetime. Empower your life by seizing the many opportunities available through Adult Enrichment Labs, Occupational Extension, Academic Extension, Practical Skills, Avocational Extension, Focused Industrial Training, New and Expanded Industry Training, Self-Supporting Recreational Activities, Human Resources Development, and Community Schools Programs.

ADULT ENRICHMENT LABS

Entrance Requirements

Any adult 18 years of age or older may enroll in the Adult Enrichment Labs. Minors, age 16 and 17, will be accepted into the program under the following circumstances according to Administrative Code 2C.0305(b):

A minor, 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at an institution if the local public or private educational agency determines that admission to the program is the best educational option for the student and the admission of such student to the program is approved by the institution. This requirement may be waived if the student has been out of school at least six months and his application is supported by a notarized petition of his parent, legal guardian, or other person or agency having legal

custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.

Registration

A student may register at any time during the year by calling RCC or by attending the class site of his/her choice. There are no registration fees.

Classes

Adult Enrichment Labs are held in communities throughout the county. Morning, afternoon, and evening classes are offered. Additional class sites will be considered whenever eleven or more students will be enrolled.

ADULT BASIC EDUCATION

The purpose of the Rockingham Community College Adult Basic Education program is to help the students build basic skills in reading, speech, writing, math, decision making, and critical thinking. 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 student's requests. ABE is also the appropriate program for nonreaders and as a first step towards a High School Equivalency (GED) certificate.

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

ENGLISH AS A SECOND LANGUAGE

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 throughout the county.

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.

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM

General Educational Development (GED) classes are offered to acquaint students with the structure, format, and content covered on the GED Exam. The purpose of these classes is to help students to review the basic principles of math, spelling, grammar usage, writing, 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.

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

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 under the following circumstances: the person is an emancipated minor, the person is a prison inmate, the person is enrolled in the Jobs Corps Program, or the person has been personally approved by the President of Rockingham Community College to take the GED Exam.

WORKPLACE LITERACY PROGRAM

Rockingham Community College's Workplace Literacy program provides job specific basic skills training to employees of business and industry in the county. To meet new technology requirements and competitive challenges of a worldwide economy, employees must have the skills necessary to progress on the job. By improving basic skills related to the job, employees become more self-sufficient, have the ability to make more on the job decisions, and are capable of accepting new responsibilities and new skill training.

Rockingham Community College's Workplace Literacy program can identify basic skill training needs specific to the job, set up appropriate

basic skill training programs, and provide accurate assessment and evaluation of employee skills. An interested business or industry can get more information by calling Rockingham Community College.

OCCUPATIONAL EXTENSION

Occupational Extension offers courses, workshops, seminars, certification programs and certificate programs designed for the specific purposes of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment opportunities. Listed below are some of the training options offered through occupational extension:

Basic Computer Understanding	Insurance Agents Continuing Education Program
Lotus 1-2-3	Insurance Agents Pre-Licensing Program
Word Processing	Law Enforcement Training
Keyboarding	Notary Public Education
Supervisory Training	Private Pilot Ground School Training
Small Business Management Courses	Taxidermy
CPR	Welding and Basic Milling Techniques
EMT and Paramedic Training	Landscaping and Horticulture
Nursing Assistant I and III	Electrical Contractor's License Review Courses
Teacher Renewal Credit Courses	Commercial Drivers Licensing
First Responder Training	Waste Water Treatment Plant Operation
Fire Service Training	
Child Day Care Workshops	

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:

Astrology (Philosophy)	Investments and Financial Planning
Bible Survey (Old & New Testaments)	Law for the Layman
Conversational Spanish	Meteorology
Estate Planning	Psychology
Geology	Public Speaking
Health and Wellness	Rockingham County History
Income Tax Preparation	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:

Basic Home Repair	Microwave Cooking
Basic Sewing	Nutrition and Weight Management
Bicycle Repair	Oriental Stir Fry
Buying Land	Pasta Making
Chainsaw Maintenance and Repair	Picture Framing and Matting
Consumer Electronics	Reupholstery
Cooking With Chicken	Serging
Country Cooking and Baking	Small Gasoline Engine Repair and Maintenance
Country Curtains Construction	Weaving
Decorative Wall Treatments	Woodcarving
Furniture Refinishing	Woodworking
Gardening	
Healthy Heart Cooking	

AVOCATIONAL EXTENSION

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	Painting With Watercolors
Bonsai for Beginners	Party Foods
Bowmaking	Personal Photography (Beginning, Advanced)
Cake Decorating	Resin Painting
Candy Making	Self Defense for Women
Christmas Crafts	Smocking
Decorating Interiors	Southern Thanksgiving
Drawing on the Right Side of the Brain	Stained Glass
Firearms Safety	Sweatshirt Painting
Floral Design (Beginning, Advanced)	Tatting
Guitar	Tole Painting
Lap Quilting	Using Your Camcorder
Needlecrafts	Vocal Music

FOCUSED INDUSTRIAL TRAINING

Focused Industrial Training (FIT) programs provide for the development and delivery of customized training to skilled and semi-skilled workers employed in industrial occupations. Emphasis is placed on training personnel involved in occupations critical to a company's survival. FIT activities are intended for workers who need to up-date their skills and technical knowledge because of technological

change. FIT programs are planned jointly by Rockingham Community College and the industry served and are intended for situations that can not be addressed through Occupational Extension programs.

NEW AND EXPANDING INDUSTRY TRAINING

Rockingham Community College and the Business and Industry Services Section of the Department of Community Colleges provide training services to prospective employees of a new or expanding industry. Rockingham Community College and the Department of Community Colleges work with the employer to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the New and Expanding Industry (N&EI) program.

SELF SUPPORTING RECREATIONAL ACTIVITIES

Self supporting recreational activities consist of courses which are recreational that are of great interest to the public. Fees are set based on the amount required to operate the courses and, therefore, there are no fee exemptions.

Bridge	Line Dancing
Country Couples Dancing	Pet Obedience
Exercise & Weight Control	Shag
Horse Management	Texas Two-Step

HUMAN RESOURCES DEVELOPMENT PROGRAM

Job Seeking Skills/Self-Confidence Building/Job Placement

Human Resources Development called HRD is designed to help those who are unemployed, get a job and keep it. The program also helps the under-employed assess their abilities and reach their goals. 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 an impressive job application
- Prepare for job interviews
- Be a valuable employee

HRD INCLUDES:

- Finding and keeping a good job
- Personal Growth
- Career Planning/Assessment
- What the employer expects from you

WILL HRD HELP YOU LOOK FOR A JOB? YES.

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

There is **no** registration fee. Call HRD at (919) 342-4261, Extension 124, Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.

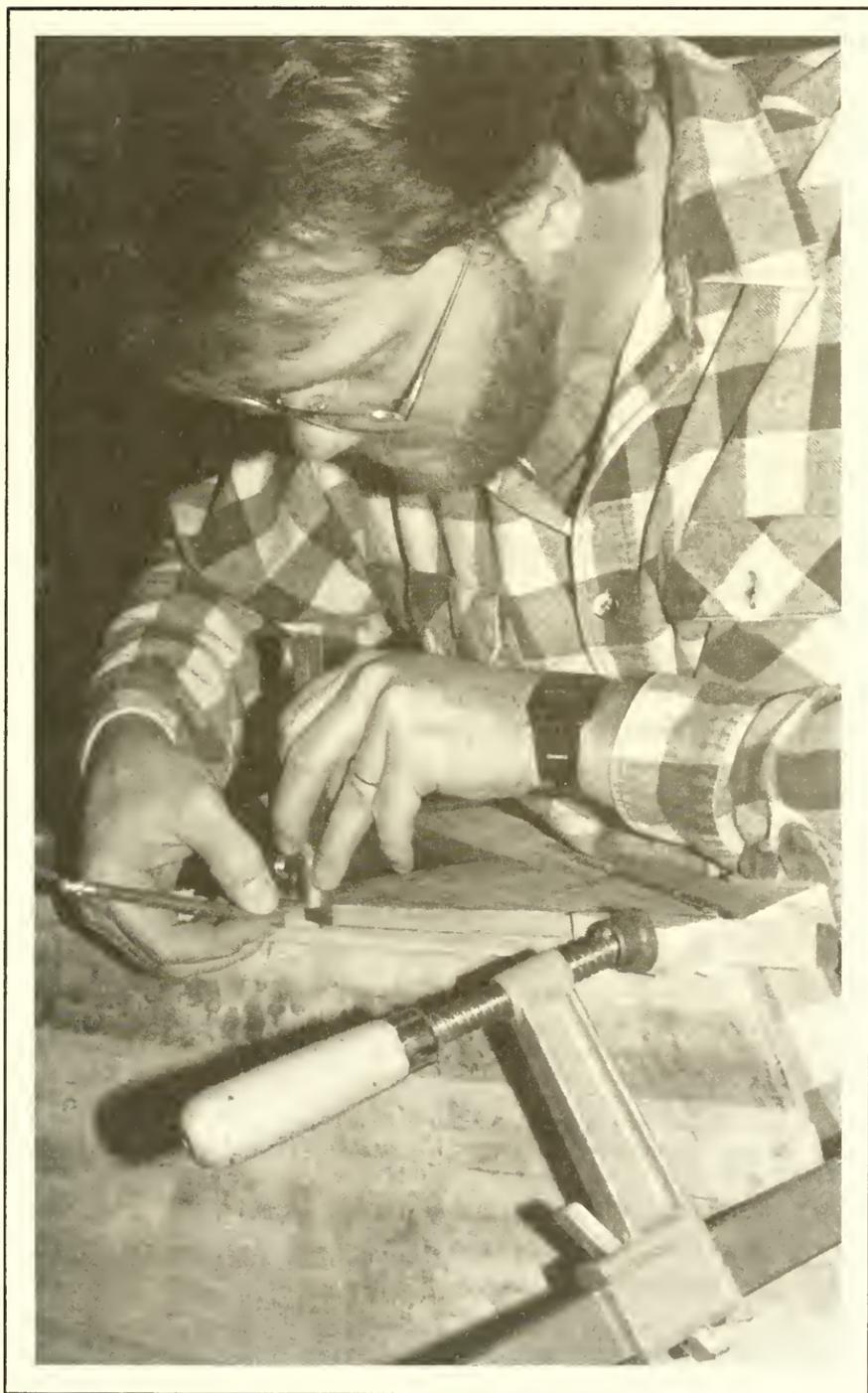
COMMUNITY SCHOOLS PROGRAM

The Community Schools program is operated jointly by Rockingham Community College and Rockingham County Schools. A wide variety of courses ranging from income tax preparation to beginning computer understanding are offered at school locations throughout the county.

These classes reinforce Rockingham Community College's commitment to bringing education and providing lifelong learning to the people of Rockingham County.

For more information, contact the Continuing Education office at Rockingham Community College or the Community Schools offices at the school administration building.

COURSE DESCRIPTIONS



Course Descriptions

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

In the course description, following the course number and title, appears a code (0-0-0-0) which is interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory hours; third number equals shop or clinic hours; and fourth number equals the credit hours.

AIR CONDITIONING

AHR 1102 HVAC Electronics 1-2-0-2

The students will study common solid state control components utilized in HVAC systems. Emphasis will be placed on identification and testing these components in realistic circuits. Prerequisite: ELC 1821.

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.

AHR 1115A FUNDAMENTALS OF HEATING A 1-0-3-2

AHR 1115B FUNDAMENTALS OF HEATING B 1-0-3-2

AHR 1121 PRINCIPLES OF REFRIGERATION 3-0-9-6

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, and piping 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 1-0-3-2

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION 2-0-6-4

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, reach-in coolers and freezers, and ice making/storing systems are studied. Manufacturer's literature is used in sizing and matching system components and a study of controls, refrigerants, and servicing methods is made. Prerequisite: AHR 1121. or AHR 1121B.

AHR 1122A DOMESTIC AND COMMERCIAL REFRIGERATION 1-0-3-2

AHR 1122B DOMESTIC AND COMMERCIAL REFRIGERATION 1-0-3-2

AHR 1123 PRINCIPLES OF AIR CONDITIONING 3-0-9-6

Course covers heat pumps, 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. Prerequisite: AHR 1121 or AHR 1121B.

AHR 1123A PRINCIPLES OF AIR CONDITIONING A 1-0-3-2

AHR 1123B PRINCIPLES OF AIR CONDITIONING B 2-0-6-4

AHR 1124 AIR CONDITIONING, HEATING, AND REFRIGERATION SERVICING 2-0-6-4

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in air conditioning space. Shop work involves locating and correcting equipment failures and controlling, testing, and adjusting heating and cooling equipment to maximize energy conservation. Prerequisites: AHR 1115, AHR 1122, AHR 1123.

AHR 1124A AIR CONDITIONING, HEATING AND REFRIGERATION SERVICING A 1-0-3-2

AHR 1124B AIR CONDITIONING, HEATING AND REFRIGERATION SERVICING B 1-0-3-2

AHR 1128 AUTOMATIC CONTROLS 2-0-6-4

A study of types of automatic controls and their function in heating and cooling systems. Included in the course will be electric, electronic, and mechanical controls for domestic heating and cooling, and commercial refrigeration controls. Prerequisites: AHR 1115, AHR 1123, AHR 1102.

AHR 1128A AUTOMATIC CONTROLS A 1-0-3-2

AHR 1128B AUTOMATIC CONTROLS B 1-0-3-2

AHR 1150 AC, HEATING, & REFRIGERATION STATE CODE 3-0-0-3

A study of the current North Carolina Building Codes as they relate to the installation and maintenance of heating, refrigeration, and air conditioning systems.

ARCHAEOLOGY

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 2-4-0-4

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** 2-4-0-4
For the student 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. Prerequisite: ART 101.
- ART 104 DRAWING I** 2-4-0-4
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** 2-4-0-4
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. Prerequisite: ART 104.
- ART 106 DRAWING III** 2-4-0-4
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. Prerequisite: ART 104.
- ART 107 DRAWING IV** 2-4-0-4
For students interested in furthering their knowledge of figure drawing, with emphasis on creative investigation of materials and approaches to the rendering of the human body. Concepts dealt with in this course should develop in the students an understanding of the importance of creativity as applied to figurative art and provide them with the skills to explore their own stylistic preferences. Prerequisite: ART 106.
- 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** 2-4-0-4
For the student interested in expression through sculptural form. Introduction to Sculpture provides an exploration of the creative and technical problems of sculpture with emphasis on the additive, subtractive, manipulative and substitutive processes. Concepts dealt with in this course should prepare the student for further explorations in sculpture. Prerequisite: ART 101 and 102.
- ART 207 INTRODUCTION TO STUDIO PAINTING** 2-4-0-4
The course develops the student's creative ability and technical skills in oil and/or polymer. Prerequisite: ART 101 or by permission of instructor.
- ART 208 STUDIO PAINTING I** 2-4-0-4
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. Prerequisite: ART 207.
- ART 209 STUDIO PAINTING II** 2-4-0-4
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. Prerequisite: ART 208.

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

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 the various methods of hand building, glazing, and firing. Concepts dealt with in this course should prepare the student for further explorations in ceramics. This course requires a special fee.

ART 215 POTTERY II 2-4-0-4

This course continues exploring creative and technical problems of ceramics with an emphasis on wheel throwing techniques. Prerequisite: ART 214. This course requires a special fee.

ART 216 POTTERY III 2-4-0-4

Pottery III is designed to instruct students in more complex forms of pottery, the use of larger forms, glaze calculation and kiln firing. Prerequisite: ART 215. This course requires a special fee.

ART 230 INDIVIDUAL STUDIO (DRAWING) 0-6-0-3

A course designed to permit the individual student to work beyond the limits of regular course offerings on self-determined, instructor-approved, objectives utilizing the resources of the Art Department. A course for students who want an advanced course beyond regular course offerings. Prerequisite: Completed sequence of art courses in the area of proposed study and limited to students in a degree program.

ART 231 INDIVIDUAL STUDIO (PAINTING) 0-6-0-3

A course designed to permit the individual student to work beyond the limits of regular course offerings on self-determined, instructor-approved, objectives utilizing the resources of the Art Department. A course for students who want an advanced course beyond regular course offerings. Prerequisite: Completed sequence of art courses in the area of proposed study and limited to students in a degree program.

ART 232 INDIVIDUAL STUDIO (POTTERY) 0-6-0-3

A course designed to permit the individual student to work beyond the limits of regular course offerings on self-determined, instructor-approved, objectives utilizing the resources of the Art Department. A course for students who want an advanced course beyond regular course offerings. Prerequisite: Completed sequence of art courses in the area of proposed study and limited to students in a degree program.

ART 233 INDIVIDUAL STUDIO (SCULPTURE) 0-6-0-3

A course designed to permit the individual student to work beyond the limits of regular course offerings on self-determined, instructor-approved, objectives utilizing the resources of the Art Department. A course for students who want an advanced course beyond regular course offerings. Prerequisite: Completed sequence of art courses in the area of proposed study and limited to students in a degree program.

ART 250 SPECIAL TOPICS IN POTTERY 2-4-0-4

This course focuses on selected topics in pottery. Since the topics may change each time the course is offered, students should consult the course offering schedule each quarter. Students may not repeat this course for credit. This course requires a special fee.

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.

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 kingdom, 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, 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: The digestive system, metabolism, nutrition, the urinary system, the reproductive system, fluid and electrolyte balance, acid-base balance and stress. Prerequisite: BIO 106 or instructor's permission.

BIO 112 INTRODUCTORY ANATOMY-PHYSIOLOGY I 3-2-0-4

A basic course designed to give the beginning student an understanding of the human body and how it functions. The course includes a study of the cell, tissues, organs and the following organ systems: integumentary, skeletal, muscular, nervous as well as the special senses.

BIO 113 INTRODUCTORY ANATOMY-PHYSIOLOGY II 3-2-0-4

This course is a continuation of BIO 112. It includes the study of the structure and function of the endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Prerequisite: BIO 112.

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.

BIO 1100 ANATOMY AND PHYSIOLOGY I 3-2-0-4

The course is designed to give the beginning student an understanding of some basic science principles and their application to practical nursing. The course includes a study of the basic components in the human body and progresses to a study of the structure and function of the integumentary, skeletal, muscular, and nervous systems as well as the special senses.

BIO 1101 ANATOMY AND PHYSIOLOGY II 3-2-0-4

The course is a continuation of BIO 1100. It includes the study of the structure and function of the digestive, circulatory, respiratory, endocrine, urinary and reproductive systems. Fetal circulation, embryology and metabolism are also studied in this course. Prerequisite: BIO 1100.

BIO 1103 MICROBIOLOGY 3-4-0-5

A natural science course for the student who plans to study in a health related field, designed to introduce the student to various aspects of microscopic organisms. Topics to be covered include: control of microorganisms, sources and modes of infection, immunity, and pathogenic organisms.

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

Interpretation of industrial blueprints (detail and assembly drawing) including multi-views, 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 KEYBOARDING I** 1-4-0-3
This course is designed for business, accounting, and Microcomputer Systems Technology students and may be of interest to the non-business major. BUS 102 is an introduction to keyboarding fundamentals, touch mastery of the alphabet, symbols, marks of punctuation, as well as the numeric keypad and other special keys. It will be taught on the microcomputer with hard copy printed in correct format.
- BUS 103 KEYBOARDING II** 1-4-0-3
Continuation of BUS 102 through intermediate levels of keyboarding proficiency involving business correspondence, forms, formatting business documents, tabulations, rough drafts, and minimum speed requirement of 40 words per minute. Prerequisite: BUS 102 and COA 151 or equivalent.
- BUS 104 KEYBOARDING III** 1-4-0-3
Continuation of BUS 103 to expert keyboarding status involving attention to problems of production typing, producing mailable copy, and a minimum speed requirement of 45 words per minute on a 5-minute timed writing. 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 intensified practice in dictation and transcription to a minimum speed of 40 words per minute. Prerequisite: BUS 106 or equivalent.
- BUS 108 SHORTHAND III** 4-2-0-5
Advanced shorthand with an 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 50 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, COA 151.
- BUS 110 BUSINESS MACHINES** 1-4-0-3
This course is designed as introductory level instruction in the use of the electronic printing calculator and the Brother Perfectype. Students will also use a graphics program on the computer to produce output.
- 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.
- 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. Prerequisite: BUS 102 or equivalent. COA 151 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. It prepares the office technologist to read descriptions of clinical situations involving medical terminology and select the medical term that most appropriately applies to each situation.

- BUS 120 PRINCIPLES OF ACCOUNTING I** 3-2-0-4
Fundamental concepts of accounting as they apply to the simple proprietorship, partnership, and corporation are covered. Preparation of working papers for facilitating determination of income including a study of deferrals and accruals and preparation and analysis of financial statements are considered.
- BUS 121 ACCOUNTING II** 3-2-0-4
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 121 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 126 LABOR RELATIONS** 4-0-0-4
Covers the history of the labor movement in the United States with its structural and legal framework; examines the negotiation, administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms are provided.
- 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 150 CHILDREN AND COMPUTERS** 2-2-0-3
An introductory course on the use of the computer in child care centers and the early childhood classroom. Students will learn how to use the computer, the appropriate software, instructional methods, and how to integrate the computers into the early childhood curriculum. Upon the completion of the course, the student will know how to use several current software programs in early childhood education.
- 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. Prerequisite: BUS 162.
- 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 in simplified filing standards recently developed by the Association of Records Managers and Administration, Inc. (ARMA) Standards Board. Microcomputer applications provide additional practice applying manual filing procedures to database software. Students will also use a software package to create and complete forms. Prerequisite: BUS 102.
- BUS 190 MEDICAL INSURANCE & CODING I 2-4-0-4**
Through the use of realistic application cases, this course demonstrates how to complete a variety of medical insurance forms through hands-on experience. Such forms as Universal Medical (HIC), Superbills, Worker's Compensation, Group Hospital Insurance, and Medicaid are included. Prerequisite: BUS 118M.
- BUS 191 MEDICAL INSURANCE & CODING II 2-4-0-4**
Continuation of BUS 190 through simulations and completion of a variety of medical and dental insurance forms. The latest information on electronic claims processing, optical scanning and coding is included as is information on HMOs, DRGs, and HCPCS for Medicare and Medicaid. ICD-9-CM and CPT-4 coding is covered. Prerequisite: BUS 190 or equivalent.
- BUS 195 MEDICAL LAW AND ETHICS 3-0-0-3**
The course is designed to acquaint the student with the legal side of the medical office and provide a foundation of law to be used as a guide. It is intended to expose the student to legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts. Prerequisite: BUS 118M.
- 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.
- BUS 206 DICTATION AND TRANSCRIPTION I 3-2-0-4**
Develops the skill of taking dictation and of transcribing materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 70 words per minute for three minutes on new material is recommended. Prerequisite: BUS 108.
- BUS 206L DICTATION/TRANSCRIPTION—LEGAL 3-2-0-4**
Develops the skill of taking dictation and of transcribing materials appropriate to the legal office which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 70 words per minute for three minutes on new material is recommended. Prerequisite: BUS 108.
- BUS 206M DICTATION/TRANSCRIPTION I—MEDICAL 3-2-0-4**
Develops the skill of taking dictation and of transcribing materials appropriate to the medical office which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 70 words per minute for three minutes on new material is recommended. Prerequisite: BUS 108.
- BUS 207 DICTATION AND TRANSCRIPTION II 3-2-0-4**
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary to meet the requirements of business and professional offices. Minimum dictation rate of 80 words per minute for three minutes is recommended. The student is encouraged to strive for 100 words per minute. Prerequisite: BUS 206.
- BUS 207L DICTATION/TRANSCRIPTION II—LEGAL 3-2-0-4**
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary to meet the requirements in the legal office. Minimum dictation rate of 80 words per minute for three minutes is recommended. The student is encouraged to strive for 100 words per minute. Prerequisite: BUS 206L.

- BUS 207M DICTATION/TRANSCRIPTION II—MEDICAL** 3-2-0-4
 Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary to meet the requirements in the medical office. Minimum dictation rate of 80 words per minute for three minutes is recommended. The student is encouraged to strive for 100 words per minute. Prerequisite: BUS 206M.
- BUS 209 REAL ESTATE FINANCE** 3-0-0-3
 A study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market. Prerequisite: BUS 162, 163.
- BUS 210 REAL ESTATE BROKERAGE OPERATIONS** 3-0-0-3
 This course consists of basic instruction in the various aspects of real estate brokerage, operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations. Prerequisite: BUS 162, 163, 164, 209.
- BUS 214 SECRETARIAL PROCEDURES** 2-4-0-4
 This course is designed to acquaint the student with a variety of duties and responsibilities encountered by an office professional during the work day. Prerequisite: Grade of "C" in BUS 102 or equivalent. COA 151 is recommended.
- BUS 214L SECRETARIAL PROCEDURES—LEGAL** 2-4-0-4
 The course is designed to acquaint the student with a variety of duties and responsibilities encountered by an office professional during the work day in a legal office. Prerequisite: Grade of "C" in BUS 102 or equivalent. COA 151 or equivalent.
- BUS 214M ADMIN. MEDICAL OFFICE PROCEDURES I** 2-4-0-4
 The course is designed to acquaint the student with the responsibilities encountered by an office technologist during the workday. Units covered are: administrative duties; in-baskets; procedural and diagnostic codes; preparation of a payroll; handling telephone calls; and performance appraisals. Medical pegboard procedures will provide the student with experience in medical recordkeeping. Prerequisites: BUS 104, 118M, 190, 215 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. Prerequisite: 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 ADV. MEDICAL-TERMINOLOGY & MACH TRANS 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: grade of "C" in BUS 215, BUS 118M or equivalent.
- 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 223M ADMIN. MEDICAL OFFICE PROCEDURES II** 2-2-0-3
This course will continue BUS 214M exposure for students to the responsibilities encountered by an office technologist during the workday. Prerequisite: BUS 214M.
- 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 231 TAXES FOR PARALEGALS** 4-0-0-4
A continuation of the study of federal income taxes; income tax withholding; declaration of estimated tax by individuals; preparation of income tax returns for individuals, partnerships, corporations, and fiduciaries. An introduction to property taxes, intangible taxes, sales and use taxes, and N.C. State Income taxes.
- 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 effectively dealing with problems encountered in the field.
- 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.
- 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.
- 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 are considered. Problems in advertising, selection of media, timing, and cost considerations are studied.

- BUS 247 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 276 PRINCIPLES OF SUPERVISION** 3-0-0-3
 This course is designed for present and prospective supervisors who have the need and desire to participate in learning activities that will assist the participants in becoming more effective supervisors. Information about the supervisor's role and opportunities to examine and discuss processes essential to effective supervision will be provided. Successful completion of this course should provide the individual with a better understanding of the supervisor's role, and should provide him with a better understanding of various techniques which he can use to improve his effectiveness as a supervisor.
- BUS 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.

BUSINESS DATA PROCESSING

- CAS 101 INTRODUCTION TO COMPUTERS** 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. Special emphasis will be on DOS commands, word processing, spreadsheet and data base software. Another objective will be an understanding of data processing terminology. Formerly BCP 102.

CAS 1001 INTRODUCTION TO COMPUTERS

2-2-0-3

The purpose of this course is to make students literate and comfortable with hardware, software and vocabulary of computers. This course is designed to give introductory training in the use of MS-DOS commands, word processing software, database software, and spreadsheet software. All topics will be applied to the IBM-PC or IBM-PC compatible family of computers. The course will feature hands-on experience in the practical application of the above topics. Formerly BCP 1001.

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

3-0-15-8

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

2-0-12-6

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 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. Corequisite: MAT 111.		
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 of chemistry and for students who wish to take a course designed for chemistry majors. Topics include thermodynamics and spontaneity of chemical and physical systems, introduction to chemical equilibrium, chemical equilibrium in aqueous solution, oxidation-reduction reactions in electromechanical cells, spontaneity and extent 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. 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.

MICROCOMPUTER SYSTEMS TECHNOLOGY

COA 151 PC SOFTWARE I (WORD PROCESSING 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.

COA 152 PC SOFTWARE II (SPREADSHEET I)

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.

COA 153 PC SOFTWARE III (DATABASE I)

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.

COA 154 PC SOFTWARE IV (ACCOUNTING I)

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 or instructor approval.

COA 155 PC SOFTWARE V (WORD PROCESSING II)

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: COA 151.

COA 156 PC SOFTWARE VI (SPREADSHEET II)

2-2-0-3

This course is a continuation of COA 152 and provides instruction in the use of macros and the use of a spreadsheet programming language. Also included will be topics such as advanced functions and the sharing of spreadsheet data with other systems. The course will make extensive use of case studies and/or live projects as a vehicle for instruction. Prerequisite: COA 152 or instructor approval and COA 174 or instructor approval.

COA 157 PC SOFTWARE VII (DATABASE II)

2-2-0-3

This course is a continuation of COA 153 and provides instruction in the use of a data base programming language. Topics covered include advanced database features and the sharing of data base data with other systems. The course will make extensive use of case studies and/or live projects as a vehicle for instruction. Prerequisite: COA 153 or instructor approval and COA 174 or instructor approval.

- COA 158 COMPUTER ACCOUNTING II** 2-2-0-3
 Network computer accounting including payroll accounting and report generation, general ledger, cash cycle, accounts payable and receivable, inventory, etc. Course is intended for accounting majors and will replace auditing.
- COA 164 DESKTOP PUBLISHING** 2-2-0-3
 An introduction to desktop publishing using a major commercial desktop publishing software package running on a microcomputer. Basic principles of commercial graphics and page layout as well as software operation will be covered. Prerequisite: BUS 102 or equivalent.
- COA 165 HARDWARE INSTALLATION & MAINTENANCE** 2-2-0-3
 This course is designed to introduce the student to microcomputer hardware components. Topics include diagnostic testing procedures, installation of memory and peripherals, general maintenance and troubleshooting.
- COA 166 PRESENTATION SYSTEMS** 2-2-0-3
 This course is designed as an introductory level instruction in use of presentation software. Students should expect not only to learn to use software but to develop presentation skills. Examples of applied use of the software involves the use of computer generated printed material as well as dynamic screen displays to present topics such as speeches, instruction, and sales presentations. Prerequisite: BUS 102 or equivalent.
- COA 167 THE PAPERLESS OFFICE** 2-2-0-3
 This course is an introduction to the current software designed to facilitate the creation of a "paperless office." Types will include, but not be limited to: voice-messaging, electronic mail, calendaring and scheduling meetings, document creation, storage and distribution. Current packages will be compared and contrasted. The student will gain experience using a current version of the software. Prerequisite: BUS 102 or equivalent.
- COA 170 OPERATING SYSTEMS I** 3-0-0-3
 This course is designed to acquaint the student with microcomputer operating systems. Emphasis is placed on controlling input and output, hard disk management, and maintenance utilities.
- COA 171 OPERATING SYSTEMS II** 3-0-0-3
 A practical introduction to multi-user operating systems designed for microcomputer systems. The course will cover topics such as hardware configurations, system installation, administration, and operations, and comparison and contrast of available multi-user operating systems.
- COA 172 MICROCOMPUTER NETWORKS** 3-0-0-3
 The student will learn the fundamental principles of creating, maintaining, and operating a local area network of microcomputers. The student will learn the function performed by the network manager. The course will discuss the pros and cons of several major local area network software systems, wide area networks, and PC to mainframe connection.
- COA 173 DATA COMMUNICATIONS** 3-0-0-3
 The student will be introduced to the basic terminology of data communications. Topics will include fundamentals and concepts of transmission paths and data line controls/line protocols, major components in a data communication system and major components in a local area network.
- COA 174 COMPUTER LOGIC** 3-0-0-3
 An intensive course in problem solving, it is intended to assist the student in developing an organized, analytical approach to all problems. The student will also learn the classic methods of documenting logic for a computer: flowcharting and pseudocode.

- 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.

CUSTOMER SERVICE

- CST 110 INTRODUCTION TO CUSTOMER SERVICE TECHNOLOGY** 5-0-0-5
This survey course will prepare the student for advanced study in Customer Service Technology. An extensive vocabulary of customer service terms will be developed and students will understand the basics of customer service, retail sales and order entry, credit, collection, and authorization services, and fraud control.
- CST 209 CONSUMER CREDIT** 4-0-0-4
In this course, the techniques of installment lending are presented. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due.
- CST 210 TELECOMMUNICATIONS** 3-2-0-4
A study of voice, data, image and message technologies and how they are used in Customer Service Technology. Special attention is given to telephone and data communications systems.

- CST 217 ADVANCED CUSTOMER SERVICE TECHNOLOGY 5-0-0-5**
Focus is on improving communication and negotiating skills. Students will learn how to respond to complex customer requirements and to efficiently handle stress situations. Emphasis is on working in fast-paced operations where speed and accuracy are important.
- CST 219 CREDIT AND COLLECTIONS 3-2-0-4**
Principles and practices in the extension of credit, collection policy, and procedure formulation; laws pertaining to credit extension and collection procedures.
- COA 106, 107 CUSTOMER SERVICE TECHNOLOGY
COOPERATIVE EDUCATION 0-0-10-1**
Cooperative work experience which is related to and coordinated with classroom theory instruction. A coordinator from the school will visit the student on the job and work with the supervisor in developing the work experience plan and evaluating the student's progress on the job.

CRIMINAL JUSTICE, LAW ENFORCEMENT

- CJC 105 INTRODUCTION TO CORRECTIONS 3-0-0-3**
A historical survey of the principles and practices of punishment including a study of prison systems in the United States. Administrative structures and management procedures are examined, together with their effect on prisoners and correctional personnel. Reform techniques and their effect on prisoners are also evaluated.
- CJC 170 CIVIL PROCESS FOR CRIMINAL JUSTICE 3-0-0-3**
To familiarize the law enforcement officer with the problems involved in handling civil process, the course will deal with summons and subpoenas, execution and attachment, claim and delivery, involuntary commitments, and summary ejections. Attention is also given to the civil liability and immunity of officers in the performance of their duties.
- CJC 185 CORRECTIONS, PROBATION, AND PAROLE 3-0-0-3**
A study of deterrence and rehabilitation in the correction process. The philosophy of corrections, probations, and parole will be studied. Current issues from each field will be studied as well as alternatives to confinement.
- CJC 280 ABNORMAL PSYCHOLOGY FOR CRIMINAL JUSTICE 3-0-0-3**
A comprehensive introduction to pathological behavior including its description, causation, and modification. Emphasis is on environmental and hereditary factors affecting the development and maintenance of various behavior disorders encountered by law enforcement officers and correctional personnel. Prerequisite: PSY 211.
- CJJ 107 INTRODUCTION TO JUVENILE JUSTICE 3-0-0-3**
This course is an introductory study into the philosophy of handling juvenile offenders. The course will explain the role and function of criminal justice personnel as they come into contact with the offender. Emphasis will be given to the conceptions of prevention, intervention, and diversion of juveniles within the system. The course will further allow the student to examine community-based alternatives that may be exhausted in lieu of referring offenders to juvenile courts. The course will stress the appropriate use by juvenile justice personnel of alternative agencies. An overview will be given to the development of delinquent careers and the labeling process. This course will provide a historical development of philosophies in the treatment and their results.
- CJJ 173 JUVENILE LAW, THEORY & PRACTICE 3-0-0-3**
A study of juvenile laws and their application to the juvenile justice field. The student will explore major court decisions and their relevance to daily situations confronting juvenile justice personnel. Emphasis will be given to providing and understanding of

delinquency causation through an in-depth study of the literature of the field. Procedures in dealing with the juvenile both as an offender and a victim will be explained in a step-by-step process through each phase of the juvenile justice system. Prerequisite: CJJ 107.

CJJ 258 JUVENILE JUSTICE ADMINISTRATION AND CHILD ADVOCACY 3-0-0-3

This course addresses each facet of juvenile justice administration from organizing, coordinating, implementing, and directing community-based and diversion programs to probation, courts, detention, corrections, and aftercare as it ultimately affects the youth victim or offender in service delivery. Juvenile justice administrative roles in child advocacy as an integral component are given specific emphasis in planning further innovative programs in addition to administrative awareness. Prerequisite: CJJ 107.

CJL 109 INTRODUCTION TO LAW ENFORCEMENT 3-0-0-3

A study of the history and philosophy of law enforcement and the components of the Criminal Justice System. Community and human relations, as well as ethics among members of the system are emphasized. This course is a prerequisite to many of the courses in the Criminal Justice program.

CJL 120 REPORT WRITING 3-0-0-3

This course is structured for students entering the criminal justice field. The student will become familiar with different types of reports used by police agencies, the courts, and correctional institutions. Particular emphasis is placed on conciseness, accuracy, and specificity. Prerequisite: ENG 101.

CJL 130 RESEARCH TECHNIQUES IN CRIMINAL JUSTICE 3-0-0-3

A study of basic library skills plus specialized research methods for Criminal Justice students in the humanities and in government documents with special emphasis on use of law libraries. Prerequisite: ENG 101.

CJL 151 INTRODUCTION TO CRIMINAL LAW 5-0-0-5

A study of statutory law and recent Supreme Court cases affecting the administration of law. The student will be introduced to Constitutional Law; Criminal Law; the Laws of Arrest, Search and Seizure; Juvenile Law and Procedures; Alcohol Beverage Control Law; and Motor Vehicle Law.

CJL 161 CRIMINAL INVESTIGATION I 3-4-0-5

A study of law enforcement procedures from an initial incident through a complete investigation. The processes of general patrol and investigative patrol as well as crime prevention, accident investigation and an in-depth program of general criminal investigation will be taught. The student will participate in simulated events in each topic area.

CJL 171 CONSTITUTIONAL LAW I 3-0-0-3

This course introduces the student to those areas of the U.S. Constitution which affect criminal justice. The student will examine Supreme Court decisions and arguments in order to understand the role of the Supreme Court in the area of criminal justice. The student will be able to relate new decisions to those previously rendered and will be able to apply those new decisions to existing and developing criminal justice activity. Prerequisite: CJL 109.

CJL 172 CONSTITUTIONAL LAW II 3-0-0-3

An in-depth study of selected constitutional law. Emphasis will be placed in the following areas: due process clause of the 14th Amendment, equal protection clause of the 14th Amendment, 1st Amendment rights, and rights of privacy. Prerequisite: CJL 171.

CJL 175 STATE AND LOCAL GOVERNMENT 3-0-0-3

State and Local Government is an analytical study of the political institutions and processes in North Carolina. The role of state and local governments is presented with emphasis on the impact and relationship it has on criminal justice agencies and the

individual officer. Critical issues facing governmental institutions and methods of resolving conflicts between various social and economic interests are studied.

CJL 200 CRIMINAL JUSTICE PHOTOGRAPHY 2-2-0-3

A survey of the use of photography in criminal investigation. The student is exposed to scientific and legal requirements of photographs as evidence. The student will be taught techniques of police photography, photographic equipment, and darkroom procedures. The student will photograph simulated crime scenes, develop film, and prepare photographic exhibits for courtroom testimony.

CJL 210 CRIMINAL INVESTIGATION II 3-4-0-5

An introduction to the fundamentals of investigation with emphasis on crime scene search, recording, collecting, and preserving evidence. Detailed case preparation and court presentation. Investigation of specific offenses such as arson, narcotics, rape, burglary, and homicide will be discussed. Prerequisite: CJL 161.

CJL 211 INTRODUCTION TO CRIMINALISTICS 3-4-0-5

A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis on the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of scientific equipment. Prerequisite: CJL 161.

CJL 215 COMMUNITY AND MEDIA RELATIONS 3-0-0-3

This course emphasizes the importance of community relations to the criminal justice agency. The concepts of service and professionalism will focus on community expectations and community leadership offered by the criminal justice agency. Developing a good relationship with media personnel is stressed to ensure fair and accurate reporting and to promote communications in the public interest between the agency and the general public. Prerequisite: First two quarters or permission from the Department Coordinator.

CJL 220 CRIMINAL JUSTICE ORGANIZATION AND MANAGEMENT 4-0-0-4

The principles of organization and administration of law enforcement agencies. Determining departmental objectives; policies and procedures for recruiting, selecting, and training new personnel; organizational charts. The administrative structure - line and staff functions - in the modern police department are discussed. Prerequisite: CJL 175.

CJL 221 CRIMINAL JUSTICE SUPERVISION 3-0-0-3

A study of supervisory fundamentals; supervisory qualities; the supervisory's role in administration, decision making, employer-employee relations, leadership, and motivation; the supervisor's role in training, personnel evaluation, performance rating, personnel complaints, and discipline. Prerequisite: CJL 220.

CJL 260 PROFESSIONAL ETHICS IN CRIMINAL JUSTICE 3-0-0-3

The student will be exposed to professional Criminal Justice ethics. He/She will study the "code of ethics" which deals with personal ethics, as well as ethical relationships between the department officer and the victim of crime, and ethical relationships between fellow officers and management.

CJL 271 CRIMINAL LAW I 3-0-0-3

This course, based on North Carolina Criminal Statutes, is designed to provide the student with the constitutional limitations on the power to create and define criminal offenses against the person and against property. The student will study the elements of the offense and what must be proven in order to obtain a conviction. The student will study criminal responsibility, defenses available to individuals charged with a crime, and the law as it applies to criminal collaboration and accessories to criminal conduct. Prerequisite: CJL 151.

- CJL 272 CRIMINAL LAW II** 3-0-0-3
 This course is designed to familiarize students with the statutory authority of law enforcement officers to effect arrests, obtain search warrants, conduct searches, and conduct criminal investigation. The course will provide the most current information regarding procedural matters developed from case law and statutory law as it applies to the enforcement of North Carolina General Statutes. The student will learn proper methods of effecting an arrest, the preparation and application of search warrant, the exceptions to the warrant, requirements of the Fourth Amendment, and the court approved standards for the seizure and introduction of contraband items at trial. It also deals with the role of a law enforcement officer in eyewitness identification procedures and in conducting interrogations and confessions. Prerequisite: CJL 271.
- CJL 277 CRIMINAL EVIDENCE** 3-0-0-3
 A study of the kinds and degree of evidence and the rules governing the admissibility of evidence in courts. Prerequisite: CJL 271.
- CJL 279 CRIMINAL PROCEDURES** 3-0-0-3
 A review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil law as they apply to and affect law enforcement. Prerequisites: CJL 151 and CJL 271.
- CJL 288 INTRODUCTION TO CRIMINOLOGY** 3-0-0-3
 A study of crime causation and criminal career patterns. Theories from the legal, sociological, and psychological fields will be examined. Comparative norms from our society and other cultures will be viewed in terms of emergence of criminal behavior. Prerequisite: Permission of Departmental Coordinator.
- CJL 295 SEMINAR IN LEGAL PROBLEMS** 3-0-0-3
 A study of current problems and programs in Criminal Justice as a result of past or proposed legislation and procedural matters, resulting from required changes due to court rulings. Prerequisite: CJL 271.
- CJL 296 CRIMINAL JUSTICE ISSUES** 3-0-0-3
 A focus on national issues as defined by the President's Commission on Criminal Justice and local problems as defined by the North Carolina Law and Order Programs. Includes special management needs and professional development management theories; a review of management literature with emphasis on direction and recommendation of professional and governmental studies. Prerequisite: Completion of first four quarters.

DESIGN

- DES 101 DESIGN AND DRAFTING I** 2-4-0-4
 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** 2-4-0-4
 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** 2-4-0-4
 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 1-4-0-3**
 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 1-4-0-3**
 Fundamentals of construction drafting, concepts, including basic design, proportion, color components and materials used in design.
- DFT 110 MECHANICAL COMPUTER AIDED DRAFTING
 (CAD) CADKEY 2-6-0-5**
 Upon completion of this course, students should be able to identify the components of a PC-based CAD system; use the menu system to draw and edit lines, circles, arcs, curves, and text; draw simple 2-dimensional objects; draw simple and complex objects using 3-view orthographic projection; draw cross-section views; dimension detail drawings; create and use a library of standard parts.
- DFT 111 COMPUTER AIDED DRAFTING (CAD) II - DETAILING 2-6-0-5**
 Upon completion of this course, students should be able to draw and dimension machine element detail such as thread, fasteners, and springs; gears and gearing; cams and cam followers; and other common machine elements.
- DFT 112 COMPUTER AIDED DRAFTING (CAD) III - ASSEMBLY 2-6-0-5**
 Upon completion of this course, students should be able to draw and dimension outline assemblies, working assemblies, and subassemblies.
- DFT 113 CAD PROJECT 2-6-0-5**
 Upon completion of this course, students will have completed a mechanical or manufacturing drafting project. It will consist of all the detail and part drawings, subassembly and assembly drawings, Bill of Materials and specification that are necessary to convey the graphical and written information for the completion of a mechanical design or manufacturing processing documentation.
- DFT 201 PRODUCT DESIGN ANALYSIS I 1-6-0-4**
 A beginning course in product design analysis using Cadkey Analysis software. The boundary element method of analysis of 2D steady state heat transfer and 2D elastic stress and strain will be covered in the course. Prerequisite: DFT 110, DFT 111, DFT 112.
- DFT 202 PRODUCT DESIGN ANALYSIS II 1-6-0-4**
 A second course in product design analysis using Cadkey Analysis software. The boundary element method of analysis of 3D steady state heat transfer, 3D elastic stress and strain and 3D thermo elasticity will be covered in the course. Prerequisite: DFT 201.
- 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-seats-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 1815 ELECTRICAL BLUEPRINT & SCHEMATICS** 3-0-0-3
 The interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial and industrial buildings. Corequisites: ELC 1831, 1823, or permission from instructor.

See also Blueprint Reading.

DRAMA

- DRA 101 INTRODUCTION TO ACTING** 3-0-0-3
 An introduction to acting course in which students will analyze plays for the purpose of character development and develop performance skills through exercises in improvisation, pantomime, characterization, and performance projects. This course may require student attendance at local professional theatre productions at an additional, though minimal cost to the student.
- DRA 102 ACTING II** 3-0-0-3
 A continuation of DRA 101 with further development of performance skills acquired in Introduction to Acting. Emphasis is on the study of the character portrayal, scene development, and further development on improving skills acquired in Introduction to Acting. Prerequisite: DRA 101.

ECONOMICS

- 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.

EDUCATION

- EDU 1007 CREATIVE ACTIVITIES IN MUSIC 2-2-0-3**
 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 2-2-0-3**
 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 CURRENT ISSUES AND TRENDS 2-0-0-2**
 The student will explore the current federal, state and local laws which govern child care today. Such issues as AIDS, corporal punishment, single parenting and divorce will be explored. Upon the completion of the course the students will understand the current concepts and problems of each issue.
- EDU 1013 EFFECTIVE PARENTING/BEHAVIOR MANAGEMENT 3-0-0-3**
 The student will identify and learn strategies to encourage the development of appropriate behavior at home and school. Behavior management is a team effort between the teacher and parent. Upon completion of the course the student 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 1019 CHILDREN'S LITERATURE 3-2-0-4**
 A course designed to give the student experience in the art of storytelling and using various methods of presentation. A careful survey is made of various types of children's literature and the role they play in the total program for children. The student completing 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** 3-2-0-4
 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 EDUCATION** 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 HEALTH SAFETY AND NUTRITION** 3-2-0-4
 The course is designed for students, child caregivers, adults, and parents who are interested in the current concepts in the fields of health, safety and nutrition and their relationship to the young child. Upon completion of the course the student will be able to help young children develop positive attitudes and habits in the area of health, safety and nutrition. This course will now include C.P.R. certification.
- EDU 1028 DAY CARE ORGANIZATION AND ADMINISTRATION** 3-2-0-4
 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. Prerequisites: EDU 1035 and EDU 1036.
- EDU 1030 LANGUAGE ARTS FOR CHILDREN** 3-2-0-4
 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. Prerequisites: EDU 1020 and EDU 1021.

**EDU 1031 PRINCIPLES AND PRACTICES
OF EARLY CHILDHOOD EDUCATION 3-0-0-3**

The student will study the principles, practices, philosophy and trends in both the preschool and in elementary education. Guidelines for identifying, planning, organizing and implementing appropriate programs and facilities will be the focus of the course. Upon completion of the course the student will be prepared for cooperative work experience in an area public or private school.

EDU 1033 THE ROLE OF THE TEACHER ASSISTANT 1-0-0-1

The student will study the role of the Teacher Assistant in the school system. Emphasis will be placed on the history of assistant, the organization of the school, job responsibilities, community responsibilities, and the social, moral and ethical behavior of an assistant.

**EDU 1034 METHODS, MATERIALS AND TECHNIQUES
OF TEACHING READING 3-0-0-3**

The student will be given an overview of the major approaches to use in teaching children to read. Emphasis will be placed on techniques, current methods, vocabulary and the use of the computer in teaching reading. Upon completion of this course the student will have the essential strategies needed to teach children and adults how to read.

EDU 1035 CHILD CARE CREDENTIAL I 3-0-0-3

An introduction to the principles and practices of working with groups of children in the early learning years. This course provides the first half of instruction necessary to qualify for the NC Child Care Credential.

EDU 1036 CHILD CARE CREDENTIAL II 3-0-0-3

An overview for individuals working in the child care profession. This course provides the final half of instruction necessary to qualify for the NC Child Care Credential.

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. Prerequisite: MAT 103 or permission of instructor. Corequisite: MAT 111.

ELC 102 FUNDAMENTALS OF ELECTRICITY II 5-2-0-6

A continuation in the study of the elementary principles of electricity in which AC circuits are introduced. Topics include magnetism, electromagnetic induction, alternating voltage and current, inductance, inductive circuits, capacitance, capacitive circuits, RCL circuits, and vector analysis of AC circuits and resonance. Prerequisites: ELC 101. Corequisite: MAT 112.

ELC 104 BASIC ELECTRICAL CONCEPTS & MOTORS 0-0-3-1

Covers the fundamental concepts of direct and alternating electricity. Emphasis will be placed on conductors, insulators, controls, switches, safety devices, and motors (basic wiring, control and hook-up, overload protectors, reversing, and three phase.)

ELC 107 DIRECT AND ALTERNATING ELECTRICITY 2-4-0-4

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

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

ELC 210 PROGRAMMABLE CONTROLLERS 2-4-0-4

A study of programmable controllers; topics will include programming (ladder diagrams, software timers, counters, registers, etc.) system software, hardware, accessories, installation of equipment and troubleshooting. Emphasis will be on practical applications. The student will learn to design and implement a system. Prerequisites: ELN 142, ELM 211, MEC 110.

ELC 1801 DIRECT AND ALTERNATING ELECTRICITY I 2-2-0-3

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

ELC 1802 DIRECT AND ALTERNATING ELECTRICITY II 2-2-0-3

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

ELC 1803 DIRECT AND ALTERNATING ELECTRICITY 2-4-0-4

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

ELC 1806 BASIC AC/DC 4-4-0-6

A beginning course for the student with no background in electrical principles. The course covers fundamental concepts of direct and alternating electricity used in the electrical field. Emphasis will be on the practical application and calculation of current, voltage, resistance, and power rules to electrical circuits. Additionally, the course will emphasize construction of electrical circuits to verify electrical principles and use of test equipment to obtain electrical measurements. The student will be able to apply the knowledge of electrical circuits and test equipment to electrical wiring and control circuits. Corequisite: MAT 1824, or permission of instructor.

ELC 1821 ELECTRICAL WIRING I 2-2-0-3

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

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

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

- ELC 1823 BASIC WIRING I** 2-10-0-7
This course provides instruction in the identification and safe use of the tools and materials common to electrical installations. Topics to be covered include: National Electric Code, electrical blueprint reading, planning, lay-out and the installation of electrical distribution equipment, lighting, over-current protection, conductors, branch circuits and conduits. Practical laboratory experiences will be used to reinforce topics covered in the classroom. Corequisite: ELC 1831, DFT 1815, or permission from instructor.
- ELC 1826 BASIC WIRING II** 2-6-0-5
This course is intended to add to the student's knowledge of electrical tools, materials, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practices I through the use of shop experiences, and whenever possible, by the use of live projects. Electrical job site and industrial safety will be stressed throughout the course. The use and understanding of the National Electrical Code with regard to specific applications will be introduced. Prerequisite: ELC 1823, or permission from instructor.
- ELC 1827 COMMERCIAL AND INDUSTRIAL WIRING PRACTICES** 4-8-0-8
This course provides instruction in the lay-out, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading and the related National Electrical Code articles and the installation of typical commercial and industrial systems. Topics covered are conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency raceways, and motor controller installations.
- 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 1833 INDUSTRIAL CONTROLS FUNDAMENTALS** 4-8-0-8
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. Prerequisites: ELC 1806 or permission of instructor.
- ELC 1834 ADVANCED CONTROLS** 4-8-0-8
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 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 INTRODUCTION TO PROGRAMMABLE CONTROLLERS** 4-4-0-6
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 1851-1852 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.

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 robotics and computer interfacing may be introduced and studied. Prerequisites: ELN 205 and ELN 243.

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. Prerequisites: ELN 205 and ELN 243.

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 disks, CRT's, etc. The major emphasis will be on troubleshooting the system. Prerequisites: ELN 205 and ELN 243.

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.

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

An intermediate course in digital integrated circuits with emphasis on parallel counters, 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 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 a microprocessor. Through these exercises, microcomputer interfacing will be presented. Prerequisite: ELN 142.

ELN 1000 INDUSTRIAL ELECTRONICS 1-6-0-4

A basic course in solid state fundamentals geared to the industrial electrician without electronics experience. Diodes, power, supplies, SCR's and transducers will be covered. Prerequisites: ELC 1806, or permission from instructor.

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
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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
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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
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A study of microprocessor command signals, resulting outputs, internal circuitry and innerconnecting 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
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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
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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
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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. Prerequisites: ELN 205 and ELN 243.

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. 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 research paper. 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 and letters. 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 executive summary, 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, Anne Tyler, Walker Percy, Alice Walker, Reynolds Price, and Fred Chappell. Some writers may change according to current fiction offerings. Prerequisite: ENG 102 or permission of the instructor.
- ENG 214 MARK TWAIN SEMINAR 3-0-0-3**
 This seminar will examine representative writings of Mark Twain, ranging from his early days out West to his nostalgic recollections of his early boyhood, to his more critical and disturbing works from his later life.
- ENG 223 CREATIVE WRITING I 3-0-0-3**
 A beginning course with practice in and discussion of writing techniques applicable to prose, fiction, poetry, and drama. Seminar format. Upon completion of this course, the students will have developed critical judgments, creative writing techniques, and evaluative criteria for writers. Prerequisite: ENG 101 or recommendation of instructor.
- ENG 224 CREATIVE WRITING II 3-0-0-3**
 A continuation of ENG 223. In addition, students will be introduced to the procedures of publication. Prerequisite: ENG 223 or recommendation of instructor.
- 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 242 MAJOR AMERICAN WRITERS I 5-0-0-5**
 A humanities elective, this course is a study of major writers from 1607 through the Realist 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 250 WORLD LITERATURE I 5-0-0-5

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

ENG 255 WORLD LITERATURE II 5-0-0-5

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

ENG 1102 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 drawings. Applications and operation of a Computer Aided Drafting system is included in this course. Prerequisite: EGR 101.

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. The course deals with knowledge, roles, feelings, behavior, and values of humans as sexual beings.

HEA 175 FIRST AID 3-0-0-3

This course is designed to cover basic emergency first aid procedures as well as 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. Students are encouraged to take Western Civilization I prior to Western Civilization II.

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. Students are encouraged to take Western Civilization I and II prior to Western Civilization III.

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.

HUMANITIES

HUM 101 INTRODUCTION TO HUMANITIES 3-0-0-3

A chronological survey of the historical and cultural significance of the humanities beginning with the Baroque Period and ending with the Romantic Period. The course will examine in a multi-cultural framework, appropriate selections from literature, music, art, drama, and dance.

HUM 102 THE POWER OF MYTH 3-0-0-3

This course will explore religious mythology from around the world in order to discover its transformative and revitalizing power for modern religious consciousness. Source materials will be drawn from the Western, Eastern, African, Near Eastern, and Native American religious traditions as well as from the most outstanding scholars in contemporary comparative mythic studies.

HUM 103 HUMANITIES II 3-0-0-3

A chronological survey of the historical and cultural significance of the humanities through the Renaissance Period. The course will examine in a multi-cultural framework, appropriate selections from literature, music, art, drama, and dance.

HUM 104 HUMANITIES III 3-0-0-3

A chronological survey of the historical and cultural significance of the humanities in the twentieth century. This course will examine, in a multicultural framework, appropriate selections from literature, music, art, drama, dance, and film.

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.

ISA 102 INDUSTRIAL SAFETY 3-0-0-3

A study of the development of industrial safety: accident occurrence and prevention, analysis of accident causes and costs, basic factors of accident control, safety education and training, accident reporting and records, employer and employee responsibility, safety organization, first aid, mechanical safeguards, personal protective equipment use, materials handling, fire prevention and fire protection, safety codes, and accident statistics.

INDUSTRIAL SCIENCE

ISC 230 QUALITY ASSURANCE 5-0-0-5

An introduction to statistics and the application of statistical methods to quality control. The course will concentrate on acceptance sampling by attributes and variable, and corrective measures. Emphasis will be placed on SPC (Statistical Process Control).

ISC 240 PLANT LAYOUT AND MATERIALS HANDLING 3-0-0-3

This course teaches the basics of plant layout, using both manual and CAD methods. Methods of materials handling will be taught, with emphasis on modern techniques and equipment.

ISC 250 RESEARCH PROJECT I AND II 1-6-0-4

A course designed to allow students to do detailed, applied work in one of the major technical areas. Students will be required to select a project from a departmental list and to complete the project with a technical report under the close supervision of a member of the staff.

ISC 260 PRODUCTION PLANNING, SCHEDULING AND CONTROL 3-0-0-3

Theory and concepts for analyzing, planning, and controlling production processes will be investigated. Assembly line balancing and inventory control will also be studied.

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 1-0-3-2**MAS 1104B MASONRY II B 1-0-3-2****MATHEMATICS****MAT 100 ELEMENTARY GEOMETRY 5-0-0-5**

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 measurements.

MAT 102 ALGEBRA 3-4-0-5

The second course in a 3-course open-ended, developmental sequence. Topics taught include rational numbers, linear expressions, linear equations, polynomials, and factoring. 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, graphing, and systems of equations. Prerequisite: Math 102 or the equivalent.

MAT 106 PRINCIPLES OF MATHEMATICS 5-0-0-5

An introductory, survey type course designed for students seeking to meet general education requirements. Topics which may be covered include sets, logic, probability, statistics, consumer math, number theory, and algebra. The student will study a minimum of five topics, each of which will lead to the solution of real problems. Prerequisite: MAT 102 or satisfactory placement test score.

MAT 111 COLLEGE ALGEBRA 5-0-0-5

A precalculus course designed for the student who plans to study in the fields of business, science, or 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, the definite integral, the fundamental theorem of calculus, and applications of the derivative and integral. 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 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, and 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 parametric equations, infinite series, Taylor's theorem, conics, polar coordinates, vectors in the plane and in three-dimensional space, cylindrical and spherical coordinates, partial derivatives, and directional derivatives and gradients. 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, multiple integrals, line integrals, curl and divergence, Green's Theorem, Stokes' Theorem, and first-order and second order 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, numerical methods, applications of first-order equations, second-order homogeneous equations, nonhomogeneous equations, applications of second-order equations, higher order equations, systems of equations, Laplace transforms, series solution, and Fourier series. Corequisite: MAT 203.

MAT 214 STATISTICS 3-4-0-5

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 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 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.

MECHANICAL**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 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 109 FUNDAMENTALS OF NC AND CNC CONTROLS** 1-6-0-4
 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 dimension 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 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 136 COMPUTER AIDED MACHINING I** 1-6-0-4
 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 137 COMPUTER AIDED MACHINING II** 1-6-0-4
 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.
- MEC 210 INTRODUCTION TO MANUFACTURING PROCESSES** 2-6-0-5
 An introduction to systems, techniques, and equipment used in manufacturing processes. Concepts of inventory, fabrication and assembly will be covered. Additional topics include: use of measurement devices, safety, hand tools, and basic machine tools for light fabrication. Lab work will consist of actual manufacturing projects.
- MEC 220 MACHINE PROCESSES** 3-6-0-6
 This course will teach the basic principles of machining metals. Topics will include lathes, milling machines, grinders, and drill presses. The lab will consist of actual fabrication of metal parts and assemblies.
- 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 co-requisite: 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 1-0-6-3

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 1121 SHEET METAL LAYOUT AND DEVELOPMENT I 1-2-3-3

An initial course where the student will begin to learn and practice the techniques required to layout and fabricate fittings from sheetmetal. Prerequisite: BPR 1131.

MEC 1122 SHEETMETAL LAYOUT II 1-2-3-3

Continued practice in the methods and procedures of sheetmetal layout and fabrication. Prerequisite: MEC 1121.

- MEC 1125 SHEETMETAL LAYOUT III** 1-2-3-3
The student will learn to layout and fabricate more complex sheetmetal items. Prerequisite: MEC 1122.
- 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** 0-2-0-1
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** 0-2-0-1
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. Prerequisite: MUS 102A.
- MUS 104A CLASS PIANO III** 0-2-0-1
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. Prerequisite: MUS 103A.
- MUS 114 SIGHT SINGING I** 0-2-0-1
A course for the development of fundamental aural skills: the study of music fundamentals as approached through sight singing and ear training.
- MUS 115 SIGHT SINGING II** 0-2-0-1
A study of pitch organization, rhythmic patterns, and basic harmonic progressions. Students will learn to recognize and transcribe intervals, diatonic melodies, more complex rhythms, and chord progressions. Prerequisite: MUS 114.
- 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** 0-2-0-1
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. Prerequisite: MUS 104A.
- MUS 203A CLASS PIANO V** 0-2-0-1
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. Prerequisite: MUS 202A.
- MUS 204A CLASS PIANO VI** 0-2-0-1
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. Prerequisite: MUS 203A.
- MUS 205A CLASS PIANO VII** 0-2-0-1
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. Prerequisite: MUS 204A or permission of instructor.
- MUS 206A CLASS PIANO VIII** 0-2-0-1
This course will explore ensemble music. Students will work on piano pieces with 2-7 parts. Prerequisite: MUS 205A or permission of instructor.

NURSING

- NUR 100 PRE-NURSING SEMINAR** 3-2-0-4
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 beginning medical terminology and beginning technical skills, i.e., bed making and vital signs. NUR 100, a prerequisite to NUR 109, is a five week course offered during the first summer session.

NUR 109 FUNDAMENTALS OF NURSING I

6-2-9-10

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. The study of medical terminology continues from NUR 100. Students will begin to understand principles of nutrition. Pharmacology theory and math concepts for medication administration are a concentration in this quarter. The nurse's role in providing holistic care 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 are emphasized and a comparison made to other basic nursing education patterns. Prerequisite: NUR 100.

NUR 110 FUNDAMENTALS OF NURSING II

6-2-9-10

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. Practical 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 continues with an emphasis on the role of nutrition in wound healing and nutrition across the life span. There is a focus on factors that affect elimination. Nursing interventions before, during, and after diagnostic procedures are considered. The Nursing Process is used to assist the patient who has problems of rest, sleep, and pain which affect recovery. Assessment of the patient's oxygen needs and nursing interventions to meet those needs are studied. In an effort to enhance a better understanding of self and others, the study of stress, anxiety and the nurse-patient relationship are included. Prerequisite: NUR 109.

NUR 111 MEDICAL/SURGICAL NURSING

6-2-9-10

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 is placed on the needs of the patients who require medical/surgical intervention. The care of the patients requiring medical treatment or specific surgery of the eye and ear are included as well as the needs of the patients with gastrointestinal disorders. These patients may be experiencing nutritional problems, and fluid and electrolyte imbalance. General and specific nursing actions, related technical skills, dietary modifications and drug therapy are incorporated in the course. Class discussions and clinical conferences will include aspects of prevention, diagnosis, treatment, rehabilitation and psychosocial response. Observation/assistance in the operating room, recovery room, and outpatient department emphasizes the needs of patients undergoing surgery. 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. Prerequisite: NUR 110.

NUR 112 MATERNAL AND CHILD CARE

6-2-9-10

Maternal and Child Care Nursing 112 deals with the physiological, psychological, emotional, social and spiritual factors involved in the care of mothers and infants. The family-centered approach is used, and the family unit serves as the framework for the study of the nursing care of mothers during the maternity cycle and infants. The normal aspects of infant care are stressed. Adaptations are stressed and include complications commonly occurring during the maternity cycle. Basic principles common to the nursing care for infants who are ill and the effects of acute and long-term illnesses on the normal patterns of growth and development of infants are discussed, additional content includes 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

6-0-15-11

Nursing 211 is composed of two sections. One section 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 second section emphasizes the nursing care of patients with physical conditions that affect body image including 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. Prerequisites: NUR 109, 110, 111, 112.

NUR 212 CARE PHY/MENTAL ILLNESS II

6-0-15-11

Nursing 212 continues 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 are studied in depth. Related technical skills, dietary modification, drug therapy, preventative and rehabilitative nursing actions are incorporated. Community agencies and cardiac rehabilitation will be used to enhance learning experiences. Prerequisites: NUR 109, 110, 111, 112 and 211.

NUR 213 NURSING SEMINAR

2-0-3-3

This course is designed to assist the nursing student to adjust to the vocational responsibilities of a registered nurse. The student will develop increased skills in gerontological nursing, physical assessment, leadership and management. Presented concurrently with NUR 212 or 214. Prerequisite: NUR 109 through NUR 211.

NUR 214 CARE PHY/MENTAL ILLNESS III

6-0-15-11

NUR 214 continues learning experiences involving the care of patients of all age groups with major, recurring health problems requiring complex technical skills and more comprehensively planned nursing care utilizing leadership and managerial skills. The student continues to integrate theoretical principles and concepts learned in 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. Continued emphasis is placed on enhancing the student's 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 needs. The student is also introduced to a holistic nursing approach with groups of patients and experience in the emergency room.

NUR 1101 FUNDAMENTALS OF NURSING

6-6-3-10

An introduction to basic nursing principles and practices underlying safe nursing care during observation, ambulatory and mildly ill stages. Emphases are on concepts of holistic health care; communications; mental health concepts; safe, comfortable and therapeutic environments; competent performance of basic nursing skills; legal and ethical responsibility; accountability and liability of the practical nurse in the health care system and historical development of health care. Utilization of the nursing process as a problem-solving strategy is introduced. Prerequisite: Either pre or co-requisite BIO 1100, NUR 1105. Corequisite: None.

NUR 1102 MEDICAL SURGICAL NURSING I

9-0-12-13

Designed to provide beginning knowledge of health problems necessitating medical or surgical intervention and the development of plans for nursing care. This course includes nursing care of patients experiencing surgery, pain, communicable diseases and disorders of the gastrointestinal system, musculoskeletal system and the skin. Also included are concepts related to special needs of the geriatric patient and the patient with a long term illness. Identification of the physiological, psychological and sociological factors that affect the health status of the adult are included as a vital part of the nursing process.

The clinical hours are designed to provide clinical experiences in the care of adult medical surgical clients by identifying and assessing the client's basic needs, planning nursing care and developing competency in performance of beginning skills in its implementation. Prerequisites: NUR 1101, BIO 1100, PSY 1100, NUT 1100, pre or co-requisite BIO 1101. Corequisite: NUR 1106.

NUR 1103 MATERNAL AND CHILD HEALTH NURSING

10-0-15-15

A study of nursing care problems presented during the normal and complicated child-bearing maternity cycle with emphasis on the normal cycle. The unique aspects of child are as influenced by the principles of growth and development are studied. Nursing assessment and management of selected clients with disorders and problems as they relate to various age groups are emphasized.

The clinical hours provide opportunities for supervised clinical experiences with selected clients to acquire knowledge and skills in the nursing care of the childbearing family throughout the maternity cycle and the child from newborn through adolescence are provided. Utilization of the nursing process and developing competency in nursing skills performance are emphasized. Prerequisites: NUR 1102. Co-requisite: None.

NUR 1104 MEDICAL SURGICAL NURSING II

8-0-18-14

A continuation of the study of adults with emphasis on more complex health problems. This course includes concepts related to nursing care during emergency and disaster situations, patients with psycho-social needs, patients with disorders of the respiratory, genito-urinary, endocrine, neurologic, and sensory systems. Reinforcement of client teaching and rehabilitation are stressed as vital aspects of the nursing process.

The clinical hours are designed to provide supervised clinical experience in assessing, planning, implementing and evaluating nursing care for selected adult clients having more complex medical surgical conditions that result in alterations in body homeostatis. Includes the administration of medications to these selected clients and continued development of competency in nursing skills performance. Prerequisites: NUR 1103. Corequisite: None.

NUR 1105 PHARMACOLOGY

1-2-0-2

A study of mathematical computations as they relate to calculation of dosages. Emphases are on drug standards and dispensing, the routes of administration including intravenous and the effects of medications given for therapeutic purposes. Developing competency in skills, necessary for safe and effective administration of medications within the legal role for the practical nurse, is also emphasized. Prerequisite: NUR 1101. Corequisite: NUR 1102.

NUR 1106 ADVANCED PHARMACOLOGY

2-2-0-3

A study of pharmacology and pharmacokinetics based on a knowledge of a calculation of dosages. Emphases are on laws concerning drug standards and dispensing, the classifications of commonly administered medications, the routes of administration and the effects of medications given for therapeutic purposes. Developing competency in skills necessary for safe and effective administration of medications within the legal role for the practical nurse is emphasized.

NUTRITION

NUT 1100 NUTRITION AND DIET THERAPY 3-0-0-3

A study of normal nutrition and diet therapy including the study of nutrients, how they are used by the body, and sources and types of foods necessary for a balanced diet in developmental and ethnic variations; and physiological processes of digestion, absorption, and metabolism. Hospital diets commonly used for selected disorders and principles of meal planning to meet nutritional requirements for all age groups are also studied. Prerequisite: None. Corequisite: None.

PARALEGAL

LEG 103 EVIDENCE FOR PARALEGALS 4-0-0-4

A study of basic evidence law principles and the relationship of these principles of investigation and preparation stages of civil and criminal court actions.

LEG 115 PARALEGAL IN THE LEGAL SYSTEM 3-0-0-3

An introduction to the role of the paralegal in the legal system, government and business, plus study of the legal restrictions of the practice of law and the ethical responsibilities of the lawyer and the paralegal in the legal system.

LEG 132 LAW LIBRARY RESEARCH AND MANAGEMENT I 3-2-0-4

Methods of legal research, proper citation of authority, acquaintance with legal resources such as statutes and case reporters, shepardizing of cases, synthesis of decisions, use of computers in legal research. Also, introduction to legal writing form and technique, including preparation of simple briefs and memoranda.

LEG 133 LAW LIBRARY RESEARCH AND MANAGEMENT II 2-0-0-2

This course is a continuation of LEG 132 with emphasis on the study of organizing and maintaining a current law library, particularly law office libraries. Selecting, ordering, cataloging, filing, and locating current literature and publications will be emphasized. Prerequisite: LEG 132.

LEG 135 LEGAL SYSTEMS I 4-0-0-4

An introduction to the legal systems in federal courts and in North Carolina state courts from the trial level to the highest appellate levels. Emphasis will be on court procedures in civil cases. Included will be a study of the clerk of superior court functions in the North Carolina legal system. Prerequisite: BUS 201 or permission of the instructor.

LEG 136 LEGAL SYSTEMS II 4-0-0-4

A continuation of LEG 135 with emphasis on practical application and an introduction to often used procedural forms. Prerequisite: LEG 135.

LEG 207 LEGAL SOFTWARE 1-2-0-2

An introduction to software programs for the practice of law which will include the following areas: estate planning, real estate transactions, law office management, and family law.

LEG 213 LAW AND THE FAMILY 3-0-0-3

The legal obligations in a marriage; rights and privileges of the parties; the statutory grounds for divorce; defenses to divorce actions; elements of a legal separation by a court order or by mutual consent. Family problems, juvenile courts, legal proceedings in adoption and custody cases will also be studied.

LEG 214 DOMESTIC LAW DOCUMENTS 2-0-0-2

This course is designed to supplement Law and the Family for paralegal students. The course will introduce the student to the preparation of documents required for domestic relations problems including divorce, child custody and support, alimony, enforcement of support orders, and adoption. Prerequisites: LEG 213, LEG 136.

- LEG 223 INVESTIGATION OF CIVIL CLAIMS** 4-0-0-4
 An in-depth study of investigative methods necessary for gathering, preserving, and analyzing evidence for effective presentation of civil actions. Included are interviews, preservation of witness statements, collection and interpretation of medical information, collection of other evidence, scene diagrams, legal research, organization and assemblage of evidence for attorney use. Prerequisites: BUS 251, LEG 135.
- LEG 225 LAW OFFICE MANAGEMENT** 4-0-0-4
 A study of the organization and management of law offices, with emphasis upon administrative systems and procedures for efficient law office operation. Included are studies of personnel management; law office equipment, furnishings and layout; filing systems; systems for keeping track of deadlines; and accounting, billing, and timekeeping systems.
- LEG 227 ESTATE MANAGEMENT I** 4-0-0-4
 This course teaches interview techniques and gathering of data for preparation of wills and estate plans. Basic estate and trust principles will be included. Also, the student studies procedures for administration of estates of deceased persons, minors, and incompetents, including preparation of inventories, accounts, inheritance and estate tax returns, and other administration documents. This introduction is expanded into more detailed coverage in LEG 228 and LEG 229.
- LEG 228 ESTATE MANAGEMENT II** 4-0-0-4
 A continuation of LEG 227, Estate Management. Prerequisite: LEG 227.
- LEG 230 BANKRUPTCY AND COLLECTION PROCEDURES** 4-0-0-4
 The student will be introduced to the federal bankruptcy laws and the procedures and documents required of persons involved in bankruptcy and debt adjustment proceedings. Also covered will be the processes used by attorneys for the collection of debts, including enforcement of judgments. Prerequisites: BUS 251, LEG 136 or permission of the instructor.
- LEG 235 LITIGATION PREPARATION** 4-0-0-4
 Study of the steps in aiding an attorney in preparing a civil case for trial, emphasizing preparation of a trial notebook, organization of discovery and other trial materials, and preparation of witnesses for trial. Also, preparation of workmen's compensation claims is included. Prerequisites: LEG 136, 223.
- LEG 261 CLINICAL PRACTICE** 1-10-0-2
 This course provides the student with an opportunity to gain, under staff supervision, practical on-the-job experience in the paralegal field as an integral part of his formal education. Periodic conferences between the student, instructor and employer and periodic seminars with others enrolled in clinical practice provide opportunities to assess the learning achieved by the student in the work experience. Prerequisite: FOUR QUARTERS IN THE PARALEGAL CURRICULUM. STUDENTS ARE GRADED PASS OR FAIL.
- LEG 280 BUSINESS ORGANIZATIONS LAW** 3-0-0-3
 A summary of the individual, partnership, and corporate forms of doing business, including professional associations, limited liability of corporations, and tax advantages. Emphasis is placed upon gathering appropriate data to support the making of the documents when the decision is made, and the processing of the documents when they have been prepared. Servicing the corporation. Scheduling of annual meetings, preparation of reports, tax returns, and the like. Prerequisite: BUS 251.
- LEG 282 PROPERTY TRANSACTIONS I** 4-0-0-4
 An introduction to basic concepts of real property with emphasis on the mechanics of conveyances and encumbrances of real property. Basic provisions of deeds, mortgages and deeds of trust, and the more common problems in real property titles will also be studied.

LEG 283 PROPERTY TRANSACTIONS II**4-0-0-4**

A study of the mechanics of simple title searches and examinations with practical experience in the use of courthouse records and preparation of suggested title certificates for approval by the title attorney. Also studied will be the mechanics of land sale closings—including the preparation and recording of simple deeds and deeds of trust; preparation of other land sale and loan closing documents, and the handling and disbursement of land sale and loan closing funds. Prerequisite: LEG 282.

PERSONNEL MANAGEMENT TECHNOLOGY**PER 150 PERSONNEL ADMINISTRATION****3-0-0-3**

Personnel administration is a basic introduction to personnel management covering recruiting, screening, interviewing, selecting, and placing applicants in the organization. Emphasis will be on establishing and maintaining personnel files and complying with and monitoring confidentiality procedures as regards to Personnel Law. Other topics to be studied include manpower planning, testing, job design and analysis, and organizational values.

PER 155 PERSONNEL LAW**3-0-0-3**

Personnel Law is a relatively indepth study of the principal regulatory concerns in personnel management with emphasis on employee rights, discrimination, protection and representation. Major concentration will be on Equal Employment Opportunity, Affirmative Action, Worker Compensation, OSHA, employee benefit plans, and other pertinent legislation. Additional topics may include unionization, labor relations, and collective bargaining.

PER 161 PEOPLE SKILLS I: PERSONAL DYNAMICS**3-0-0-3**

People Skills I: Personal Dynamics focuses on recognizing the characteristics of unhealthy, self-destructive behavior and moving toward healthy, non-destructive, positive behavior patterns. Emphasis is on applied psychology interpersonal communication as these areas help the individual to become a more effective supervisor or manager in the workforce. Major topics include self-concept, assertiveness, listening, feelings, communication styles and conflict resolution.

PER 162 PEOPLE SKILLS II: INTERPERSONAL DYNAMICS**3-0-0-3**

People Skills II: Interpersonal dynamics focuses on effectively dealing with various personalities and communication styles on the job. Emphasis will be on personal dynamics and their practical application through case studies, role playing, and other innovative, class-participation techniques. Major topics include non-defensive communication, responsible assertiveness, identification of communication and behavior styles, conflict management and conflict resolution.

PER 163 PEOPLE SKILLS III: ORGANIZATIONAL DYNAMICS**3-0-0-3**

People Skills III: Organizational Dynamics basically covers a practical, applied approach to human relations for individuals within a company to work together to meet the overall objectives of the organization. Major areas of study include organizational theories, climate, cultures, values and design. Special emphasis will be given to measuring job satisfaction, breaking down barriers to efficiency, and handling employee differences. Other topics to be studied are decision-making processes, formal vs. informal groups, and organizational/career development planning.

PER 165 COMPENSATION AND BENEFITS**3-0-0-3**

Compensation and Benefits is designed to introduce the basic concepts of pay and its role in rewarding performance as well as to expose the student to the basic concepts and types of pension plans and related benefits. The focus of the course is on applied issues in the direct compensation of employees and on developing skills for making compensation and benefit decisions. Major emphasis will be on the factors involved in developing a compensation and benefit system for an organization and maintaining its ability to attract, retain, motivate, and develop a competent workforce.

PER 201 PERFORMANCE APPRAISAL 3-0-0-3

Performance Appraisal examines the various forms of evaluating worker performance, their uses, benefits, and shortcomings. The student will gain an understanding of the purposes and scope of performance appraisal and its impact on the individual as well as the organization.

PER 211 LEADERSHIP AND MANAGEMENT SKILLS 3-0-0-3

Leadership and Management Skills will focus on the qualities and styles of individuals who have been or are known to be leaders. The various characteristics which are identified in leaders will be discussed as well as the circumstances surrounding the rise to leadership. As applied to management, the following concepts will be discussed: coaching, team building, conflict resolution, participative management, negotiating, decision making, and creative thinking.

PER 221 MANAGERIAL COMMUNICATION 3-0-0-3

Managerial Communication is designed to instruct students in written and oral communications for managerial positions with special emphasis on personnel needs. The focus of this course will be on the design and development of company policy and procedure manuals, handbooks, newsletters and other important correspondence. Major areas of consideration include affirmative action plans, suggestion systems, communication committees, employee questionnaires and research interviews. Minor attention will be given to conducting meetings, bulletin board announcements, and reports dealing with absenteeism, drug, alcohol and other disciplinary problems. Prerequisite: ENG 102 or permission of department chairman.

PER 261 TRAINING I: ADULT LEARNING PRINCIPLES 3-0-0-3

Training I: Adult Learning Principles is an introduction to the basic concepts of adult learning. Primary focus will be on the various elements of the instructional set and will concentrate on instructor/trainer tactics which affect adult learning. Major topics will include analysis of training needs, media evaluation, developing lesson plans and basic script writing. Minor areas of discussion will cover learning plateaus, student frustrations, and resistance to change.

PER 262 TRAINING II: MATERIAL PREPARATION 3-0-0-3

Training II: Material Preparation focuses on giving the instructor/trainer practical and substantial assistance in the productive and creative use of instructional aids. Emphasis will be on the tools, equipment, and materials employed in various media techniques. The basic use of filmstrip, slide, overhead, and opaque projectors is stressed as well as the development of materials for audio/visual presentation. Prerequisite: PER 261.

PER 263 PRESENTATION SKILLS 3-0-0-3

Training III: Presentation Skills stresses the practical application of the concepts and skills developed in Training I and Training II and is designed to bridge the gap between the theoretical aspects of psychology and education. Subject matter is concerned with various strategies such as lecture, discussion, and group participation methods. Of major importance is the effective use of training aids in the presentation process. Prerequisite: PER 262.

PHLEBOTOMY

PBT 100 PHLEBOTOMY TECHNOLOGY 9-2-0-10

The lecture portion of this course includes the study of medical terminology, anatomy and physiology, safety, universal precautions, the health care delivery system, OSHA standards, and specimen collection techniques. The laboratory component provides opportunities to practice in a controlled environment and includes the safe use of appropriate collection equipment and proper techniques of venipuncture, capillary puncture and specimen handling.

PBT 100C PHLEBOTOMY TECHNOLOGY CLINICAL

0-0-12-4

This course provides clinical experiences in a variety of patient care environments in which students are required to perform a minimum of 100 successful, unaided venipunctures and 25 skin sticks. Students will also have the opportunity to collect specimens using a variety of other techniques and devices including vacuum collection and capillary-skin-puncture methods.

PHYSICAL EDUCATION**PED 101 PHYSICAL FITNESS**

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 SCUBA DIVING

1-2-0-2

Designed to introduce the beginner to scuba diving with basic instruction in the fundamental skills and safety procedures. 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 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 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.
- PHI 205 ETHICS** 3-0-0-3
 An introduction to the study of moral issues and philosophical questions concerning morality, moral judgments, the nature of good and evil, and the nature of right and wrong. This course will employ readings from the major figures in the history of ethics as well as case studies drawn from contemporary society.

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 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. Corequisite: MAT 111.

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.

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.

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.

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.

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 physical principles and their applications. Topics in this course include measurements, motion, forces, work, power, and simple machines.

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 physical principles and their applications. Topics introduced are fluids 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 behaviors that impede "normal" development. Symptoms, behaviors, and treatments are discussed from the biological, psychological, cognitive, and community perspectives. Less emphasis is placed on physiological factors than in PSY 215. Prerequisites: PSY 211 and PSY 212 or PSY 211 and PSY 217.
- 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, sensation and perception, altered states of consciousness, basic principles of learning, memory, cognition, language and intelligence.
- PSY 212 GENERAL PSYCHOLOGY II** 3-0-0-3
 A continuation of Psychology 211 with emphasis on human development, motivation and emotions, personality theories and assessment, stress and health, abnormal behavior, psychotherapy, and social psychology. Students are encouraged to take General Psychology I first.
- PSY 214 PSYCHOLOGY OF INFANCY AND CHILDHOOD** 3-0-0-3
 An introduction to the development and behavior from infancy through adolescence. Included are basic theories related to developmental stages which focus on physiological, psychological, and emotional growth. Prerequisite: PSY 211 and 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 or PSY 211 and PSY 217.
- PSY 217 PSYCHOLOGY ACROSS THE LIFE SPAN** 5-0-0-5
 A study of the interaction of psychological development and biological forces on the individual throughout the life span, with emphasis on childhood, adolescence, adulthood, and old age. This course will show how experience at one time of life affects future development. Prerequisite: PSY 211.

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.

PSY 1100 HUMAN GROWTH & DEVELOPMENT 3-0-0-3
 A study of human growth and development from infancy to senescence in an effort to describe and explain changes in human behavior. Theories utilizing a base of information presented from psychology, biology, and sociology will be discussed in an attempt to understand and predict human behavior.

READING

REA 100 READING IMPROVEMENT 3-1-0-3
 This developmental course is intended for students with difficulties in reading comprehension, and vocabulary as indicated by scores on a standardized reading test. The basic content areas will include word attack dictionary skills, vocabulary improvement, and paragraph and short article comprehension.

REA 101 APPLIED READING TECHNIQUES I 3-1-0-3
 This developmental 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.

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.

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.

SOC 215 HONORS SEMINAR

2-0-0-2

SOC 215 is an honors seminar designed for students who wish to expand their skills in the research, analysis, discussion, and solution of current social and sociological issues. In this course, students will work closely with the instructor to investigate the causes and consequences of current practices, to evaluate the public policies and research strategies now being employed to address these issues, and to apply their knowledge by suggesting alternative solutions. Admission to the course will be given by permission of the instructor.

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.

SURGICAL**SUR 1101 INTRO TO SURGICAL TECHNOLOGY 2-4-0-4**

The student acquires a basic knowledge of surgical aseptic technique and develops skills in its application in the operating room. The student develops an increased awareness and understanding of the function of each member of the operating team.

SUR 1102 NURSING PROCEDURES 3-4-0-5

The student learns the role of the operative procedure and its relation to other aspects of patient care including ethical, moral, and legal responsibilities. The psychological support of the patient is practiced. Also included are safety principles and procedures. Co-Requisite: SUR 1101.

SUR 1201 SURGICAL PROCEDURES 4-2-0-5

This course gives a thorough study of the most common surgical procedures and why they are performed. Instruction begins with an introduction to surgical procedures and continues with general surgery, gynecologic and obstetric, gastrointestinal, and urologic surgery. Prerequisite: SUR 1101.

SUR 1202 SURGICAL CLINICAL I 0-0-12-4

Experiences are provided in the actual clinical setting with a variety of planned activities to perfect skills learned in the classroom. Emphasis is placed on acquiring skills in scrubbing, gowning, gloving, and dexterity in handling instruments, sutures, supplies, and in anticipating team members' needs. Co-Requisite: SUR 1201.

SUR 1203 SURGICAL PHARMACOLOGY 3-0-0-3

This course provides a basic foundation to the student's understanding of drug therapy, toxic reaction, and implications of drugs in the operating room. A study of various types of anesthesia, methods of administration, and general or local effects on the body is included.

SUR 1301 SURGICAL PROCEDURES II 5-4-0-7

This course gives the student an in-depth study of major surgical procedures related to neurological, orthopedic, plastic and reconstructive, ophthalmic, and thoracic procedures. Prerequisite: SUR 1201.

SUR 1302 SURGICAL CLINICAL II 0-0-15-5

This course focuses on basic skills repetition and planned experiences in the operating room and labor and delivery rooms. Emphasis is placed on applying skills in thoracic, plastic, reconstructive, orthopedic, and neurological procedures. Delivery room experiences include admitting, coaching, and assisting in the labor and delivery procedures. Co-Requisite: SUR 1301.

SUR 1401 SURGICAL PROCEDURES III 5-4-0-7

The students are introduced to more sophisticated equipment and specialty procedures. The content covered includes the head and neck, pediatric, cardiovascular, and peripheral vascular surgery. Prerequisite: SUR 1301.

SUR 1402 SURGICAL CLINICAL III 0-0-15-5

Additional experience in the operating room as well as day surgery and central services are given. Emphasis is placed on specialty procedures that require greater technical skills. Short procedures that require speed and efficiency and advanced central service responsibilities are part of this clinical experience. Co-Requisite: SUR 1401.

SUR 1303 SEMINAR I 2-0-0-2

The student is provided the opportunity to discuss surgical procedures covered in SUR 1202 and SUR 1302. Co-Requisite: SUR 1301.

SUR 1403 SEMINAR II 3-0-0-3

This seminar enables the students to bring together their experiences in the operating room in discussion, to evaluate their responses, and to synthesize their knowledge. This course also provides the opportunity for students to locate and correct didactic weaknesses in preparation for the national certification exam. Co-Requisite: SUR 1401.

TRAVEL AND TOURISM

TAT 101 INTRODUCTION TO TRAVEL INDUSTRY 3-0-0-3

Provides an overview of the travel industry and acquaints the student with the role of travel agencies within the industry. Both the role of the employee, who is a consultant, and the role of the travel agency, as a business, are explored. Careers available in industry are discussed. Basic industry terminology is covered.

TAT 102 DOMESTIC AIRLINE TICKETING AND RESERVATIONS 3-2-0-4

An introduction to the basics of ticketing and reservations for new employees of travel agencies, airline ticket reservationists and for employees in corporate travel departments. Practice in using the North American Official Airline Guide, determination of domestic routes and fares, writing domestic airline tickets and related ticket documents are stressed.

TAT 103 AIRLINE COMPUTER RESERVATIONS I 2-4-0-4

Introductory practice in using an airline computer reservation system. Hands-on skill in creating Passenger Name Records (PNRs) including itineraries and passenger data entries. Role play qualifying questions asked of clients. Prerequisite: TAT 102.

TAT 104 AIRLINE COMPUTER RESERVATIONS II 2-4-0-4

Advanced practice in using an airline computer reservation system to book domestic itineraries. Computer booking procedures for car rentals and hotels are practiced as well as additional role play of the client-agent relationship. Prerequisite: TAT 103.

TAT 105 WORLD DESTINATIONS AND RESORTS - WESTERN HEMISPHERE 3-0-0-3

Students begin the study of world destinations and resorts with a look at our own hemisphere. Areas covered include the United States, Canada, Mexico, the Caribbean and South America. Focus is placed upon locational, cultural and physical geography. Prerequisite: TAT 104.

TAT 106 INTERNATIONAL TICKETING AND RESERVATIONS 3-2-0-4

An introduction to the basics of international airline ticketing. Worldwide Official Airline Guide, entry requirements, routing and international airfares are studied. Students use knowledge acquired on airline computer reservation systems to book international itineraries. Prerequisite: TAT 104.

TAT 201 WORLD DESTINATIONS AND RESORTS - EUROPE 3-0-0-3

Students look at the varied tourist destinations on the continent of Europe using locational, cultural and physical aspects of geography. Areas covered include Great Britain and Ireland, Mediterranean Basin, Central Europe, Scandinavia, East Europe and USSR. Prerequisite: TAT 105.

TAT 202 WORLD DESTINATIONS AND RESORTS - AFRICA, ASIA, PACIFIC 3-0-0-3

Students conclude their look at world destinations and resorts with a focus on Africa, Asia and the Pacific. Using locational, cultural and physical geography, we look at important tourist destinations within Australia, New Zealand and South Pacific Islands, Southeast Asia, Far East Asia, Southwest Asia, Africa and the Middle East. Prerequisite: TAT 201.

TAT 203 TRAVEL SALES AND MARKETING 4-0-0-4

Provides the methods and practices of promoting and marketing many aspects of the travel industry. Focus is principally on the travel agency as a marketing entity of travel products and services. Students role play sales presentations and conduct travel market research. Prerequisite: Instructor consent.

TAT 204 SURFACE TRANSPORTATION 3-0-0-3

Methods and practices for booking cruises, rail and car rentals are explored. Product knowledge of these three areas of surface transportation are enhanced by reviewing car rental computer bookings, Amtrack routings, fares, ticketing and worldwide cruise markets and sales. Prerequisite: Instructor consent.

TAT 205 TOUR ARRANGING 3-0-0-3

The various types of tours, worldwide tour markets and tour sales are reviewed. In addition, students explore the role of tour escorting in order to develop skills required of tour managers. Prerequisite: Instructor consent.

TAT 206 FIELD EXPERIENCE IN TRAVEL AND TOURISM 3-10-0-4

A cooperative work experience in a travel related business under the supervision of instructor and travel business personnel. Objectives for internship experience are developed jointly by instructor, intern and travel business personnel. A weekly seminar is devoted to discussing on the job training as well as to review airline computer reservation formats. Prerequisite: Seventh Quarter standing in the Travel and Tourism Technology program.

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, 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 oxy-acetylene 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 introduce and apply handtool techniques necessary to layout and construct various furniture joints, including mortise and tenons, different types of dovetails, miter, hidden and mock joinery, etc. Also included will be an introduction to basic woodworking machinery, machine set-up, operation, and safety will be emphasized. Using handtools, students will design and build a complex "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 CABINETS

3-0-12-7

Furniture projects will incorporate the use of machinery as well as handtools. An emphasis on woodworking machines to include: radial arm saw, jointer, surfacer, and table saw operation. Techniques and machine jigs and accessories will be included. The course will include joint construction, machining parts, fitting, assembly, gluing and layout. Prerequisite: WWK 101.

WWK 105 BASIC FINISHING

1-0-3-2

An exploration of wood finishing, including wood surface preparation, color treatments, categories of finishes and when to use them. Also included will be application techniques and special effects in finishing.

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. Prerequisite: WWK 103.

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 109 FURNITURE CONSTRUCTION I

3-0-12-7

Efficient production of basic furniture construction methods; post and frame, casework, pedestal, etc., will be emphasized. The course will challenge students' prior skill development in both handwork and machine operation by requiring an advanced level of difficulty in project (furniture) selection. The degree of difficulty is usually achieved by the incorporation of specialty woodworking areas; carving, inlay, veneering, unique design, etc. Prerequisite: WWK 103.

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

Project degree of difficulty will be a requirement in selection. Experience in specialty areas will expand by further use of ornamentation in furniture design. Project time sheets will be written prior to the start of a project and documentation of time will be maintained throughout construction. Prerequisite: WWK 109.

WWK 112 CHAIR CONSTRUCTION**3-0-12-7**

This course will cover the history of chair design and construction methods including wood selection. Emphasis will be placed on completion of a specific type of chair. Students will construct a chair combining handtool techniques with machining methods. Prerequisite: WWK 111.

WWK 113 WOODFORMING AND BENDING**0-0-6-2**

Proper preparation and selection of wood for bending by use of steam or lamination. Design and construction of the necessary forms and jigs to bend wood will be introduced. Students will construct a project that incorporates wood bending. Prerequisite: WWK 112.

WWK 114 DESIGN CONSTRUCTION CONCENTRATION**3-0-18-9**

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.

WWK 115 SHOP OPERATIONS AND MANAGEMENT**3-0-0-3**

Fundamentals of ordering and purchasing, inventory control, quality control, estimating work orders, scheduling production and general management techniques.

WWK 116 FURNITURE RESTORATION**0-0-3-1**

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.

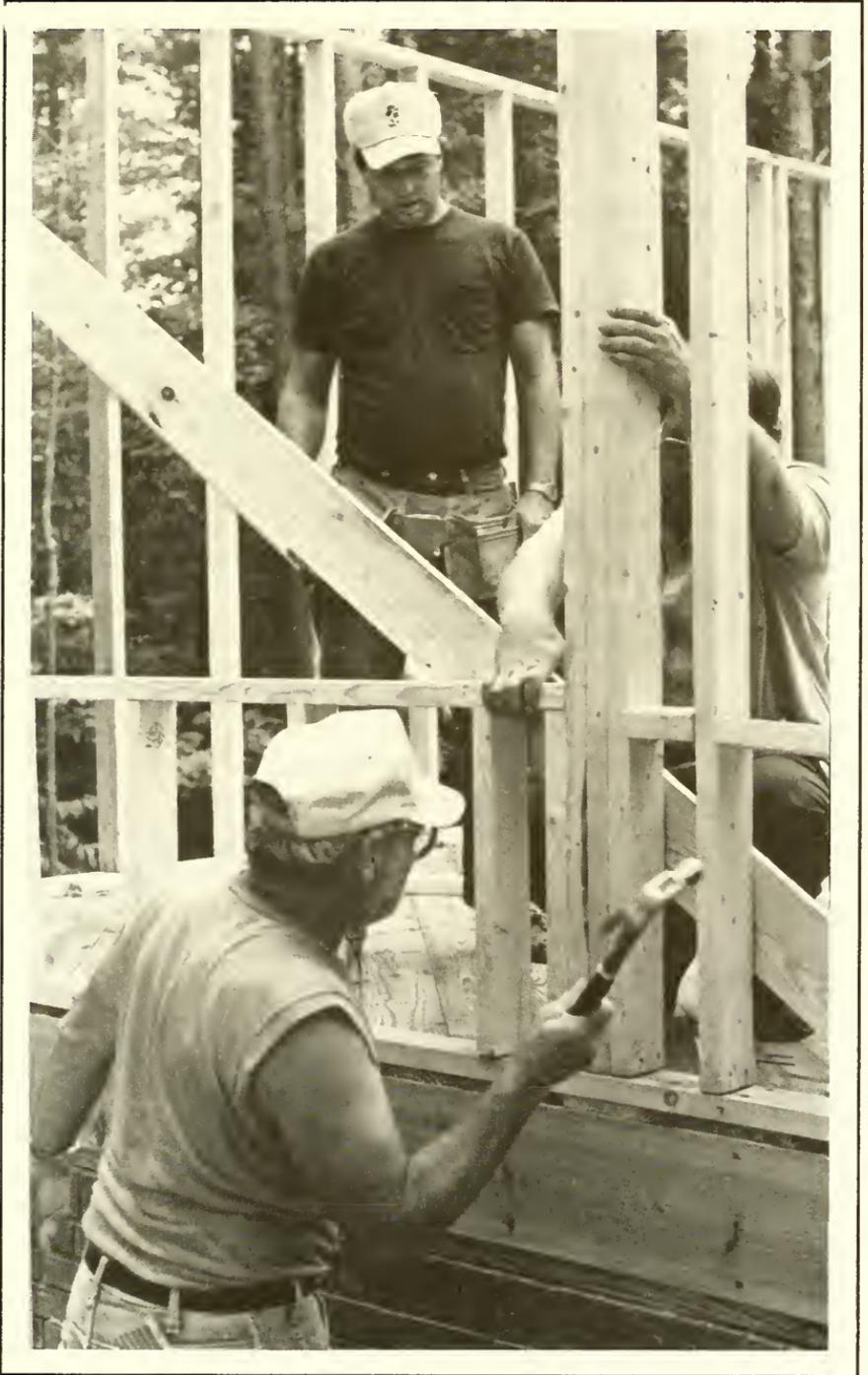
SMALL BUSINESS CENTER

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



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James N. Daly, Jr.
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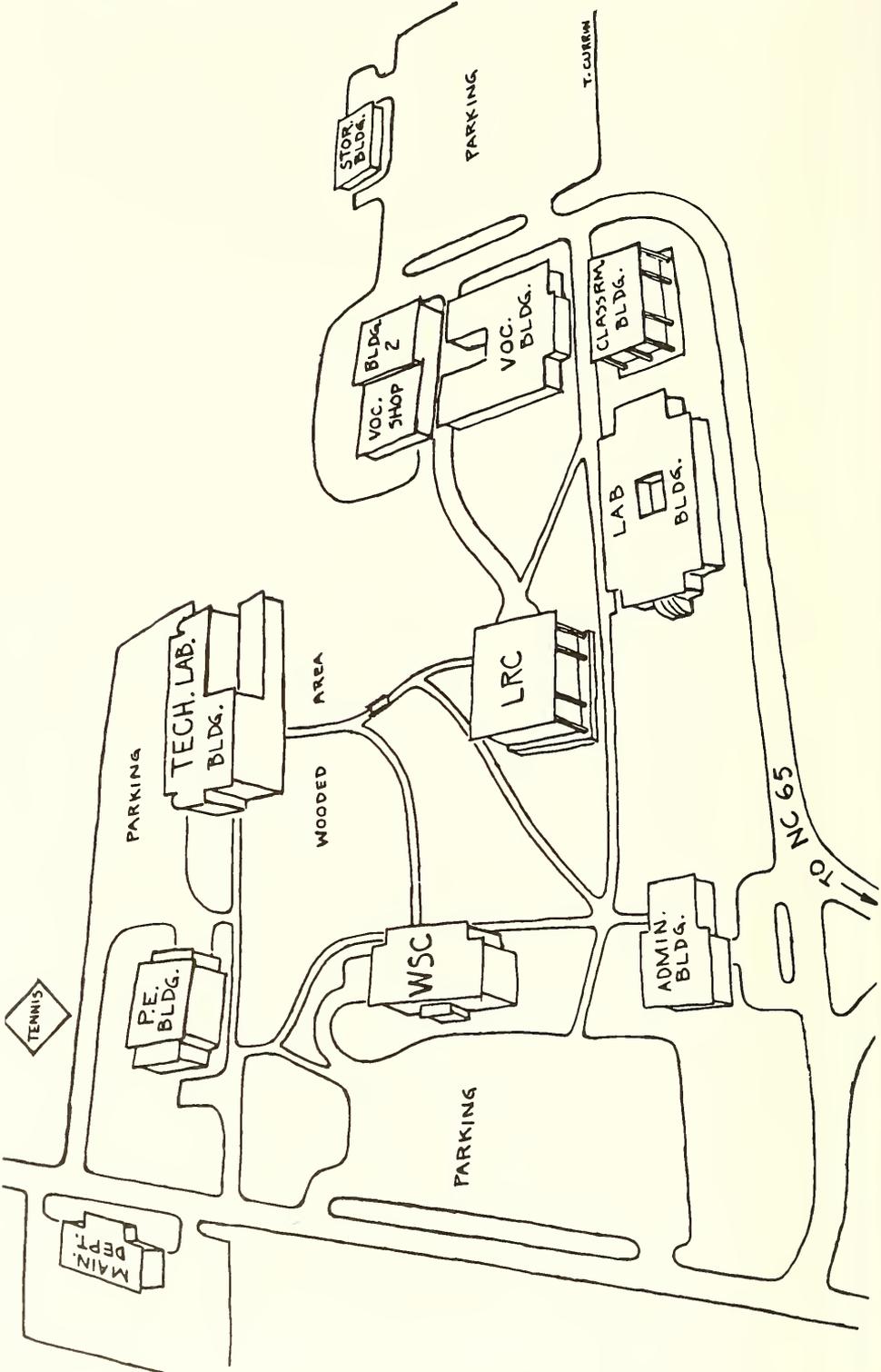
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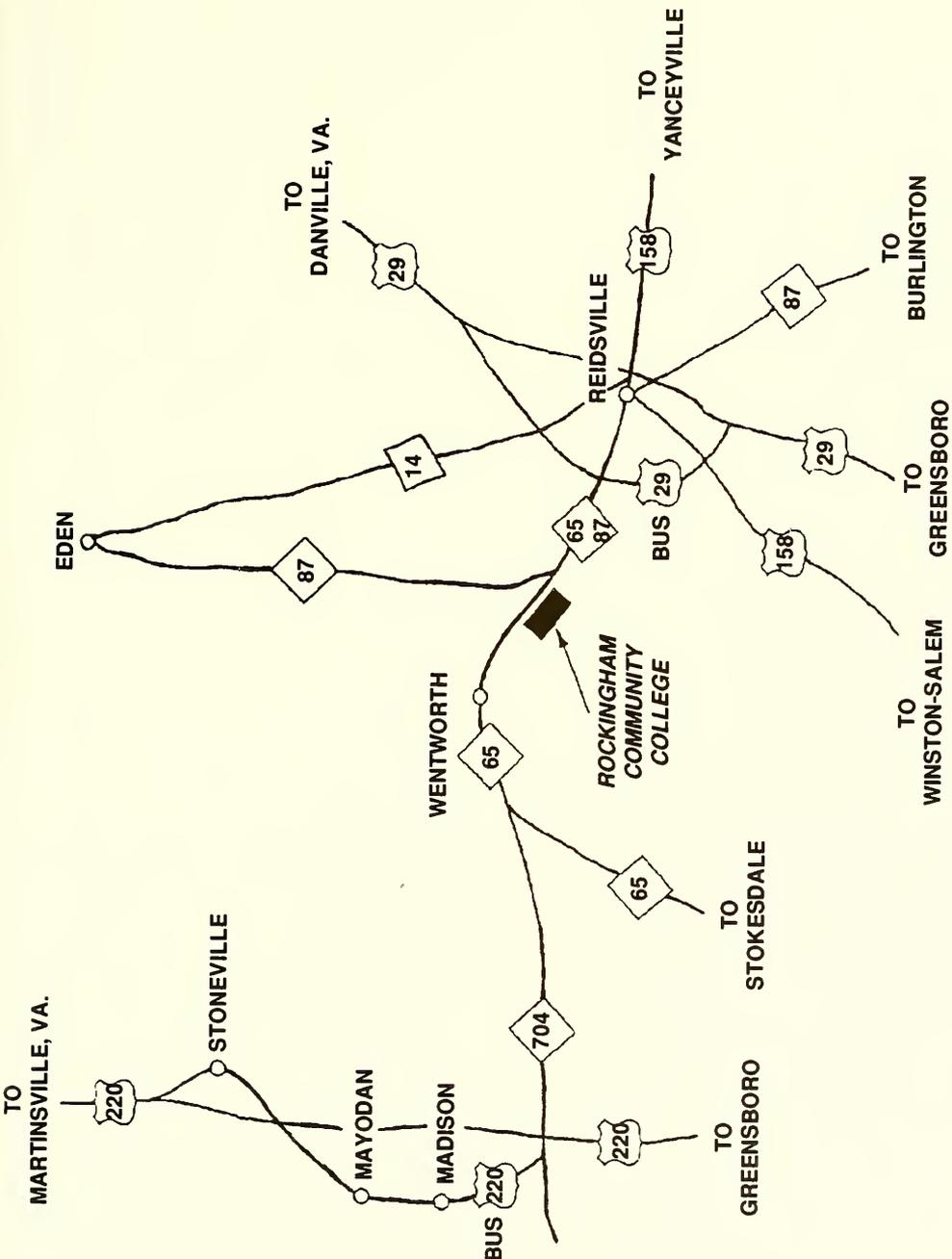
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CORRESPONDENCE DIRECTORY

For Information On:

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 Business Affairs
 Career/Life Counseling
 Community Relations
 Continuing Education
 Financial Aid
 Gifts, Contributions
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 Records, Registration and
 Transcripts
 Small Business Center
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Office of Admissions

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