

VANCE-GRANVILLE
COMMUNITY COLLEGE
HENDERSON, N.C.



VANCE-GRANVILLE COMMUNITY COLLEGE CATALOG 1977-1978

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COMMUNITY COLLEGE
CATALOG 1977-1978

REGISTER

VANCE-GRANVILLE COMMUNITY COLLEGE IS AN EQUAL
OPPORTUNITY EMPLOYER.

The College serves all students regardless of race, color, sex, creed, or
national origin.

VANCE-GRANVILLE COMMUNITY COLLEGE

P. O. Box 917

Henderson, N. C. 27536

Vance-Granville Community College issues this catalog for the purpose of fur-
nishing prospective students and other interested persons with information about
the institution and its programs. Announcements contained herein are subject to
change without notice and may not be regarded in the nature of binding obligations
on the college or the state.

VANCE-GRANVILLE COMMUNITY COLLEGE



**1977 - 78
Catalog**

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CALENDAR - 1977 - 1979

SPRING QUARTER, 1977

March 24, 25	Thur., Fri.	Registration
March 28	Mon.	Classes Begin
April 4	Mon.	Last Day to Drop/Add
April 22	Fri.	Last Day to Withdraw Without Penalty
April 11	Mon.	Easter Monday Holiday

(State Workshop and Student Activities Workshop - 3 days allowed)

June 13	Mon.	Classes End
June 14, 15, 16	Tues., Wed., Thur.	Examinations
June 17	Fri.	Grades Due in Registrar's Office by 12 Noon
		End of Quarter Reports Due to Supervisor by 4 P.M.

June 20 - July 1		College Operations modified for Staff Leave
July 4	Mon.	Independence Day Holiday

2	Registration	
52	Teaching	2 Mandatory Leave - Easter Monday Holiday
3	Examinations	Independence Day Holiday
<hr/>		
57	Days	

SUMMER QUARTER, 1977

July 5,6	Tues., Wed.	Registration
July 7	Thur.	Classes Begin
July 13	Wed.	Last Day to Drop/Add
July 27	Wed.	Last Day to Withdraw Without Penalty
Sept. 5	Mon.	Labor Day Holiday
Sept. 8	Thur.	Last Day of Classes
Sept. 9, 12, 13	Fri., Mon., Tues.	Examinations
Sept. 14	Wed.	Grades Due in Registrar's Office by 12 Noon

Sept. 15 to 23		End of Quarter Reports Due to Supervisor by 4 P.M.
2	Registration	Graduation - 8 P.M.
45	Teaching (60 Minute Classes)	College Operations Modified for Staff Leave
3	Examinations	1 Mandatory Holiday - Labor Day
<hr/>		
50	Days	

FALL QUARTER, 1977

Sept. 26,27	Mon., Tues.	Registration
Sept. 28	Wed.	Classes Begin
Oct. 4	Tues.	Last Day to Drop/Add
Oct. 18	Tues.	Last Day to Withdraw Without Penalty
Nov. 24, 25	Thur., Fri.	Thanksgiving Holidays
Dec. 12	Mon.	Classes End
Dec. 13, 14, 15	Tues., Wed., Thur.	Examinations
Dec. 16	Fri.	Grades Due to Registrar by 12 noon

Dec. 19, 20, 21, 27, 28, 29, 30		End of Quarter Reports due to supervisors by 4 P.M.
		College Operations modified for staff leave
Dec. 22, 23, 26	Thur., Fri., Mon.	Christmas Holidays
Jan. 2	Mon.	New Years Holiday

2	Registration	Thanksgiving (2 days)
52	Teaching	6 Mandatory Leave - Christmas (3 days)
3	Examinations	New Years Day (1 day)
<hr/>		
57	Days	

WINTER QUARTER, 1978

Jan. 3, 4	Tues., Wed.	Registration
Jan. 5	Thur.	Classes Begin
Jan. 11	Wed.	Last Day to Drop/Add
Jan. 25	Wed.	Last Day to Withdraw Without Penalty
March 17	Fri.	Classes End
March 20, 21, 22	Mon., Tues., Wed.	Examinations
March 23	Thur.	Grades Due to Registrar by 12 noon
		End of Quarter Reports due to supervisor by 4 P.M.

2	Registration	No Mandatory Leave
52	Teaching	
3	Examinations	
<hr/>		
57	Days	

SPRING QUARTER, 1978

March 24, 28	Fri., Tues.	Registration
March 27	Mon.	Easter Holiday

March 29	Wed.	Classes Begin
April 4	Tues.	Last Day to Drop/Add
April 18	Tues.	Last Day to Withdraw Without Penalty
(Three days - State Workshop and Student Activities Workshops)		
June 13	Tues.	Classes End
June 14, 15, 16	Wed., Thur., Fri.	Examinations
June 19	Mon.	Grades Due to Registrar by 4 P.M. End of Quarter Reports due to supervisor by 4 P.M.
June 20 - July 3		College Operations Modified for Staff Leave
July 4	Tues.	Independence Holiday

2	Registration	
52	Teaching	2 Mandatory Leave
3	Examinations	
<hr/>		
57	Days	

SUMMER QUARTER, 1978

July 5, 6	Wed., Thur.	Registration
July 7	Fri.	Classes Begin
July 13	Thur.	Last Day to Drop/Add
July 27	Thur.	Last Day to Withdraw Without Penalty
Sept. 4	Mon.	Labor Day Holiday
Sept. 8	Fri.	Classes End
Sept. 11, 12, 13	Mon., Tues., Wed.	Examinations
Sept. 14	Thur.	Grades Due to Registrar by 12 noon End of Quarter Reports due to supervisor by 4 P.M. Graduation - 8 P.M.
Sept. 18 - 19		College Operations Modified for Staff leave

2	Registration	
45	Teaching (60 minute classes)	1 Mandatory Leave - Labor Day
3	Examinations	
<hr/>		
50	Days	

FALL QUARTER, 1978

Sept. 28, 29	Thur., Fri.	Registration
Oct. 2	Mon.	Classes Begin
Oct. 6	Fri.	Last Day to Drop/Add
Oct. 20	Fri.	Last Day to Withdraw Without Penalty
Nov. 23, 24	Thur., Fri.	Thanksgiving Holiday
Dec. 14	Thur.	Classes End
Dec. 15, 18, 19	Fri., Mon., Tues.	Examinations
Dec. 20	Wed.	Grades Due to Registrar at 12 noon
Dec. 21	Thur.	End of Quarter Reports due to supervisor by 4 P.M.
Dec. 22, 25, 26	Fri., Mon., Tues.	Official Christmas Holidays

Dec. 27, 28, 29	Wed., Thur., Fri.	College Operations modified for staff leave
Jan. 1		New Years Holiday

2	Registration		2	Thanksgiving
52	Teaching		6	Mandatory Leave - 3 Christmas
3	Examinations		1	New Years Day
<hr/>				
57	Days			

WINTER QUARTER, 1979

Jan. 2, 3	Tues., Wed.	Registration
Jan. 4	Thur.	Classes Begin
Jan. 10	Wed.	Last Day to Drop/Add
Jan. 24	Wed.	Last Day to Withdraw Without Penalty
March 16	Fri.	Classes End
March 19, 20, 21	Mon., Tues., Wed.	Examinations
March 22	Thur.	Grades Due to Registrar by 12 noon End of Quarter Reports due to supervisor by 4 P.M.

2	Registration	
52	Teaching	No Mandatory Leave
3	Examinations	
<hr/>		
57	Days	

SPRING QUARTER, 1979

March 23, 26	Fri., Mon.	Registration
March 27	Tues.	Classes Begin
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(Three days allowed-State Workshops and Student Activities Workshops)

June 12	Tues.	Classes End
June 13, 14, 15	Wed., Thur., Fri.	Examinations
June 18	Mon.	Grades due to Registrar at 12 noon End of Quarter Reports due to supervisor by 4 P.M.
June 19 - July 3	Tues. to Tues.	College Operations Modified for Staff leave
July 4		Independence Holiday

2	Registration	
52	Teaching	2 Mandatory Leave - Easter
3	Examinations	Independence Day
<hr/>		
57	Days	

**VANCE-GRANVILLE
COMMUNITY
COLLEGE**

General Information

1977 - 78

BOARD OF TRUSTEES

CHARLES F. BLACKBURN, Chairman
GEORGE B. BLUM, Vice-Chairman

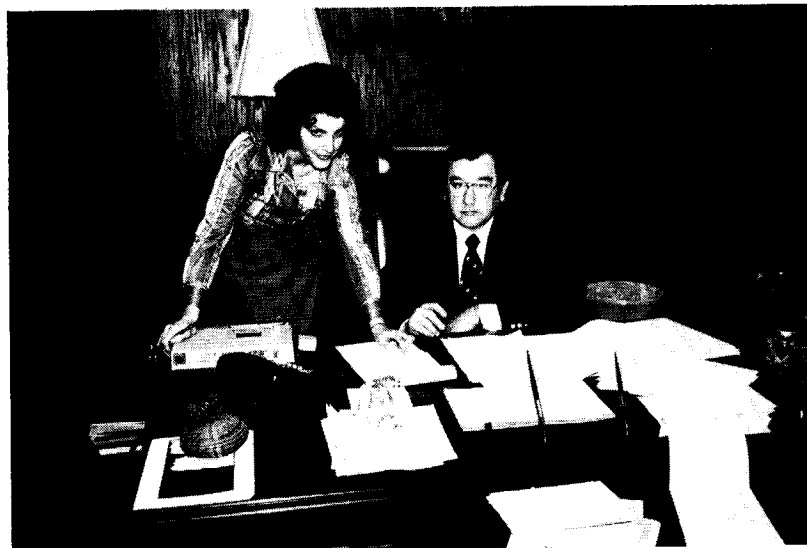
JOHN T. CHURCH
L. OPIE FRAZIER, JR.
JAMES C. GARDNER
DR. DON H. GWYNN
KATHERINE W. KITTRELL

JOHN K. NELMS
LINWOOD T. PEOPLES
MICHELE SCOTT
ALLEN WILLIAMS
GEORGE T. WILSON

ADMINISTRATIVE OFFICERS

Dr. Donald R. Mohorn
Dr. Ralph A. Greene
Frank Madigan
Murphy Woods

President
Dean of Instruction
Dean of Student Affairs
Business Manager



HISTORY

Vance-Granville Community College has evolved from a technical institute to a community college offering a variety of services. In April of 1968, local citizens headed by Charles F. Blackburn and Sen. John T. Church petitioned the State Board of Education to establish a technical institute in Vance County. The petition was backed strongly by all segments of the community, receiving endorsement not only from the Vance County Board of Education and the Vance County Board of Commissioners, but also from neighboring county and city governments, local business clubs, and nearly all the large industrial firms in Vance County.

Due largely to the support of local legislators, the proposal was approved by the N. C. State Legislature in July of 1969. The institute was officially named Vance County Technical Institute.

Soon after the action of the State Legislature, a Board of Trustees for the institute was appointed. They were sworn into office and conducted their first meeting in August of 1969, when Charles F. Blackburn was selected as chairman, Dr. Donald R. Mohorn was hired to serve as president, and the old Maria Parham Hospital Building was chosen for the temporary quarters of the Institute.

In November of 1969, the first adult education classes were offered to an enrollment of over five hundred local citizens. Commencement exercises were held for the first time May 31, 1970. Twenty-one students received high school diplomas at that time.

The first regular curricula classes began in September, 1970. Programs were offered in eight vocational and technical fields. By this time, the institute had received approval from the Veterans Administration for benefits under the G. I. Bill to eligible veterans. Harriet-Henderson Cotton Mills had also offered \$2,500 in scholarships, and federal grants had been received for the College Work-Study Program and the College Library Resource Program.

Evening classes were expanded in October of 1970 to serve over two hundred adults in the Franklin County area.

In December of 1970, the Institute noted a 35 percent increase in enrollment for the winter quarter as compared with the fall quarter. Enrollment has continued to increase ever since.

Vance County Tech was granted correspondent status by the Southern Association of Colleges and Schools, the regional accrediting agency, in February, 1972.

The need for larger, more permanent facilities was envisioned for the school at its inception, and, as time passed, this need became more and more apparent. Additional temporary buildings to house the welding and auto mechanics shops were built, an annex in Henderson was leased, but still the Maria Parham building became more over-crowded and inadequate. When the Board of Trustees requested the Vance County Board of Commissioners to hold a \$2

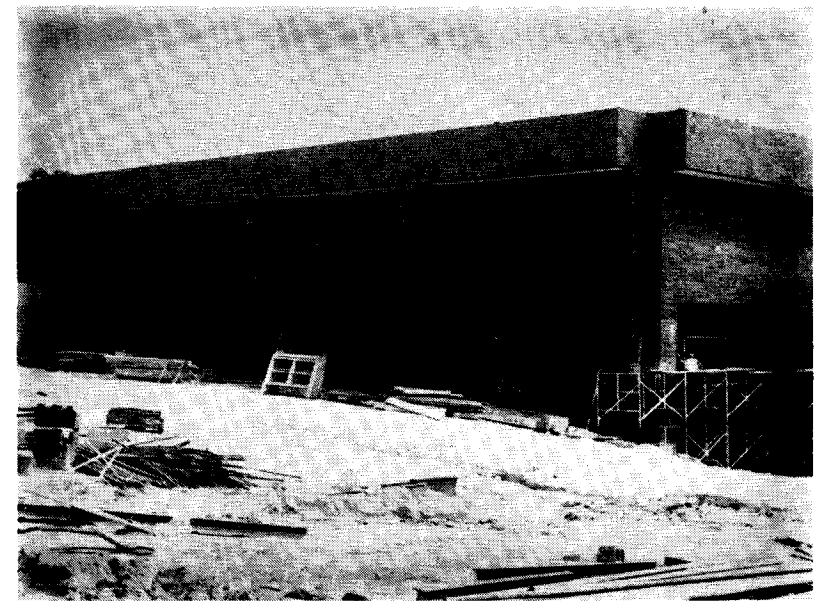
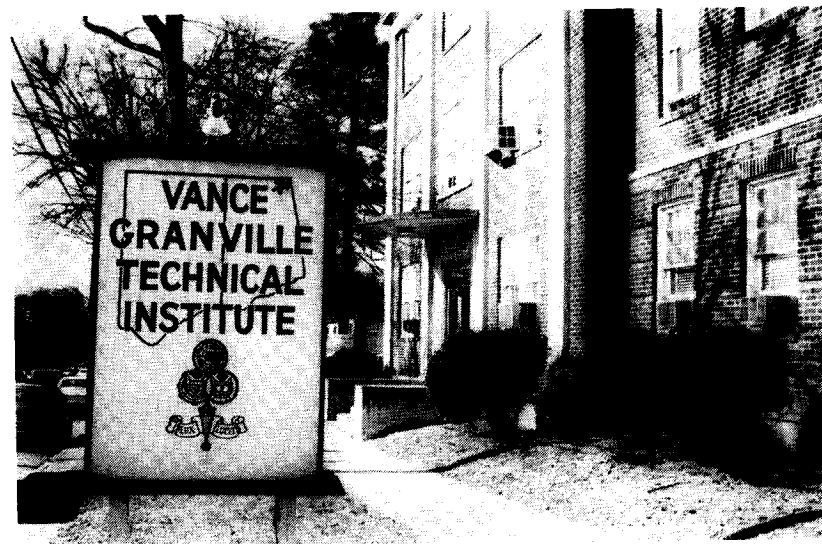
million bond referendum, Granville County representatives expressed interest in supporting a joint effort between Vance and Granville counties to construct a new technical institute campus. The people of Vance and Granville Counties passed the \$2 million bond issue in October, 1972. Granville County assumed 25 percent responsibility for the operation of the new campus, and the school's name was officially changed to Vance-Granville Technical Institute.

A site for the new campus was purchased midway between Henderson and Oxford, and plans for the new school were drawn up. In April, 1974, acceptable bids were received for the school. Groundbreaking ceremonies for the new campus were held in October, 1974, with former North Carolina Governor Terry Sanford as the main speaker.

Construction costs for the first four buildings of the new campus totaled \$4.1 million. Vance and Granville counties paid the bulk of the construction costs with \$2 million from bond issues and with direct allocations from both counties totaling \$803,000. The remainder of the construction funds came from state and federal sources.

A detailed study of the four-county area served by VGTI was begun in March, 1974, to determine the direction the Institute should take in the next five years. This study, which included the reactions of business and industry, high school students and their parents, and former VGTI graduates, led to a resolution passed by the Board of Trustees in August, 1974, that the Institute seek community college status. A detailed proposal to that effect was written, letters of support from all segments of the community were attached, and the proposal was submitted for approval.

In June, 1975, the North Carolina State Legislature voted to change Vance-Granville Technical Institute to Vance-Granville Community College, effective July 1, 1976.



LOCATION

Vance-Granville Community College is located on a new campus equidistant from Henderson and Oxford, between Highway 158 Bypass and Interstate 85 on County Road 1126. All programs offered by the college are housed on the new campus with exception of facilities throughout Vance, Granville, Franklin, and Warren Counties used for Continuing Education and other special programs.

PHILOSOPHY

The philosophy which guides Vance-Granville Community College and that which gives purpose to the Community College System in North Carolina as a whole is that every individual has the right to advance his skills and knowledge to the limit of his abilities. This concept of the Open Door Policy is expressed succinctly in the words of Dr. Dallas Herring, Chairman of the North Carolina State Board of Education:

"If they cannot read, then we will simply teach them to read. If they did not finish high school, then we will offer them a high school education. If their talent is technical or vocational, then we will simply offer them instruction they can sell in the market place of our state. If their needs are in the great tradition of liberal education, then we will provide them instruction extending through two years of standard college work."

In order to assure everyone an equal opportunity to learn and improve skills and to develop social abilities and responsible attitudes, the doors to Vance-Granville Community College will never be closed to anyone of eligible age who can profit from its programs. The College strives to take people where they are and take them as far as they can go within the purpose and capabilities of the College.

PURPOSE AND OBJECTIVES

The purpose of Vance-Granville Community College is to extend educational opportunities beyond the secondary school level in Vance, Warren, Granville, and Franklin Counties. However, the service scope of the College certainly is not limited to these four counties. The College is to maintain effective articulation with the public school system and other institutions of higher learning. To meet this overall objective, Vance-Granville Community College will:

- (1) Provide programs of continuing education for adults who need or desire:
 - a. To improve basic education skills
 - b. To complete high school requirements
 - c. To train or retrain in order to increase occupational competency.
 - d. To pursue personal interest courses
 - e. To improve economic, social, and cultural needs
- (2) Create an atmosphere of inspiration through educational leadership in the community encouraging its citizens to take advantage of continuing educational opportunities.
- (3) Provide inexpensive, educational opportunities for high school graduates, non-high school graduates, and adults.
- (4) Assure to all an equal opportunity to learn and improve skills, to develop social abilities and responsible attitudes, and to encourage the effective use of leisure time.
- (5) Provide a college transfer program, consisting of two years of regular college work.
- (6) Provide post-secondary education at the technical and vocational levels for the development of skills and knowledge of students for initial employment as qualified technicians and skilled craftsmen.
- (7) Provide a broad scope of technical and vocational programs which are designed to upgrade and improve employed workers in their present job situations. Special attention is given to the training and educational needs of existing and new industry.
- (8) Work cooperatively with other agencies in providing various types of educational opportunities in given communities within the service area.

- (9) Provide pre-curricular courses for students whose educational background would indicate the likelihood of difficulty with the course work in their selected curricula. (Individualized Instruction)
- (10) Provide a program of guidance with selective placement in programs and instruction adapted to individual needs so that all students may be helped to better understand their privileges and responsibilities as citizens in a democratic society.
- (11) Continually evaluate objectives, programs, and administrative organization and adapt them to meet the needs of the individual and our technological society.

ACADEMIC INFORMATION

DEGREES, DIPLOMAS AND CERTIFICATES

The college offers the following degrees, diplomas or certificates for students who successfully complete approved programs of instruction.

1. *The Associate in Arts Degree* is awarded to students majoring in college-transfer programs, who may plan to transfer to four-year colleges or universities after completing their community college program.

2. *The Associate in General Education Degree* is awarded to graduates of the college's two-year general education program. The general education program serves those who seek additional training of a generalized nature which will be of value in existing or future employment.

3. *The Associate in Applied Science Degree* is awarded to students majoring in one of the technical curricula who plan to obtain full-time employment upon graduation from the college.

4. *The Advanced Diploma* is awarded to students completing the second year of vocational curricula.

5. *A Diploma* is awarded to students who complete the one-year vocational curricula.

6. *A Certificate* is awarded to students who complete programs less than one year in length.

7. *A High School Diploma* is awarded to students qualifying through the Learning Resources Center program or the Adult High School Program offered through the Continuing Education Division. The diploma is awarded by The Vance County Board of Education in cooperation with Vance-Granville Community College.

8. *The Adult High School Equivalency Certificate* is awarded by the North Carolina Department of Public Instruction to individuals who make satisfactory scores on the General Educational Development (GED) tests.

ATTENDANCE

Vance-Granville Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular

class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies. In keeping with these convictions, the following policy has been established.

At the beginning of each course, the instructor will announce his own attendance requirements in accordance with state attendance regulations. It is the responsibility of the student to understand and abide by these requirements. Each student is accountable for any work missed because of class absence. Instructors, however, are under no obligation to make special arrangements for students who are absent. When class absence seems to be contributing to a student's unsatisfactory work or when the student is not fulfilling the attendance requirements, the instructor will warn the student and report that warning to the Dean of Student Affairs. If a student incurs other absences in a course after having been warned, he may be dropped from the course. When a student has been dropped from a course, he may appeal his case to the Student Affairs Committee for a final decision.

Veterans Administration regulations require that students who are going to school under the G.I. Bill and who are in a vocational curriculum must maintain 30 contact hours per week to receive full benefits.

The college adheres to the community college regulations of five consecutive absences. In accordance with this policy, a student is automatically withdrawn from the class upon the fifth consecutive absence. He or she may be reinstated through proper procedures provided the student's academic progress is such to indicate success in the particular class. Instructors have a right to officially withdraw a student from class any time they feel the student is jeopardizing the progress of the class.

EXAMINATIONS

All students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Division Chairman and the instructor of the class.

STUDENT CONDUCT

Students will be expected to conduct themselves at all times as mature and responsible individuals, showing a high regard for college facilities and property and for the personal property of others.

College regulations concerning such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed at all times. Conduct which is disruptive to the learning situation or incompatible with accepted standards of propriety may result in suspension. Re-admittance of suspended students at a subsequent session will be at the discretion of the Administrative Council of the college.

ACADEMIC STANDARDS

The academic standing of an individual is determined by his progress on a quarterly and a cumulative basis. This progress will be evaluated through cumulative quality point average or upon satisfactory completion of at least 50 percent of the courses for which an individual is registered during a given quarter.

ACADEMIC PROBATION

Regularly enrolled students are placed on academic probation when their cumulative quality point average falls below a 2.0 (C) or when they fail to pass 50 per cent of the credit hours attempted in a given quarter.

ACADEMIC SUSPENSION

A student will be suspended for academic reasons under the following conditions:

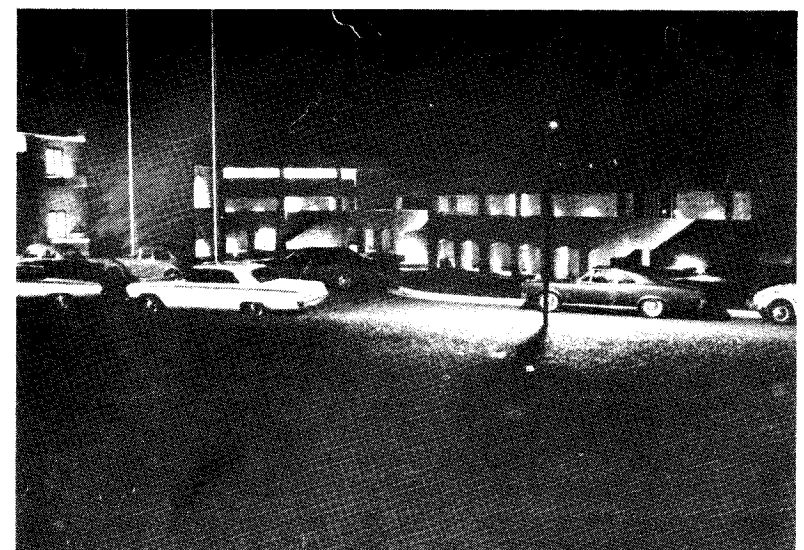
1. Failure to be removed from academic probation after two consecutive quarters.
2. Failure to pass prescribed prerequisites regardless of over-all cumulative quality point average if such prerequisites would prohibit registration for the next sequence of courses.

Academic suspension will be for at least one quarter unless the student reapplies and is accepted. Readmittance at a subsequent quarter will be at the discretion of the Dean of Student Affairs. The decision of the Dean may be appealed by letter to the Administrative Council and to the Board of Trustees via the President of the College.

GRIEVANCE PROCEDURES

In matters pertaining to student conduct or suspensions, any student who feels he has been treated unjustly may present his case to the Student Affairs Committee. The committee will review all cases and make an appropriate recommendation to the President.

In all disciplinary cases, due process procedures are followed, and include the right to a hearing, presentation of charges in writing, the right of counsel chosen by the accused, etc. The results of the hearing are presented in writing.



The decision of the President on disciplinary action is final, with the right of appeal always available to the party involved. Any person wishing to appeal the decision of the President should request, in writing, a formal hearing before the Board of Trustees of the College.

COURSE LOAD

A student's normal load will be from 15 to 20 credit hours per quarter. Students enrolled for 12 or more credit hours will be considered full-time students. Normally, students who wish to carry credit hour loads of more than 20 hours per quarter must obtain the approval of their academic advisor and the Dean of Student Affairs.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A grading system is a method of recording faculty evaluations of student progress and the fulfillment of class objectives. All students officially enrolled in courses must be awarded a grade in accordance with college policies. The grade is awarded by the instructor and may not be changed without proper authorization forms being completed by the instructor.

A 4.0 point system is used to calculate student quality point averages. The letter grades used are listed below:

GRADE	EXPLANATION	QUALITY POINTS PER CREDIT HOUR
A	Excellent	90-100 4
B	Above Average	80-89 3
C	Average	70-79 2
D	Poor-Below Average	60-69 1
I	Incomplete — The student has not met the objectives of the course as set by the instructor and the department involved. The incomplete grade indicates that the student's progress has been satisfactory but is lacking for a portion of the class objectives. The instructor feels that the student should be permitted to continue in sequence courses and that the student is capable of successfully completing the course objectives without rescheduling for the entire course. The student has six weeks to remove the incomplete grade in the next quarter in which he is enrolled. Failure to remove the incomplete will result in a noncredit (NC) grade.	
NC	The student has not met the standard objectives for a specific course. The reason may be poor academic work, poor attendance, or withdrawal prior to accomplishing the class objectives.	

P For specified courses, students who meet basic law course requirements will be awarded a grade of P (Pass).

R The "R" grade may be utilized in a multi-entry, multi-exit course. The "R" indicates that the student is making progress but has not met the course objectives and should be rescheduled for the course during the next registration.

X Audit — An audit grade indicates that a student is enrolled for noncredit. Evaluation of the student's progress is not determined by the instructor.

HOW ARE QUALITY-POINT AVERAGES FIGURED?

The grades for each subject will be converted to quality-points. A quality-point average will be determined for an individual's academic standing for honors, awards, probation, and class rank for graduation. The grade for each subject will be converted to quality points by:

1. Multiplying the quarter hour credits times the quality points awarded.
2. The total quality points are then divided by the total quarter hour credits to obtain the quality-point average. (I, NC, and R grades are not computed in figuring the quality-point average.)

EXAMPLE:

CLASS	GRADE	QUALITY POINTS PER CREDIT HOUR	QUARTER CREDIT HOURS	QUALITY POINTS
T-ENG 102	A	4	X 3	= 12
T-MAT 102	B	3	X 5	= 15
T-BUS 120	D	1	X 4	= 4
T-ECO 104	C	2	X 3	= 6
T-BUS 115	C	2	X 3	= 6
			TOTALS 18	43

Divide the total quality points of 43 by the total quarter hour credits of 18. The quality point average is 2.39.

DEAN'S LIST

At the close of each quarter, regular students who are carrying a full load in courses leading to a diploma or degree will be included on the Academic Dean's List, provided they have no grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that quarter is 3.25 or better.

GRADUATION REQUIREMENTS

To be eligible for graduation a student must:

1. Successfully complete his course of study as listed in this catalog.
2. Have earned a cumulative point average of 2.0 on all work attempted that is applicable toward graduation in accordance with his course of study.
3. Have no outstanding balance due to the Business Office. No degree, diploma, certificate, or transcript of a record will be issued to a student who has not made SATISFACTORY SETTLEMENT with the Business Office for all INDEBTEDNESS TO THE COLLEGE.
4. Have submitted a graduation checklist to the Records Office. This checklist must be completed with the student's advisor within three weeks of the beginning of the student's last quarter. The checklist should be sent to the Records Office, where it will be validated and forwarded to the Dean of Student Services for approval. Upon notification by the Dean of Student Services, the student should pay his graduation fee.
5. Only one formal graduation is held annually. Presence at graduation exercises is expected, except when permission for a graduation in absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

CHANGE OF NAME, ADDRESS OR CURRICULUM

It is the obligation of every student to notify the Records Office of any change in name, address or curriculum. Failure to do so can cause serious delay in the processing of student records.



THE OFFICIAL ACADEMIC RECORD

A report of grades earned in each course is sent to the student at the end of each term.

An official record of all the student's courses, credits, and grades earned is kept in the Records Office. The student should maintain a record of his courses, credits, and grades each term and check from time to time to see that his record agrees with that of the college. The record may also help him determine his eligibility for any activity that requires him to meet specific scholastic standards. Copies of the official record are available to the student upon request.

RELEASE OF INFORMATION FROM STUDENT OFFICIAL ACADEMIC RECORDS

Vance-Granville Community College recognizes the responsibility for maintaining records for each student. The following general principles and procedures govern the release of information from student official records:

1. Written approval of the person concerned is required before a transcript or information from his or her official record may be released. Exceptions to the above include:
 - a. The Records Office may release transcripts or information from official records including reports of standing to academic and administrative faculty members of Vance-Granville Community College whose responsibilities require this information.
 - b. The Records Office may honor appropriate requests for public information from student records, including name, program level, curriculum, local address, telephone number, and permanent address.
 - c. The Records Office may release information pertaining to honor achievements for publication.
2. The Records Office may release the following information to students upon proper identification:
 - a. Official records
 - b. Transcript(s) from another institution in case of transfer
3. A hold may be applied to the release of a transcript, or other information requested from an official record, for a student who has an overdue indebtedness to the college.
4. The use and release of information from student official records will be determined as outlined above. Action in situations that may not have been anticipated or defined above will at all times be based upon the best knowledge available in accordance with the professional responsibilities of Vance-Granville Community College.
5. All student records shall be confidential. Student files shall not contain materials of a derogatory nature not directly related to the judgement of academic performance. To assure that all irrelevant materials are withdrawn



and destroyed, parents, guardians, or students who have obtained their major degree, may examine their files under the supervision of the Registrar. Only authorized personnel for authorized reasons and such others as agreed to in writing by parents, guardians, or students shall be permitted to handle such files or records.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a program based on the idea that a student will profit more from his education if his classroom studies are interspersed with periods of employment in the trade, profession, or business in which he plans to make a career.

It is an attempt to establish the ideal blend of theory and practice universally considered necessary for the proper and complete training of good professionals.

Cooperative Education is not primarily intended to enable a student to work his way through school, nor is it a means of providing business and industry with inexperienced labor. It is a unique program based on the belief that a student may learn more by alternating classwork with paid employment than by spending the same period either working full-time or being involved solely with school. It is a method of coordinating theories learned in the classroom with the realities of the work-a-day-world.

Selection for participation in the program is based on satisfactory grades, attitudes, personal appearance, and endorsement of the instructional staff. Once accepted, students will be assigned to a work position after attending classes for a prescribed period of time. After the first work period, students will alternate between the work assignment and the classroom until they have completed a required minimum of time on the job.

The Cooperative Education Program is applicable to all curricula with departmental approval. The prime consideration, of course, is that the work experiences contribute to the learning process.

FACULTY/COORDINATORS

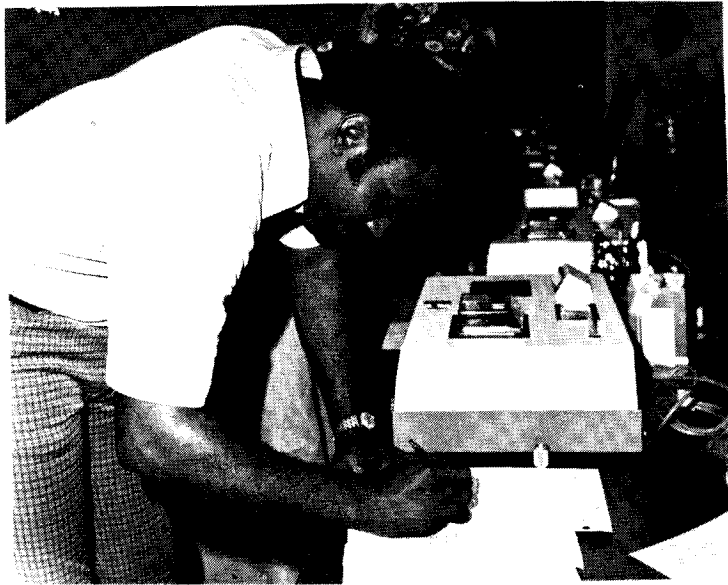
Cooperative Education at VGCC is unique in that faculty members act as coordinators for working students. Within the instructor's role are the following:

- (1) Advising students on a one-to-one basis.
- (2) Assisting students in setting learning objectives.
- (3) Assisting employers in evaluating the student's success in meeting stated objectives.
- (4) Visiting students on the job.

Each department will have its own faculty coordinator(s). The position is filled by a full-time faculty person. Each department is responsible for the following:

- (1) establishing the prerequisites required for participation.
- (2) assigning academic projects.
- (3) assisting in the recruitment of students into the co-op program.
- (4) evaluating their performance by job-oriented learning objectives.





PATTERNS OF COOPERATIVE EDUCATION

Cooperative work experience may be accomplished in three methods:

- (1) Alternating quarter method — two students hold one full-time work station on a year-round basis. During each quarter, one student is in school while the other works full-time.
- (2) Parallel Half-Day Method — Students work for a half-day and attend classes a half-day for their entire second year of study.
- (3) Extended Day Method — Special arrangements are made for studies related to full-time employment and new career goals of students. This usually occurs in the evening program.

ACADEMIC CREDIT

One quarter unit of credit for work experience may be granted for each 110 hours of work per quarter. Students may earn up to four units of credit per quarter and a maximum of eight hours credit for the total program.

PREREQUISITES

Prerequisites are determined by the individual departments. However, a student should have completed one quarter prior to enrolling in a work experience course, and have at least a C average.

REGISTRATION

A student registers for Co-op the same as for any other course.

VETERANS

Cooperative education credit hours are counted toward degree requirements but do not qualify for veterans benefits.

BENEFITS TO STUDENTS

On-the-job experience, relating academic learning to actual working conditions.

Opportunity to sell self to an employer for a permanent job after graduation. Specific areas of field can be explored to determine students' greatest interest and aptitude.

Exposes students to the realistic demands of industry and helps them develop poise and maturity.

Provides earnings, which are a means of defraying educational expenses and providing an understanding of what it takes to manage time and money in a productive manner.

BENEFITS TO INDUSTRY

A potential source of trained technical personnel.

The student can be evaluated while he is a temporary employee to determine the job for which he is best suited.

Simplifies and reduces the cost of company training and recruiting.

BENEFITS TO COLLEGE

The scope of instruction is expanded by the addition of work experience to classroom offerings.

Industry and college stay in close touch with each other, and the college's teaching can thus better fulfill the community's industrial needs.

Industry knows the caliber of graduates the college produces.

Students make a more immediate transition from the classroom to the job.



ADMISSIONS STATEMENT

ADMISSION PROCEDURES — Vance-Granville Community College adheres to the "open-door" policy as established by the North Carolina Department of Community Colleges and the State Board of Education. Specifically the State Board recommends that all technical institutes and community colleges shall maintain an open-door admission policy for all applicants who are high school graduates or high school leavers 18 years of age or older.

The following procedures should be followed by persons wishing to apply for admission to the college:

1. Application

This application can be obtained from the office of Admissions at VGCC or from any high school counselor in Vance, Granville, Franklin, or Warren County. A portion of the application includes the necessary health form and residency information.

2. Transcript

Students are responsible for having an official high school transcript forwarded directly to the Admissions Office. Students who have attended other colleges are responsible for having a transcript from each institution submitted to the Admissions Office.

3. Self-Appraisal Forms

After admission to the college, but before completing his registration, each applicant will complete any required initial self-appraisal forms. The purpose of these is to provide additional information in developing the applicant's program of study.

4. Interview

This session or sessions will afford each applicant an opportunity to get acquainted with the school, ask questions, and discuss his program of study and career.

ENROLLMENT REQUIREMENTS — Vance-Granville Community College is a co-educational college open to any individual meeting the enrollment requirements for the particular course or area in which he wishes to enroll. These requirements vary for specific areas of study offered by the college.

The "open-door" policy does not eliminate the restrictions on admission to specific programs. It means that these restrictions will be flexible enough under careful guidance to allow a student every opportunity to prove himself. Emphasis is placed on admission counseling, individualized studies and preparatory work to eliminate admission deficiencies.

COLLEGE TRANSFER CURRICULUM — Requirements for enrollment in the regular two-year College Transfer Program include the following:

1. The applicant must be a high school graduate or have a state-approved equivalent education.

2. The applicant must score acceptably on the placement forms or have appropriate SAT, ACT, or CGP scores. Students not meeting accepted standards must enroll first in developmental study courses to fulfill necessary requirements.
3. Prior to enrollment, the candidate may be required to furnish a physician's statement on his mental and physical capability to function in a given program.
4. The applicant must have a personal interview with a designated member of the Student Services staff or faculty advisor.

TECHNICAL CURRICULA — Requirements for enrollment in the regular two-year technology programs include the following:

1. The applicant must be a high school graduate or have a state-approved equivalent education.
2. The applicant must score acceptably on the placement forms or have appropriate scores on standardized tests. Students not meeting accepted standards must enroll first in developmental study courses to fulfill necessary requirements.
3. Prior to enrollment, the candidate may be required to furnish a physician's statement on his mental and physical capability to function in a given program.
4. The applicant must have a personal interview with a designated member of the Student Services staff or faculty advisor.

VOCATIONAL CURRICULA — Requirements for enrollment in the vocational diploma programs include the following:

1. The applicant must have completed high school or be eighteen years of age, or older, and not enrolled in high school. Although the applicants should be a high school graduate, exceptions may be made for adults who have been out of school for some time.
2. The applicant must score acceptably on placement forms which may be required by specific programs.
3. Prior to enrollment, the candidate may be required to furnish a physician's statement on his mental and physical capability to function in a given program.
4. The applicant must have a personal interview with a designated member of the Student Services staff or faculty advisor.

EVENING CURRICULA PROGRAMS — The admission requirements for full-time day curricula programs of vocational, technical, or college transfer are also applicable to evening curricula programs.

WAIVER OF ADMISSION PROCEDURES — Admission procedures may be waived only under the following circumstances:

1. The College will waive admission requirements for day or evening curricula programs should the student desire to enroll in a course for audit only. The audit student must pay the same tuition, but he will receive

no credit for the course. Students registered for audit will not be permitted to change their status during the quarter.

2. The institute will waive the admission requirements of day or evening curricula if the applicant holds either an AA, AS, BS or other academic degree, but the applicant must provide the institute with a transcript of his work at his previous institution.

CONTINUING EDUCATION PROGRAM — These programs are generally open for admission to any interested adult. Anyone interested in these programs (general interest, adult basic education, occupational-related courses, or high school completion) should contact the Continuing Education Division. The tuition is low-cost or free, depending upon the program chosen.

RESIDENCY AND ENROLLMENT PRIORITY — Applicants will be required to complete the residence statement on the Application for Admissions. Additional details on residency may be obtained from the Admissions and Records Office of the College.

When enrollments must be limited for any curriculum, first priority must be given to all qualified students who are residents of the political subdivisions supporting the college, provided such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the college; (2) other North Carolina students; and (3) out-of-state students.

SPECIAL PROGRAM CATEGORIES — "Any student who enters the college for the purpose of completing 15 or fewer hours for transfer to another



post-secondary institution will complete regular admission procedures, and will be classified as a student of the curriculum he is pursuing.

A student who wishes to enroll in not more than two courses, whether for transfer or other purpose, may not be required to meet admission requirements established for the curriculum program in which he enrolls. Such students may be classified as special students, or, upon approval of the Dean of Instruction, may be classified in the curriculum in which the course(s) is offered."

Special students are those who are enrolled for course credit but not a curriculum leading to the diploma or the associate degree. Students enrolled in this status will normally be required to meet the prerequisites for the course or to demonstrate a necessary level of competence although they do not have to meet the admission requirements for curricula programs. Students enrolled on this basis must do so through arrangement with the Student Affairs Division.

Students wishing to transfer credits will have the responsibility of verifying the acceptability of such courses for transfer.

POLICY ON DROP/ADD PERIOD -- The drop/add period exists to permit students already registered to make changes in their existing schedules, subject to the approval of the faculty advisor. It shall not be used as a means of delaying entry into programs for students who did not complete registration at the designated time.

STUDENT CLASSIFICATION:

Freshman	A student who has earned fewer than 54 quarter hours of credit.
Sophomore	A student who has earned more than 54 hours of credit.
Full-time Student	A student who is registered for 12 or more quarter hours.
Part-time Student	A student who is registered for 11 quarter hours or less.
Special Student	A full-time or part-time student not seeking a degree or diploma. Audit students are also included in this classification.

TRANSFER STUDENTS

Students may be admitted with advanced standing by transfer from technical institutes, colleges or universities. All applicants for transfer with advanced standing must have maintained a "C" average or better on courses taken at other institutions and must be eligible to return to the last institution attended. Students may enroll without advanced standing by adhering to enrollment procedures of incoming freshmen. All previous post-secondary academic work will be evaluated in terms of transfer to desired programs of study.

All students desiring to have credits transferred from another institution to Vance-Granville Community College must submit an official transcript to the Records Office. Those students with transcripts already on file should come by the Records Office to request evaluation so that credits may be transferred. Only those students requesting, either orally or in writing, that their transcripts be evaluated will be considered. **NO EVALUATION WILL BE DONE AUTOMATICALLY.**

A maximum of 60 credit hours may be transferred from institutions outside the North Carolina Community College System toward the completion of an Associate Degree. The sixth quarter must be completed at Vance-Granville Community College.

PROVISIONAL STUDENTS

Students whose records are not complete may be permitted to enter the college as Provisional Students on the basis of a personal interview with a member of the Student Affairs staff. A provisional student will be required to complete the pre-entrance examinations and to submit all required transcripts prior to the final exam period of the particular quarter. In other words, he is admitted in good standing, provided examination scores, transcripts and other information prove satisfactory. Should the above requirements not be met prior to the final examination period of the particular quarter in which he enters, grades will be recorded on the permanent record as "Audit" and no credit will be given.



AUDITING

A student may audit a course to learn about the subject without having to take the course examination. No credit is given for auditing a course. If a person wishes to change his status in a course from audit to credit, he must do so within the first week of a class.

A part-time student wishing to audit a course may apply for admission to the college and pay the usual hourly tuition charge of \$2.75 per credit hour.

Audit courses are subject to the permission of the instructor and contingent upon available space in the class.

No credit will be given for audit courses.

SPECIAL STUDENT CLASSIFICATION

Special students are those who are enrolled for course credit but not a curriculum leading to the diploma or associate degree. Students enrolled in this status will normally be required to meet the prerequisites for the course or to demonstrate a necessary level of competence, although they do not have to meet the admission requirements for curricula programs. They will be limited to a maximum of ten credit hours in one quarter and a cumulative total of fifteen credit hours before declaring a particular curriculum and meeting normal admission requirements for that curriculum. Students enrolled on this basis must do so through arrangement with the Student Affairs Division.

ADVANCED PLACEMENT

Advanced placement is offered to those students who, because of their demonstrated abilities, are qualified to accelerate their studies. To obtain ad-

vanced placement, the student may take a proficiency examination in a subject when he believes that he has mastery of the course material. Application for such an examination must originate with the Dean of Student Affairs. Electives may be chosen by the student to equal the number of credit hours omitted.

ADULT EDUCATION AND EXTENSION STUDENTS

Any adult is eligible to attend adult education classes offered by the college on campus or at any of the several locations in the area. Any student admitted to class must have reached his or her eighteenth (18th) birthday and the student's regular public class must have graduated. Students who are not eighteen years of age may be admitted for special programs when approved by the appropriate school principal and superintendent.

NOTIFICATION OF ACCEPTANCE

Qualified applicants for each program will be accepted as admission procedures are completed (on a first-come, first-served basis). Prospective students will be notified by letter of their acceptance immediately after all required information is received.

REGISTRATION

The academic year consists of four quarters. Students who are pursuing a curriculum must register at the beginning of each quarter as they proceed toward their educational objectives. All students will register during the prescribed registration period. A late registration fee of \$5.00 will be charged to all students, without exception, who register after the regular registration dates.

Whether or not a student is in a particular course is determined by registration. If a student registers and neither attends nor withdraws, he is in the course;



conversely, if he attends all classes and does all the work, but does not register, he is not in the course. A student who is registered in a course must be assigned a grade by the course instructor at the end of that course. The number of quarter hours for which a student is registered becomes effective the 15th class day following the published date of registration.

CHANGE OF REGISTRATION

In some instances it is necessary for students to make adjustments in their schedule. To insure that the student will receive proper credit, a Drop-Add Form should be completed and returned to the Records Office. Students should review the drop/add policy statement on page 21

ADDITION OF A COURSE

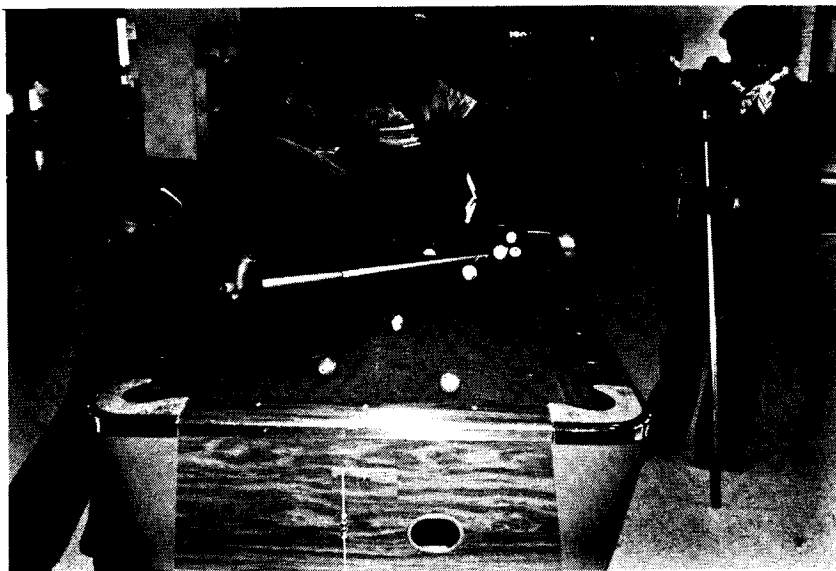
In most cases, a student may not enter a new class after the first week of a quarter. Any request for entry after that period must be approved by the instructor concerned and the Division Director.

WITHDRAWALS

Withdrawal without academic penalty may be made within the first three weeks after the beginning of a quarter. No grade will be recorded for official withdrawal during this time period. All withdrawals after the fifteenth (15th) day of classes will be recorded as an "NC" grade. The following steps should be followed in dropping and adding courses:

1. Obtain Drop/Add Form from counseling office or advisor.
2. Obtain approval from faculty advisor and instructors involved.
3. Return completed form to Student Affairs Office.
4. Form will be processed through Records and Business Offices.





SCHEDULE OF FEES AND CHARGES

RESIDENCY

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

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A Manual to Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request in the Admissions Office for student inspection.

TUITION AND FEES

Vance-Granville Community College receives financial support from local, state, and federal sources allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks, laboratory fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration.

Each quarter, tuition charges are as follows:

CURRICULA PROGRAMS

(Vocational, Technical, and College Transfer)

	IN-STATE	OUT-OF-STATE
12 quarter hours or more	\$33.00 per quarter	\$162.50 per quarter
Less than 12 quarter hours	\$ 2.75 per qtr. hr.	\$ 13.50 per qtr. hr.
Activity fee	\$ 5.00 per quarter	\$ 5.00 per quarter
Insurance	\$ 5.00 annually	\$ 5.00 annually
Graduation fee	\$13.00	\$ 13.00
Late registration	\$ 5.00	\$ 5.00
CONTINUING & ADULT EDUCATION	\$ 5.00 plus supplies	

FEES

STUDENT ACTIVITY FEE

A student activity fee of \$5.00 per quarter will be charged. The proceeds from this fee are budgeted cooperatively by students and faculty in support of non-curricular activities. Part-time students are charged on a pro-rated basis.

BOOKSTORE

The college operates a bookstore where the student may purchase needed books and supplies with profits being used for college projects and services. The hours of operation are posted quarterly.

INSURANCE

The college cannot assume the responsibility for injuries or losses sustained on or off campus by a student. It is required, for the protection of the student, that accident insurance be purchased. This insurance is available to the student at registration at a current cost of \$5.00 per academic year. Students having hospital coverage through their employer or under family plans are not required to purchase accident insurance.

GENERAL ADULT, EXTENSION AND ADULT BASIC EDUCATION FEES

General adult education and extension students may be required to purchase books and supplies required for a course. A charge of \$5.00 per course is collected from each person enrolled. No charge is made for Adult Basic Education classes.

GRADUATION FEE

A graduation fee of \$13.00 will be due and payable to the Student Affairs Office once a curriculum student applies for a degree or diploma and is notified by the Student Affairs Office that he is eligible for graduation. The fee covers the cost of the diploma, the rental of a cap and gown, and other graduation expenses not paid for by the College or the State. The fee is payable at registration during the last quarter of enrollment.

CLASS RING AND GRADUATION FEE

All orders for class rings, caps and gowns, and graduation invitations will be coordinated by the Student Affairs Office. Notices will be posted relevant to dates for measurements. Students who are graduating should see that their orders are placed on the date specified in the bulletin.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for \$5.00 or less, except if a course or curriculum fails to materialize, then the entire tuition will be refunded.

No refunds are made after the ten-day period except in cases where the student is a veteran or war orphan. Veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

FIELD TRIPS AND STUDENT TRANSPORTATION

All students will be expected to pay out of their own funds any expenses, including transportation charges, for their participation in any field trips associated with their class.

Classes requiring field trips will have a statement printed in the college bulletin accompanying the course description. Faculty members may not require a class to participate in a field trip unless it is included in the course description.

FINANCIAL AID

It is the desire of the college that no person who has ability and motivation should be deprived of the advantages of a college education due to lack of funds. The college provides financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be directed to the office of Student Affairs. Applications for financial aid, especially scholarships, must be submitted by the following dates:

September 1-Fall Quarter
December 1-Winter Quarter
March 1-Spring Quarter
June 1-Summer Quarter

FINANCIAL AID PROCEDURES

1. The applicant must apply and be accepted for enrollment for the term before receiving financial aid.
2. The applicant must submit a Parent's Confidential Statement or institutional financial aid application to the financial aid office.
3. After the financial aid committee reviews the applicant's form, he will be notified of its decision of approval or disapproval.
4. As soon as the needs analysis is evaluated, the applicant will be notified of the amount of aid he will receive.

SCHOLARSHIPS

The scholarship program receives support from local contributions and endowments. The scholarships are administered by the office of Student Affairs. General scholarships are awarded on the basis of academic excellence; however, local donors may place other conditions that must be met by the applicant. Interested students should contact the Financial Aid Officer.

HARRIET-HENDERSON SCHOLARSHIP

The Harriet-Henderson Yarns, Inc. of Henderson has tuitional grants to be awarded to individuals demonstrating financial need. Variable amounts up to \$132 annually may be granted to individuals through the financial aid office.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the North Carolina Department of Public Instruction and the Federal Office of the Vocational





Rehabilitation Administration. The division is financed by state and federal funds. Vocational Rehabilitation offers such services as are necessary to enable a physically or mentally handicapped person to become self-supporting. Financial assistance is available for training at Vance-Granville Community College for eligible handicapped persons.

If a prospective student has a physical disability or is limited in his activity because of a disability he should contact the Division of Vocational Rehabilitation Office nearest him.

VETERANS AND WAR ORPHANS

All curricula programs offered by Vance-Granville Community College are approved by the Veterans Administration for enrollment by veterans and war orphans under Chapter 35, Title 38, United States Code. Individuals who served in the Armed Forces and who were honorably discharged may qualify for benefits.

Veterans are admitted under the same admission requirements as other students. They pay tuition and attend school under the same regulations as others. The only difference between veterans and other students is that they are paid monthly by the Veterans Administration an amount determined by the hours attended and by the number of dependents.

V.A. payments for veterans in a college transfer or technical program are based on credit hours per quarter as indicated:

College Transfer and Technical Programs	
12 or more	Full Time
9-11	3/4 Time
6-8	1/4 Time

V. A. payments for veterans in a vocational program are based on contact hours (hours in class per week) per quarter as indicated below:

Vocational Programs

30	Full Time
22	3/4 Time
15	1/4 Time

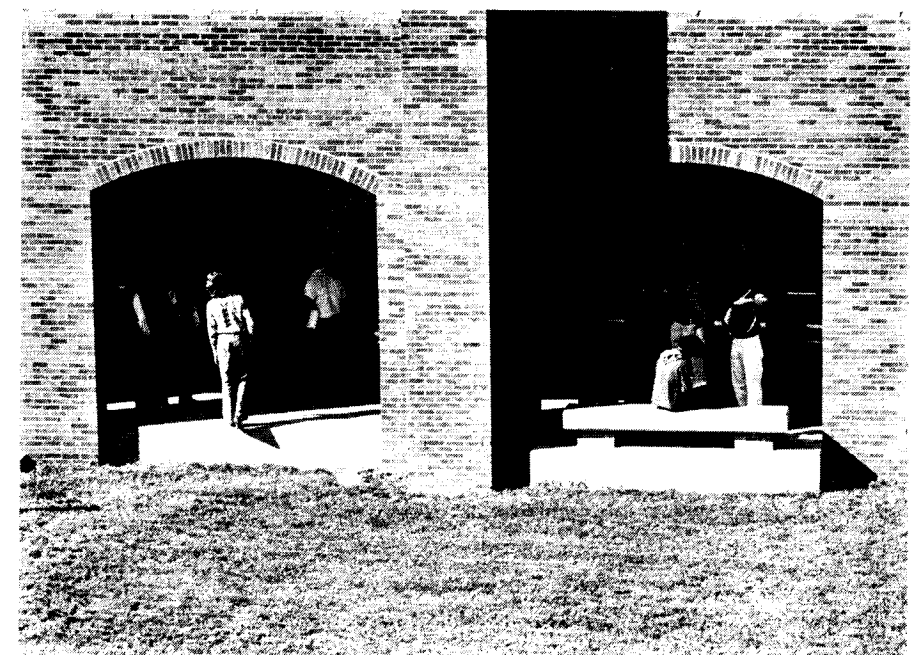
Full details on veterans training programs may be obtained from any Veterans Office or from the veterans officer in the Student Services Office at Vance-Granville Community College.

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program provides funds for the part-time employment of a limited number of students by the College or other non-profit organizations. Students demonstrating financial need may be employed in libraries, offices, bookstores, laboratories, shops, and building maintenance services.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) PROGRAM

The Basic Educational Opportunity Grant Program provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the grant program, cost of education, and expected family contribution determine the award amount.





LOANS

VOCATIONAL STUDENT LOAN FUND. Using funds donated by the North Carolina Consumer Finance Association, the State Board of Education established the Vocational Student Loan Program.

Students who demonstrate financial need may borrow up to \$300 annually. The interest rate is only 3 1/4 percent and repayment begins one year following graduation.

COLLEGE FOUNDATION, INC. Vance-Granville Community College is a member of College Foundation, Inc. Through this corporation, students may borrow up to \$1,000 yearly. The interest rate varies up to 6 percent, depending upon the actual source of monies borrowed.

SOCIAL SECURITY

Benefits may be paid for students under 22 years of age who had one or more deceased parents that were covered by Social Security. Students should contact the nearest Social Security Office in the area.

COLLEGE FOUNDATION

As a private non-profit corporation providing educational loans to North Carolina residents, the foundation also administers the Bryan College Foundation monies. Students may borrow up to \$1500, which is secured by a promissory note.

COMPREHENSIVE EMPLOYMENT TRAINING ACT

Under the Comprehensive Employment Training Act, Vance-Granville Community College works with the Employment Security Office to train people not able to obtain training through their own means.

STUDENT ORGANIZATIONS AND ACTIVITIES

The college encourages student participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development.

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences.

The student activities program may include student government, publications, intramural athletics, departmental clubs, and special interest groups. A faculty advisor is required by the administration for each student group and organization. All organizations must be chartered and approved by the Student Government Association and Student Affairs Committee. Should a sufficient number of students desire a particular activity, they can petition the Student Government for official recognition. All campus organizations are prohibited from discrimination according to race, creed, color, sex, or age.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

SOCIAL LIFE

A series of programs is provided throughout the year for the cultural, educational and social enrichment of the students. Any student who pays the student activity fee is eligible to attend activities sponsored by the college.

INTRAMURAL SPORTS

The purpose of this program is to provide all students at Vance-Granville Community College an opportunity for wholesome recreation through participation in a variety of selected and properly supervised activities.

STUDENT AFFAIRS

COUNSELING

Vance-Granville Community College employs professionally-trained counselors to assist students with educational, occupational, or personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exist.

ACADEMIC COUNSELING

To assist students in their academic programs, the college has established a system of academic counseling whereby the student is assigned to a faculty member or counselor who serves as his advisor. The advisor helps to plan the

student's academic program, particularly during pre-registration and registration periods; keeps a record of his progress; and is available throughout the year for additional counseling.

Advisors will make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

ORIENTATION

To promote rapid and sound adjustment to the educational philosophy, programs, and standards of the college, new students are expected to participate in an orientation program. The objectives of the orientation program are:

1. To acquaint the new student with the college, its facilities, resources, services, activities, policies, and organizations.
2. To assist the student in taking full advantage of the opportunities offered by the college.
3. To help the student in developing effective approaches to the problems frequently encountered by beginning college students.



TESTING

A well planned testing program for all students is coordinated by the Student Affairs staff. An Appraisal Test Battery will be administered to all new students planning to enter the degree or diploma programs. In addition, other tests and interest inventories are available in the counseling office or Learning Resource Center.

Vance-Granville Community College offers the General Educational Development Program (G.E.D.) to adults who did not complete their high school education. Upon successful completion of a series of tests, a North Carolina Certificate of High School Equivalency will be awarded. Individuals interested in applying for the G.E.D. Program should contact the Student Affairs Office for application procedures.

STUDENT HEALTH SERVICES

Since Vance-Granville Community College is a commuter institute, the college maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

The college has made arrangements with local physicians who will take emergency calls. Emergency facilities are also available at Maria Parham Hospital in Henderson.

The entering student is required to complete a health questionnaire. This record becomes a part of the student's permanent record.

EMERGENCY INFORMATION

The office of the Dean of Student Affairs has a first-aid kit and will assist in minor emergencies. In case of emergency the Vance County Police or Henderson Fire Department will respond if called. All emergency cases will be referred to the nearest hospital. The Dean of Student Affairs should be notified of all campus accidents.

When an emergency exists that requires the attention of a physician on campus, the nearest physician will be notified and any expense will be the responsibility of the injured individual and his family. The right to call for outside assistance in medical emergencies will be left up to the judgement of the faculty member, student, or administrator present at the scene of the emergency.

All accidents occurring on campus involving college activities must be reported in writing and filed in the office of the President. Standard format and assistance in writing up reports may be obtained in the office of the Dean of Student Affairs.

JOB PLACEMENT

Placement services are available through the Student Affairs Office. Students are encouraged to use this service.

The college provides these services without regard to race, color, creed, sex, or national origin.

FACULTY AND STAFF

Ayscue, Nancy Secretary, Faculty
 Baskerville, Rachel C Secretarial Science
 B.S. and additional graduate study, North Carolina A&T State University.
 Baugh, Valerie College Transfer
 B.A., Indiana University; Sorbonne Deuxieme Degree, French Institute, Amsterdam;
 M.A., San Francisco State College; M.A., University of North Carolina-Chapel Hill.
 Bazemore, Billie J Nursing
 B.S.N., Medical College of Virginia.
 Berdine, James M Chairman, Electronic
 Servicing & Maintenance Department
 Certificate, Associate Engineering Technician, Institute for Certification of Engineering
 Technicians; academic studies, East Carolina University, Western Piedmont Com-
 munity College, Vance-Granville Community College.
 Bissett, Harold E. Jr. Accounting, Business Administration
 B.S., East Carolina University; additional graduate study, North Carolina Central
 University.
 Brame, William R Maintenance Supervisor
 Branch, William C. Jr. Coordinator, Testing
 B.S., Campbell College; additional graduate studies, North Carolina Central
 University.
 Brantley, Linda F Secretary, Business Manager
 Bryan, J. Harry Registrar/Veterans Affairs Officer
 B.A., North Carolina State University.
 Bullock, Verna Secretarial Science
 B.A., Allen University; additional graduate work, North Carolina Central University.
 Carpenter, Patricia Career Counselor
 B.S., Business Education; M.S. Counseling, North Carolina Central University.
 Choplin, Mack R. Accounting, Business Administration
 B.S., East Carolina University; additional graduate study, North Carolina State
 University.
 Clark, Margaret P LRC Technical Assistant
 Clifton, Patricia T Secretary, Assistant
 Director of Continuing Education
 Cobbs, Mary Payroll Officer
 Creech, Antoinette R. Supervisor of Outreach Workers, Aging Program
 A.B., University of North Carolina at Greensboro.
 Crumpton, Amine C Receptionist
 Academic Studies, Peace College.
 DeAnnuntis, Giacomo English
 A.A., Peirce Junior College; B.S., Temple University; M.A., East Carolina University.
 Eaton, Herman Chairman, Electrical Installation
 B.S., North Carolina Central University; Electrical Contractors License.
 Fleming, Pamela E LRC Media Technician

A.A.S., Technical Institute of the Alamance; additional studies at Bennett College and
 Western Carolina University.
 Flippin, Carl B. Jr. Chairman, Individualized Instruction
 Department
 A.B., University of Oklahoma; M.S., Oklahoma State University.
 Frazier, Julius M Automotive Mechanics
 Certificate, Nashville Auto Diesel College.
 Fuller, Mary Ann Records Clerk
 Garrison, Terry E Coordinator, Career
 Development Services
 B.A., North Carolina Central University.
 Gibbs, Frances M English
 B.S., East Carolina University, good study Eastern Carolina University.
 Graham, Patricia P Secretary, President
 Greene, Ralph A Dean of Instruction
 B.S., M.A., East Tennessee State University; Ed.D., North Carolina State University.
 Additional graduate study, Florida Atlantic University, University of North Carolina at
 Chapel Hill.
 Griffin, Robert S Criminal Justice Technology
 B.S., M.A.E., East Carolina University
 Grissom, Betsy B Secretary, Dean of
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 Guin, Daniel W Assistant Director,
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 Haith, Dale Coordinator,
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 Hale, James E Accounting, Business
 Administration
 A.A., Louisburg College; B.S. Atlantic Christian College; M.B.A., East Tennessee
 State University.
 Harrison, S. Miller Chairman, Industrial
 Management Department
 B.S., East Carolina University.
 Heath, Dorothy J Secretary, Director of
 Public Information and Resource Development,
 and Secretary, Area Consultant for
 Management Development Program
 Heath, Jacquelin Child Care
 B.S., M.S., North Carolina A&T University.
 Henderson, Nannette Director, College Transfer
 Program
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 Hoyle, Mary G Chairman, Nursing Department
 R.N., Watts Hospital School of Nursing; B.A. and additional graduate study, Shaw
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Ijames, Steve D Director, Vocational and
 Technical Programs
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 University.

Inscoc, Sharon D Disbursement Officer

Jackson, Jane K Recreational Therapy
 B.S., High Point College.

Jones, Bill Welding
 A.A.S., Roanoke-Chowan Technical Institute.

Kelly, Leo Jr Director, Continuing
 Education Department
 B.S., North Carolina Central University; M.S., North Carolina A&T State University.

Knorr, Robert C Chairman, Drafting Department
 B.S., M.A., North Carolina State University.

Lancaster, Catherine H English
 B.A., Marietta College.

Lehrer, Robin Visiting Artist
 B.F.A., University of North Carolina-Greensboro; M.F.A., Claremont Graduate
 School

Madigan, Frank H Dean of Student Affairs
 B.S., East Carolina University; M.A. and additional graduate study, University of
 North Carolina at Chapel Hill.

McFall, Theresa M Secretary, Director of
 Occupational Education

Mohorn, Donald R President
 B.S., M.S., Ed.D., North Carolina State University.

Moore, Janice M Individualized Instruction
 B.A., Indiana University; Master's Candidate, North Carolina Central University.

Murdock, Marie H Child Care
 B.A., East Carolina University.

Nelms, Patsy C Nursing
 B.S.N., East Carolina University.

Nelson, Marsha Instructor/Coordinator AVT
 B.S., East Carolina University; additional graduate work, North Carolina State
 University.

Norwood, Michael K Light Construction
 B.S., Appalachian State University.

Oakley, Carolyn C Coordinator, Library
 B.S., M.S., East Carolina University, additional graduate study, University of North
 Carolina at Chapel Hill.

Obhrai, Madhu College Transfer
 B.A., M.A., Extension University of New Delhi; M.A., Jersey City State College;
 additional graduate work, Winthrop College.

Owens, Nancy D Coordinator, Individualized Instruction
 B.S., North Carolina A&T State University; M.L.S., University of North Carolina at
 Greensboro.

Paulson, Beverly M Biology
 G.S., Parkland College; B.A., University of Illinois; M.Ed., Duke University.

Perkins, Robert E Supervisor
 Evening Programs
 B.S., North Carolina Central University.

Pernell, Elsie H Director, Learning Resources Center
 B.S., M.A., East Carolina University; M.A.T., University of North Carolina at
 Chapel Hill; Certificate, Institute for Learning Resources Center Directors, Bennett
 College and University of North Carolina at Greensboro; additional graduate study,
 Duke University, Randolph Macon's Woman's College, North Carolina State
 University.

Pernell, Julian J Chairman, Light Construction
 Department
 Former General Building Contractor

Porterfield, Robert College Transfer
 B.S., Wake Forest University; M.A., Appalachian State University; additional
 graduate work, Wake Forest University, Virginia Polytechnic Institute.

Puryear, Patricia Printing/Duplicating
 Specialist

Rogers, B. Lee Accounting
 B.S., Campbell College; M.A., Appalachian State University; additional post-graduate
 study, North Carolina State University.

Rose, Jerry D Purchasing Agent
 A.A.S. (Accounting), A.A.S. (Business Administration), Durham Technical Institute;
 additional academic study, North Carolina Central University.

Shafer, Carl R Chairman, Math/Science
 Department
 B.S., Bradley University; M.A., Washington University; Ph.D., University of
 Colorado.

Slaughter, Wilbur O Welding
 Diploma, Welding, Vance-Granville Technical Institute.

Smith, Michelle Individualized Curriculum
 B.S., East Carolina University.

Snyder, George E Chairman, Criminal Justice
 Technology Department
 B.S., Eastern Kentucky University.

Snyder, Jean F Machine Operator, Business
 Office

Stokes, Paul R Chairman, Business
 Department
 B.A., East Carolina University; additional graduate study, St. Andrew's Presbyterian
 College, Towson State University, University of Maryland; M.Ed., North Carolina
 State University.

Terry, Doris E Supervisor, Adult Basic
 Education/General Educational
 Development Instructor
 A.B. Duke University; M.Ed., North Carolina State University.

Terry, Leonard L. Welding
 Diploma, Welding, Vance-Granville Technical Institute

Terry, Wesley P. Criminal Justice Technology
 B.S., Virginia Commonwealth University

Thames, Walter R. Director, Public Information
 & Resource Development
 B.A., University of Alabama; M.A., University of North Carolina at Chapel Hill

Thompson, Jerry Accountant
 B.B.A., Campbell College

Tucker, Doris Chairman, Child Care
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 B.A. Home Economics; Secondary Certificate, Meredith College; M.Ed., North
 Carolina State University

Walker, Robert H. Jr. Coordinator, Cooperative
 Education
 B.A., North Carolina Wesleyan College

Watkins, Dorothea LRC Technical Assistant

Welch, Thomas B. Chairman, Automotive
 Mechanics Department
 Academic study, North Carolina State University

Wheeler, James H. Jr. Business
 A.A.S., Vance-Granville Technical Institute; B.A., North Carolina Wesleyan College;
 M.S., North Carolina State University

Whittaker, Peggy S. Counselor, Student Affairs
 B.S., M.A., Appalachian State University

Williams, Dorothy Career Development Services
 Counselor/Instructor
 B.S., North Carolina A&T State University

Wilson, Faye H. Nursing
 R.N., Watts Hospital School of Nursing

Wilson, Frederick H. Jr. Chairman, Recreational
 Therapy Department
 B.S., North Carolina State University

Woods, Murphy Business Manager
 B.S., Pembroke State University; additional graduate studies, Massachusetts Institute
 of Technology, Northeastern University, University of Nebraska, North Carolina State
 University, East Carolina University

Yount, Elissa P. Chairman, English Department
 B.A. and additional graduate study, University of North Carolina at Chapel Hill

VANCE- GRANVILLE COMMUNITY COLLEGE



LEARNING RESOURCE CENTER



**VANCE-GRANVILLE
COMMUNITY
COLLEGE**

Learning Resource Center

1977 - 78

THE LEARNING RESOURCES CENTER

The Learning Resources Center LRC is the area where reference and institutional services, media, materials and equipment supportive of the college's total educational program are housed and made available to students, faculty, staff, and the community. The LRC provides library, audio-visual-media production, and instructional services.

The proper functioning of the Learning Resources Center at Vance-Granville Community College is vital to the institution's educational effectiveness. The objectives of the institutional programs, the nature of the student body, and the needs of the community require that media be carefully selected, abundantly supplied, and continuously evaluated. Media is an all encompassing term and includes all types of printed and non-printed materials with related equipment.

The Learning Resources Center has available reference books, general interest books, special book collections, current periodicals, bound periodicals, newspapers and magazines on microfilm, vertical file materials, college catalogs, 16 mm. films and super 8 mm. film loops, film strips, media kits, wall maps, pictures, records, slides, sound filmstrips, reel-to-reel and cassette tapes, transparencies, programmed and self-instructional materials, and professional materials.

Orientation programs are held for new students and staff members. Guided tours are conducted upon request. Audio-visual materials are produced, and audio-visual equipment is available. Free and rental film service is provided. The LRC also provides displays of special collections and art displays. The UNC-TV Network Guide is available for the benefit of all. Interlibrary loan service is available upon request.

THE LIBRARY

The Library Unit of the Learning Resources Center contains print and non-print media which support the programs of Vance-Granville Community College. All media are located on shelves in open stack areas, giving easy access to all users for knowledge and enjoyment. Equipment is available for use with all non-print media.

The library is open from 8:00 A.M. until 9:30 P.M. Mondays through Thursdays and from 8:00 A.M. until 5:00 P.M. on Fridays.

In order to use the materials in the library, a patron must sign a registration card giving name, address and telephone number. The borrower's card must be presented each time media is checked out.

CIRCULATION REGULATIONS

GENERAL CIRCULATION

Most books and audio-visual materials may be checked out for a period of two weeks and may be renewed for an additional two weeks if no one else has requested that the media be placed on hold. The renewal must be made in

person and the media must be presented to be restamped.

REFERENCE

Reference books are for library use only; however, upon special request, an exception may be made to permit reference books to be circulated as reserve books.

RESERVE

Books and other materials may be placed on reserve by an instructor for class use. The reserve collection is located behind the circulation desk and must be requested at the circulation desk. The instructor will give any specific instructions, but the general rule is that reserve material may be checked out at 9:00 P.M. for overnight use. On Fridays, reserve material may be checked out at 4:00 P.M. The material must be returned by 9:00 A.M. the following school day.

REFERENCE MATERIALS

General reference works available include encyclopedias, dictionaries, atlases, periodical indexes, and biographical sources. There are handbooks for almost all curricula areas. Subject encyclopedias available include *McGraw-Hill Encyclopedia of Science and Technology*, *Practical Handyman's Encyclopedia*, and *Encyclopedia of World Art*. Many standard abridged and unabridged dictionaries are available for use, as well as dictionaries in many foreign languages. Biographical sources include *Current Biography*, *Who's Who in America*, and *Who's Who Among American Women*. Atlases include *Goode's World Atlas*, *These United States*, and the *New Grosset Road Atlas*.



Eleven indexes are available. The *Applied Science and Technology Index* provides a subject index to more than 250 periodicals in the technical files. The *Biography Index* is a cumulative index to biographical material in books and magazines. The *Book Review Digest* is an index and digest of selected book reviews in more than 75 English and American periodicals. The *Business Periodicals Index* is a subject index to periodicals in the business field. The *Cumulative Index to Nursing Literature* is a subject-author reference to a broad selection of subject matter in the fields of nursing and other related health fields.

The *Education Index* is a cumulative subject index to a selected list of educational periodicals, proceedings, and yearbooks. *Library Literature* is an index to current books, pamphlets, periodical literature and theses relating to librarianship. Some 160 journals are covered, with alphabetical author and subject references. The *New York Times Index* serves as a guide to the reporting of current events, with a subject index giving exact references to date, page and column, and cross references to names and related topics. A brief synopsis of articles is provided. The *Reader's Guide to Periodical Literature* is an index to over 100 periodicals of a general nature. Author and subject entries are included for stories. Poems and plays are listed under categories and cross-referenced by author entries. Moving Pictures are listed under a separate category. Maps, portraits, illustrations, and biographies are also noted.

The *Social Sciences and Humanities Index* is an index of about 175 American and English periodicals on the scale of larger, scholarly libraries. The *Wall Street*

Journal Index is an alphabetically-arranged index to corporate news and general news appearing in the Wall Street Journal.

PERIODICALS

The library subscribes to 14 newspapers and over 250 magazines. Current newspapers are located on the newspaper stand. Current magazines are placed on the magazine racks. Older issues are stored in the storage unit under the appropriate magazine. Back issues of magazines for the entire current year are stored in this manner. Back issues for past years are on microfilm and are available in the microfilm cabinets.

Back issues of periodicals may be checked out for overnight use. All periodicals on microfilm must be used in the library. Two microfilm readers and a reader-printer are available for patron use.

A complete list of the holdings of periodicals is located in the Kardex File on the circulation desk. It shows all periodicals in the library, whether they are loose, bound, or on microfilm and which years of each magazine are held in the library.

CLASSIFICATION OF MATERIALS

The Dewey Decimal Classification System is used in the Learning Resources Center. The Dewey System provides for the following ten main divisions:

000-009 General Works: includes bibliographies, encyclopedias, and library science materials.



- 100-199 Philosophy, Psychology: includes child study, logic, conduct, and philosophy.
- 200-299 Religion: includes theology, the Bible, devotional books, the church, and mythology.
- 300-399 Social Sciences: includes sociology, statistics, economics, law, government, education, welfare, commerce, and communications.
- 400-499 Language and Languages: includes comparison of languages, English, German, French, Italian, Latin, Spanish, and Greek.
- 500-599 Science, Mathematics: includes astronomy, physics, chemistry, geology, paleontology, botany, and zoology.
- 600-699 Applied Science, Industries: includes medicine, engineering, agriculture, home economics, business, manufacturing, and handicrafts.
- 700-799 Fine Arts, Recreation: includes gardening, architecture, sculpture, drawing, painting and sports.
- 800-899 Literature: includes poetry, drama, and essays of American, English, German, French, Italian, Spanish, Greek, and other literatures.
- 900-999 History of each country and its states or subdivisions, travel, biographies of people from all nationalities, geography, and archeology.

Since the Dewey Decimal Classification System does not provide a place for fiction, such books are marked with a capital "F", an author symbol, and an author number.

CARD CATALOG

The card catalog is the key to the media in the library and in the Instructional Units. Simply stated, it is an alphabetical index to all cataloged materials in the LRC. Each item has at least one catalog card, and most materials have from three to five cards. There are three basic types of listings: by author, by subject, and by title. The catalog is divided into two sections. One section contains cards listing authors and/or titles, and the other has cards listing subjects.

SPECIAL SYMBOLS

The LRC has a variety of learning materials that require special symbols not provided for in the Dewey Decimal Classification System. The special symbols are found in the upper left-hand corner of the catalog cards. Some of these symbols are:

MEDIUM	SYMBOL	MEDIUM	SYMBOL
Art Print	PA	Microfiche	FF
Cassette Tape	CT	Microfilm	FM
Chart	PC	Microprint	PM
Diorama	DD	Mock-Up, Model	DM
Equipment	EQ	Motion Picture Film, 16 mm.	MP
Film	MP	Motion Picture Film, 8 mm.	ML
Filmstrip	FS	Picture	PP
Flash Cards	PS	Realia	DS
Game	KL	Recording, Disc	RD
Globe	DM	Slide	TS
Individualized Instruction	II	Specimen	DS
Kinescope	MP	Study Print	PS
Kit	KT	Tape Recording	RT
Map	PC	Transparancy	TR
Microcard	PM	Vertical File Materials	VF
		Video Tape	MV

VERTICAL FILE

The vertical file maintained by the LRC includes pamphlets, pictures, and newspaper clippings. Any booklet received by the library that warrants maintaining but is less than fifty pages is not cataloged but can be found in the vertical file. The library has a file of nearly one thousand pictures of persons of current or historical importance. The pictures are filed by the last names of the people and are in the top drawer of the vertical file. Articles on people and subjects of local interest are clipped from newspapers and filed by subject in the vertical file.

UNIVERSITY AND COLLEGE CATALOGS

The library has a collection of the catalogs of most technical institutes, community colleges, colleges, and universities in the state. Some catalogs of graduate schools and universities are available. These materials may be requested at the circulation desk.

AUDIO-VISUAL-MEDIA PRODUCTION

The Audio-Visual-Media Production units of the Learning Resources Center is divided into two sections - the Audio-Visual Equipment and the Instructional Materials Production sections.

AUDIO-VISUAL EQUIPMENT

The Learning Resources Center has a wide variety of audio-visual equipment. There are facilities to produce cassette duplicates, to produce cassette copies from reel-to-reel masters, and to produce cassette copies from phono discs.

Equipment on hand includes 16 mm. and 8 mm. film projectors, slide projectors, filmstrip projectors and viewers, reel-to-reel and cassette tape recorders, record players, sound filmstrip projectors, microfilm reader and reader-printer, microfiche reader, language masters, controlled readers, opaque projector, overhead projectors, 35 mm. camera, super 8 movie camera and projectors, thermocopier, cassette copier, dry mount press, Kodak copy stand, twin lens reflex camera, and projector screens.

Those checking out equipment from the Media Production unit in the LRC are responsible for any damage due to negligence. It is the responsibility of borrowers to return equipment immediately. Borrowers are held responsible for equipment entrusted to them.

A person with access to the A-V storage area will be available in the LRC until 9:30 P.M. each weekday except Friday.





INSTRUCTIONAL MATERIAL PRODUCTION

The Learning Resources Center can provide programs, transparencies, signs, photography, and special productions. Slide programs can be produced from scripts provided by those requesting programs. A variety of resources, such as original art work, book or magazine pictures or lettered show cards, are available. Photography can be requested for slide presentations. Transparency programs can be produced by the thermal process. Transparency presentations can be produced only from original art work, hand machine and pressed type lettering. Special productions can be requested for work such as the design of brochure covers, certificate lettering, charts, graphs, and bulletin boards.

The LRC follows the policy of serving patrons on a first-come basis. For the production of a sizable program, two-weeks notice is required. Films may be requested through the Media Technician. Three weeks ordering time should be allowed for films from the State Library and from the North Carolina Health Laboratory. Order dates for films from Educator's Progress Service Series and NICEM varies according to film usage.

INSTRUCTIONAL UNIT

The Individualized Instruction Laboratory of the Learning Resources Center is open from 8:00 A.M. to 9:30 P.M. Mondays through Thursdays and from 8:00 A.M. to 5:00 P.M. on Fridays. The Laboratory is designed so that the individual learner has access to the most effective programmed and self-instructional materials available in the educational marketplace. Materials are available in

various formats to accommodate the learning style and needs of each student. The student studies and progresses at his own rate in a non-competitive environment, and has the option of pursuing almost any program of study which fulfills his needs and goals.

Students desiring to enroll in the laboratory meet with the Individualized Instruction Coordinator and establish educational goals. The Coordinator helps students select the most convenient schedules. Schedules are flexible and realistic, with a recommendation of at least ten hours in the laboratory per week. Data sheets and student data cards are part of initial enrollment procedures. Students also take appropriate placement inventories. The Coordinator prescribes assignments based upon students' performance levels. Students receive time cards on which time schedules are registered and program assignments are written.

The Individualized Instruction Coordinator is in constant contact with laboratory students to offer guidance and additional materials as needed and to evaluate students' progress.

Students are provided all materials necessary for a course of study with the exception of pencil and paper. The materials are provided for use in the laboratory area and are not generally circulated for at-home use by students. Materials may be checked out on a short-term basis by faculty members. Faculty requests may be made to the Coordinator, and materials checked out at the library circulation desk.

Materials in the laboratory are organized according to the Dewey Decimal



Classification System. A listing of materials in the laboratory can be found in the Multi-Media Catalog in the laboratory as well as in the main Catalog located in the LRC. Materials which are located in the Individualized Instruction Laboratory are identified by the letters "II" in the left-hand corner of the catalog cards above the Dewey call number.

Programmed material is designed in such a manner as to aid students in learning information in small sequences called frames. Each frame requires an immediate response which students write and immediately check. If a student does not master the concept correctly or learns the concept incorrectly, the program makes the correction or reteaches the concept. In this manner, a student progresses at his own rate. Multi-media kits are incorporated with the programmed materials to provide students with audio and visual stimulation in the learning process.

ADULT HIGH SCHOOL DIPLOMA

Any adult who is 18 years old or older who wishes to complete his or her education may enroll in the Adult High School Diploma Program in the Individualized Instruction Laboratory. There are no prior educational requirements; however, students who have completed high school courses may receive credit for units completed by requesting the high school principal to send a transcript of grades to the Laboratory Coordinator. At least one unit of credit must be earned within the laboratory before a student will be awarded a high school diploma.

Persons wishing to enroll in the Adult High School Diploma program take a diagnostic reading inventory to determine reading proficiency. They must have a high school reading proficiency before beginning other course work. Those who have a weakness in reading skills or in vocabulary can be assigned to programs which will build proficiency.

A standardized test will be administered upon completion of each course. A minimal score of the twentieth percentile at the appropriate grade norm must be attained before credit is awarded. A spelling test is required before graduation. Students must be able to correctly spell eighty-five per cent of a total of 50 words in order to pass the test. An arithmetic test which indicates that the student possesses adequate computational skills is also required.

The curriculum of the Adult High School Diploma Program consists of nine units of course work, including one unit each of ninth grade English and literature, ninth grade general math, ninth grade general science, tenth grade English and literature, tenth grade biology, eleventh grade English and literature, eleventh grade American studies, eleventh grade American government, twelfth grade English and literature, and twelfth grade spelling.

A student with "special needs" who is between 16 and 18 years of age and has not been enrolled in a high school for six months can be enrolled in the Individualized Instruction Laboratory to complete school if certain conditions are met.

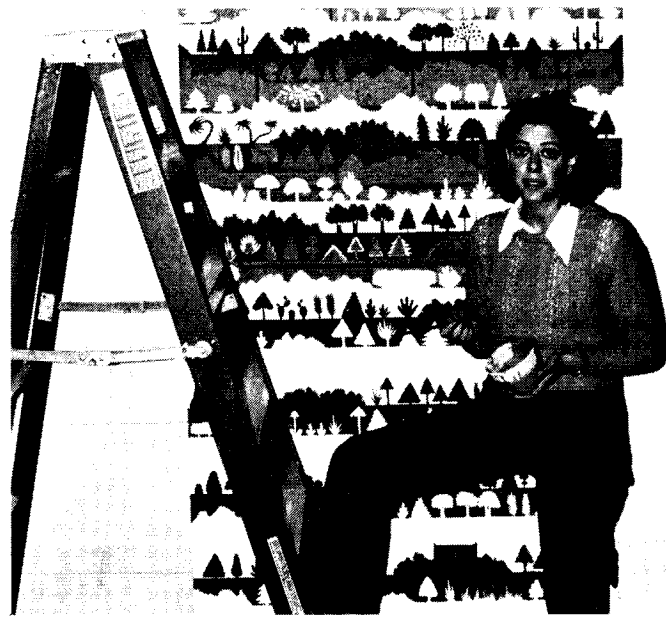
"Special needs" include hardship situations that prevent successful progress, health conditions, and other circumstances that result in the cessation of regular high school studies. The student must have written permission of the principal and superintendent of the school system in the county in which he or she resides. The parent of the student must present a notarized petition granting permission for the student to enroll in the program.

It is not the purpose of the Individualized Instruction Laboratory to operate a high school diploma program in competition with the public school system; therefore, only students whose situations indicate that their educational needs can best be served through the laboratory will be accepted. The acceptance of students released from public schools is subject to recommendation of the Coordinator, approval of the Director of the LRC and approval by the President of Vance-Granville Community College.

High school students between the ages of 16 and 18 may attend the Individualized Instruction Laboratory for the purpose of acquiring one-half, one or two units of credit for transfer to the public school.

Credit may be obtained for transfer purposes in English, general math, biology, social studies (American studies, world history, American government), general science, home economics (child care and development, health and safety), geography, chemistry, algebra I and II, geometry, and foreign languages (German, Spanish, French).





GENERAL EDUCATION DEVELOPMENT TESTS HIGH SCHOOL EQUIVALENCY PREPARATION

Any person who is 18 years of age or older may prepare for the GED tests in the Individualized Instruction Laboratory. The preparation program is composed of two parts: reading-vocabulary skills improvement and subject area.

Each GED preparatory student is given a reading diagnostic placement inventory to determine reading proficiency. Students should attain a reading proficiency on the GED test level before beginning subject area preparation. Weaknesses in reading-vocabulary proficiency should be corrected through programs available in the laboratory.

The GED test covers five subject areas: English, literary materials, social science, natural science, and math. Students build proficiency in these areas through programmed and other self-instructional materials. Students who have taken the GED tests before but whose scores were below the passing level may wish to take subject preparation only in the area or areas where low scores were made.

TECHNICAL, VOCATIONAL, AND COLLEGE PREPARATORY PROGRAMS

The Individualized Instruction Laboratory has available programs designed to help individuals correct academic deficiencies in order to qualify for enrollment in specific technical, vocational, or college transfer curricula.

GENERAL INTEREST

In addition to the programs designed to meet specific educational goals of the student, the Laboratory offers many courses of study which may be taken for

personal enrichment. These general interest courses are not part of a laboratory curriculum and do not carry credit for any purpose. Any adult in the community may enroll in a general interest course, and any program of study offered by the Laboratory may be taken as a general interest course.

VETERANS BENEFITS

The Adult High School Program and the Technical and Vocational Preparatory Program are currently approved for veteran benefits by the Veterans Administration. Veterans who are considering one of these programs of study should contact the Veterans Coordinator at the College to help determine eligibility and to select programs which best meet their needs and goals.

The Veterans Administration requires that an accurate record of attendance be kept for each veteran student. Certification of attendance is submitted periodically for each veteran enrolled in the laboratory.

Veterans must attend 25 hours of study each week in the laboratory in order to qualify for full-time benefits. Three-quarters time benefits require 18 hours of laboratory study each week, and half time benefits require 13 hours of laboratory study every week.

Veterans receiving benefits may not miss more than seven days, or the number of hours equivalent to seven days, during any three months' reporting period. Credit is allowed only for the time students are actually studying. Time



cards must be checked out with the Coordinator any time students leave the laboratory.

Veterans receiving benefits must show progress while enrolled in the laboratory. Each course assignment must be completed in a reasonable length of time as determined by the Coordinator.

CURRICULA COURSES

An instructor may work with the Coordinator to schedule regularly enrolled curricula students in laboratory work to supplement classroom instruction, make-up for missed class sessions or study materials comparable to those originally designed for classroom instruction. This service may help to accommodate students whose work hours conflict with a scheduled class. Instructors establish content regulations, select materials, and set the number of hours for each student involved.

INDIVIDUALIZED CURRICULUM

The Individualized Curriculum Program within the Learning Resources Center offers a specialized curriculum designed to meet the individual needs of students whose levels of achievement indicate a need for an individual approach to the attainment of their educational goals. Students use specific learning materials and equipment and are extensively involved in laboratory experiences in order to progress at their own rate.

Individualized Curriculum courses may be taken either on a full-time or part-time basis. A weekly 16-hour schedule of individualized instruction is divided about equally in the three areas of English, math, and reading. Any student may enroll in an Individualized Curriculum course as an elective.

This specialized program is designed with these purposes in mind:

1. To provide the student an opportunity to develop skills and understanding necessary to sustain success in the vocational, technical, and college transfer programs of the College.
2. To orient students to the principles of post high school learning experiences.
3. To assist individual students in making accurate and realistic assessments of themselves in relation to their educational goals.
4. To help students improve English, reading, and math skills.

Placement in the Individualized Curriculum Program is based on an analysis of high school transcripts, entrance test exam scores, and other available data concerning past achievements.

The quarter hours of credit listed with the Individualized Curriculum courses are for curriculum credit. These credits are not usually transferrable to other institutions; however, other institutions may consent to accept them in particular situations.

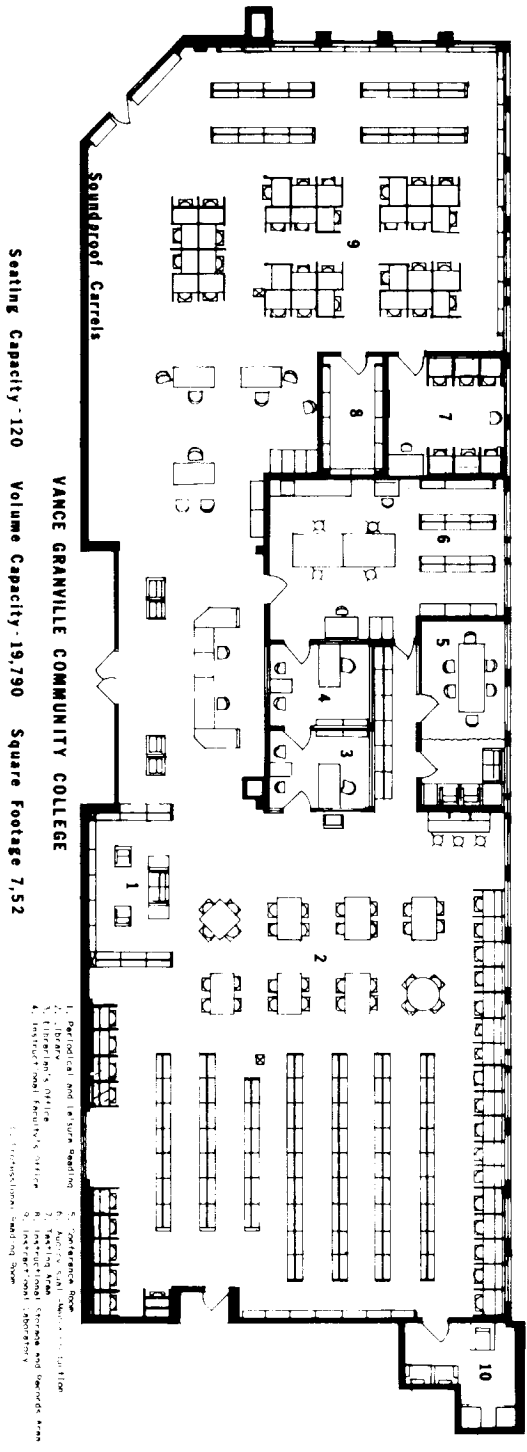
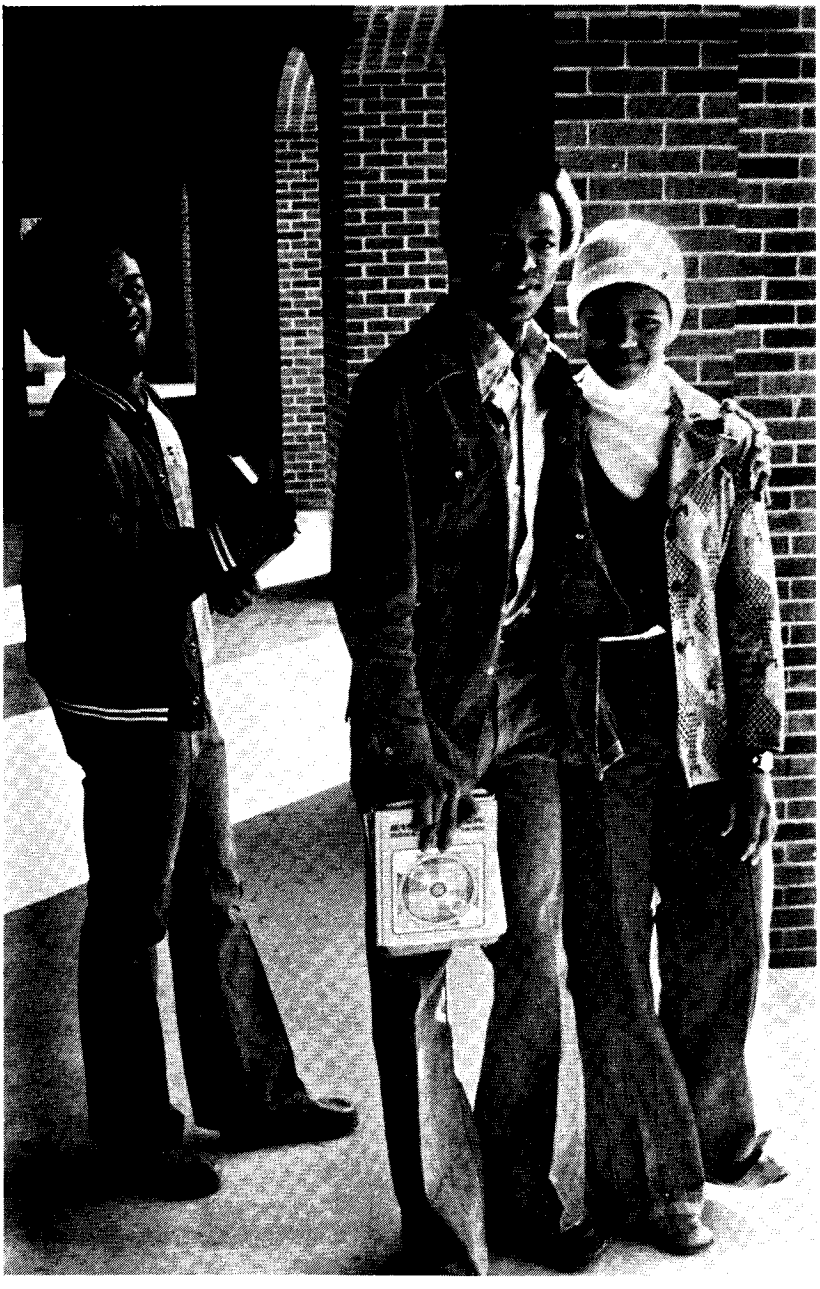
SUGGESTED SEQUENCE OF COURSES FOR INDIVIDUALIZED CURRICULUM

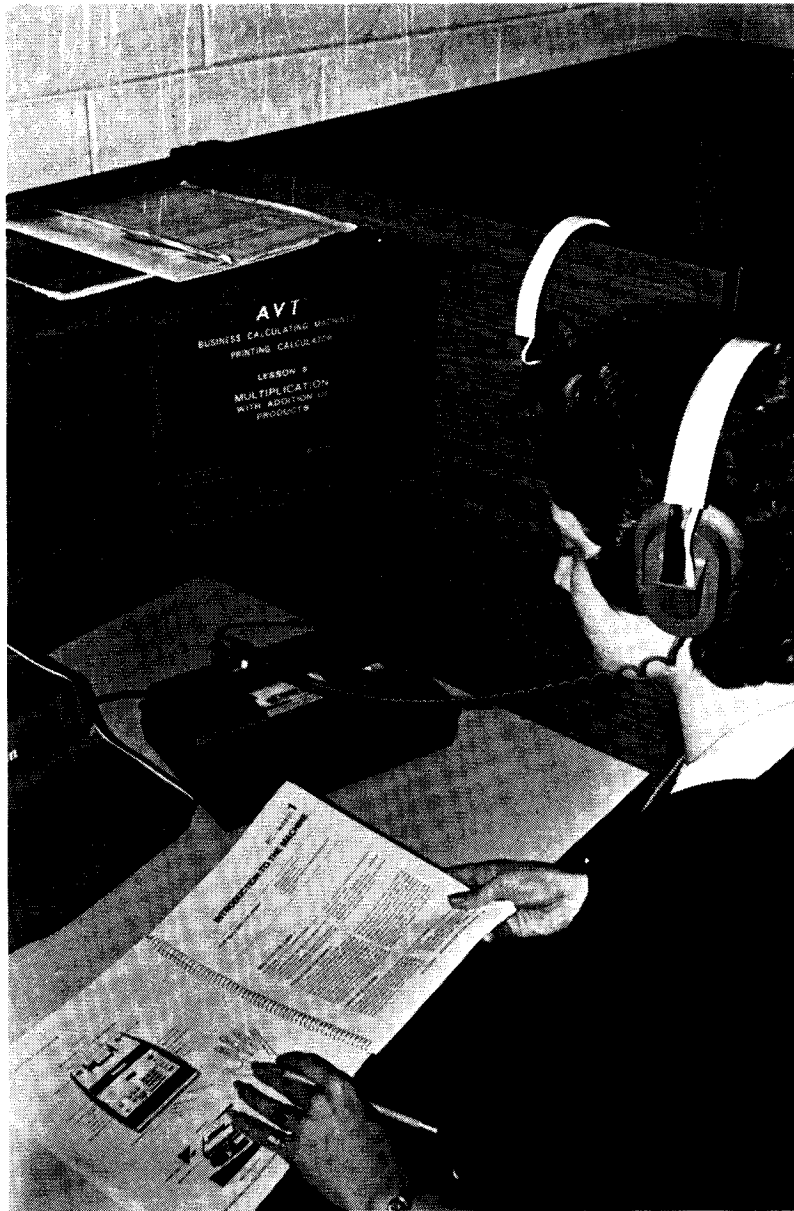
			Class hours per week	Credit hours
FIRST QUARTER				
LLB	100A	Reading Skills and Vocabulary Development	5	4
MAT	100A	Individualized Math	5	4
ENG	100A	Individualized Grammar and Composition	5	4
			—	—
			15	12
SECOND QUARTER				
LLB	100B	Reading Skills and Vocabulary Development	5	4
MAT	100B	Individualized Math	5	4
ENG	100B	Individualized Grammar and Composition	5	4
			—	—
			15	12
THIRD QUARTER				
LLB	100C	Reading Skills and Vocabulary Development	5	4
MAT	100C	Individualized Math	5	4
ENG	100C	Individualized Grammar and Composition	5	4
			—	—
			15	12

COURSE DESCRIPTION

Each course listing begins with three capital letters and a number. This is the abbreviation representing the course name, and the number is the position in the curriculum. Following the number is the name of the course and a brief description of the course.

LLB	100 A, B, C	Reading Skills and Vocabulary Development: Course is designed to increase word recognition, word attack, comprehensive skills, types of reading, vocabulary and dictionary skills.
ENG	100 A, B, C	Individualized Grammar and Composition: Course is designed to give written practice in sentence structure, spelling, capitalization, punctuation, paragraph development, and written organization to include taking notes.
MAT	100 A, B, C	Individualized Math: Emphasis is placed on mathematical skills required for successful performance in vocational, technical, and college transfer programs. Small group instruction and multi-media materials are used to increase computational skills.





VANCE- GRANVILLE COMMUNITY COLLEGE



TECHNICAL PROGRAMS

**VANCE-GRANVILLE
COMMUNITY
COLLEGE**

Technical Programs

1977 - 78

TECHNICAL PROGRAMS

Vance-Granville Community College offers twelve technical programs, including:

ACCOUNTING	INDUSTRIAL ENGINEERING
BUSINESS ADMINISTRATION	INDUSTRIAL MANAGEMENT
CRIMINAL JUSTICE	LEGAL SECRETARIAL SCIENCE
TECHNOLOGY	MARKETING & SALES
EARLY CHILDHOOD SPECIALIST	RECREATIONAL THERAPY
GENERAL EDUCATION	SECRETARIAL SCIENCE
GENERAL OFFICE TECHNOLOGY	

Technical programs emphasize theory and provide highly specialized training for specific occupational areas. Students acquire a broad understanding of operational procedures and the ability to supervise the work of others.

The program can be completed in two years by full-time students. Most of the technical programs offer both day and evening classes. Graduates of the programs receive Associate in Applied Science degrees.

Vance-Granville Community College maintains an 'open door' policy for all applicants who are high school graduates or who are eighteen years of age or older. The college serves all students regardless of race, creed, sex, color, or national origin.

Tuition for North Carolina residents who enroll on a full-time basis (12 quarter hours or more) is \$33 per quarter. Part-time students pay \$2.75 per quarter hour. In addition, a student activity fee of \$5 is charged each quarter to full-time students. Part-time students pay a prorated activity fee.

Textbooks and supplies, which may be purchased at the college bookstore, are other expenses for which students should plan. The cost varies with each program.

It is the desire of Vance-Granville Community College that no person who has the ability and motivation should be deprived of the advantage of an education due to lack of funds. There are a variety of financial aids, including scholarships, loans, grants, and the work-study program. Veterans attending the college are assisted by a Veterans Counselor who helps veterans and wives or husbands and children of deceased or disabled veterans, MIA's or POW's, to obtain the benefits they are due.

Professionally-trained counselors under the direction of the Student Affairs Office are available to assist students with educational, occupational, or personal problems. Every student can count on counseling services from pre-admission through graduation. While the college does not guarantee job placement, the Student Affairs Office offers assistance in finding suitable jobs for every student.

The new VGCC campus offers a pleasant and modern background for education. The Student Center Building features the Learning Resources Center (LRC), game rooms, and meeting areas. The LRC is an attractive, relaxed place

for studies, research, browsing, and self-improvement. Students have access to more than 14,000 books, around 250 magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. The Individualized Instruction Laboratory offers programmed materials in almost any program of study. Students can learn at their own rates in a non-competitive environment.

VGCC's student activity program offers a variety of meaningful educational, cultural, and social experiences. Students can participate in a variety of intramural sports. They can relax in the friendly atmosphere of the Student Center. The Student Government Association, class-related activities, publications, and clubs give students the opportunity to develop leadership skills and to pursue individual needs.

COURSE DESCRIPTIONS

Each course listing begins with three capital letters and a number. This is the abbreviation of the course name, and the number is the position in the curriculum. Following the number is the name of the course and a brief description of the course. Following the description may be a PR, meaning that there is a course required before the described course may be taken. The numbers in parentheses indicate the number of lecture and laboratory hours. The last number indicates the number of credit hours for completion of the course.



ACCOUNTING

Accounting is often called the "language of business." It is defined as the process by which economic information is measured and communicated — information vital to owners, managers, and creditors involved in business enterprise.

The Accounting curriculum student receives training in the organization and management of business operations, the fundamentals of accounting, and the analysis of financial statements. Students learn how to operate standard business machines related to accounting and receive an introduction to data processing systems. Students in the Accounting curriculum can join in the Cooperative Education Program, spending one or two quarters working for an accounting office. The student will be paid by the employer and receive credit toward a degree.

The graduate of the two-year Accounting curriculum receives an Associate of Applied Science Degree and can look forward to employment in three main fields: industrial accounting, governmental accounting and public accounting.

CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

	<i>Quarter Hours Credit</i>
<i>Communications</i>	19
Audio-Visual Aides & Library Research Technology; Grammar; Technical Writing; Business Communication; and Oral Communications	



Mathematics

Business Math I and II 10

Social Science

General Psychology or Psychology Elective 3

Courses in Major Required

Typing: Introduction to Business; 73

Office Machines I & II; Economics I & II;

Business Law I & II; Data Processing;

Finance: Accounting I & II; Intermediate

Accounting I & II; Advanced Accounting;

Taxes: Cost Accounting; Auditing

Electives

Personnel Management; Office Management; 3-32

Business Management: Supervision;

Sociology: Co-op I & II; Dynamics of

Human Behavior; Retailing; Human Relations

*A minimum of 108 credit hours are needed to graduate.

Suggested Sequence of Courses for Accounting:

	<i>Hours Per Week</i>		<i>Quarter Credit Hours</i>
	<i>Class</i>	<i>Lab</i>	
FIRST QUARTER			
ENG 105 Audio-Visual Aides & Library Research Technology	3	0	3
*BUS 102 Typing or Elective	3	4	5
MAT 110 Business Math I	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 110 Office Machines (Ten-Key, Printing Calculator)	1	2	2
	—	—	—
	17	6	20
SECOND QUARTER			
BUS 120 Accounting I	5	2	6
MAT 111 Business Math II	5	0	5
ENG 101 Grammar	3	2	4
BUS 111 Office Machines (Electronic Calculator)	1	2	2
ECO 102 Economics I	3	0	3
	—	—	—
	17	6	20
THIRD QUARTER			
BUS 115 Business Law I	3	0	3
BUS 121 Accounting II	5	2	6
ENG 104 Technical Writing	3	2	4
ECO 104 Economics II	3	0	3
Elective	—	—	—
	14	4	16

FOURTH QUARTER

BUS 116 Business Law II	3	0	3
ENG 206 Business Communication	3	2	4
EDP 104 Data Processing	3	2	4
BUS 222 Intermediate Accounting I	5	2	6
Elective	—	—	—
	14	6	17

FIFTH QUARTER

ENG 204 Oral Communication	3	2	4
BUS 223 Intermediate Accounting II	5	2	6
BUS 123 Finance I	3	0	3
BUS 229 Taxes	3	2	4
Elective	—	—	—
	14	6	17

SIXTH QUARTER

BUS 235 Business Management	3	0	3
BUS 269 Auditing	3	2	4
BUS 225 Cost Accounting	3	2	4
BUS 224 Advanced Accounting	3	2	4
PSY 101 General Psychology	3	0	3
Elective	—	—	—
	15	6	18

CREDIT HOURS REQUIRED: 108

*BUS 102 may be waived through proficiency test and departmental approval.



ACCOUNTING COURSE DESCRIPTIONS

Eng 105 Audio-Visual Aides & Library Research Technology: Relevant information for retrieval of information and preparation of audio-visual materials is provided. (3-0) 3

BUS 102 Typing (Waiver By Testing): Introduction to the touch typing system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts. (3-4) 5

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marketing, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

BUS 101 Introduction to Business: A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization and management. (5-0) 5

BUS 110 Office Machines (Ten-Key Printing Calculator): A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machine, full keyboard adding machine and calculator. (1-2) 2

BUS 120 Accounting I: Principles, techniques, and tools of accounting. Includes collecting, summarizing, analyzing, and reporting information about service and mercantile enterprise with practical application of principles learned. PR: MAT 110 (5-2) 6

MAT 111 Business Math II: A continuation of Business Math I emphasizing calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, and compounded depreciation. PR: MAT 110 (5-0) 5

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. (3-2) 4

BUS 111 Office Machines (Electronic Calculator): A general survey of business and office machines. Students will receive training in techniques, processes, operation, and application of the electronic calculator, both electronic element and electronic tape machine. (1-2) 2

ECO 102 Economics I: The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large. (3-0) 3

BUS 115 Business Law I: Designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

BUS 121 Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting of data for management control rather than on bookkeeping skills. PR: BUS 120, MAT 110 (5-2) 6

ENG 104 Technical Writing: Compilation of data, organization of material, and thematic styles. PR: ENG 101 (3-2) 4

ECO 104 Economics II: Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. PR: ECO 102 (3-0) 3



BUS 116 Business Law II: Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership corporation, mortgages, and property rights. PR: BUS 115 (3-0) 3

ENG 206 Business Communication: Develops skills in techniques of business communications. Emphasis is placed on writing action — getting sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

EDP 104 Data Processing: Fundamental concepts and operational principles of data processing systems as an aid in developing a basic knowledge of computers, prerequisite to the study of particular computer problems. This course is a prerequisite for all programming courses. (3-2) 4

BUS 222 Intermediate Accounting I: Provides necessary foundation for specialized studies that follow through treatment of general accounting field. Includes study of balance sheets, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. PR: BUS 121 (5-2) 6

ENG 204 Oral Communication: Study of basic concepts and principles of oral communications to enable the student to communicate with others. PR: ENG 101 (3-2) 4

BUS 223 Intermediate Accounting II: Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets, deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. PR: BUS 222 (5-2) 6

BUS 123 Finance I: Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, long-term, and consumer financing. PR: Math 110 (3-0) 3

BUS 229 Taxes: Application of federal and state taxes to various business and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. PR: Math Proficiency (3-2) 4

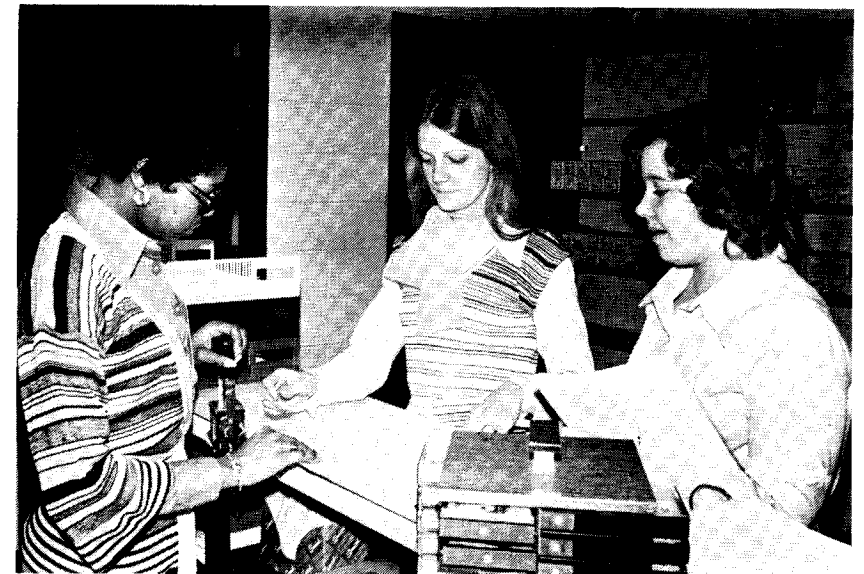
BUS 235 Business Management: Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. (3-0) 3

BUS 269 Auditing: Principles of conducting audits and investigations, setting up accounts based upon audits, collecting data on working papers, arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. PR: BUS 223 (3-2) 4

BUS 225 Cost Accounting: Nature and purpose of cost accounting, accounting for direct labor, materials and factory burden, job cost, standard cost principles and procedures, selling and distribution cost, budgets, and executive use of cost figures. PR: BUS 121. (3-2) 4

BUS 224 Advanced Accounting: Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trust, consolidation of statements, parent and subsidiary accounting. PR: BUS 223 (3-2) 4

PSY 101 General Psychology: Study of the various fields of psychology, the developmental processes, motivation, emotion, frustration and adjustment, mental health, attention and perception, problems in group living. (3-0) 3



BUSINESS ADMINISTRATION

Where ever there is an office concerned with the handling of money, there is a place for a person trained in Business Administration. The knowledge required in a sound Business Administration Program can be used effectively in a wide range of fields.

The Business Administration curriculum provides a solid background in the principles of organization and management of business operations, the system of the U. S. economy, and the role of production and marketing in the economic system. There is extensive work in accounting, finance, and business law. Students perfect their writing and speaking skills and become aware of basic human relations problems. Those in the Business Administration curriculum can join the Cooperative Education Program which allows a student to spend one or two quarters in a business office, earning a regular salary while getting credit toward a degree.

Graduates of the Business Administration curriculum receive Associate in Applied Science degrees and can look forward to jobs in such areas as manufacturing concerns, banks, insurance companies, transportation firms, retail or wholesale merchandising companies, shipping firms, real estate companies, government offices, educational institutions, and hospitals.

CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

	<i>Quarter Hours Credit</i>
<i>Communications</i>	
Audio-Visual Aides & Library Research Technology; Grammar; Technical Writing; Business Communication; and Oral Communication	19
<i>Mathematics</i>	
Business Math I and II	10
<i>Social Science</i>	
General Psychology or Psychology Elective	3
<i>Business Courses Required</i>	
Typing; Introduction to Business; Office Machines I & II; Accounting I, II, and III; Economics I & II; Business Law I & II; Sales Development; Data Processing; Finance; Taxes; Marketing; Advertising; and Insurance	70
<i>Electives *</i>	
Personnel Management; Office Management; Business Management; Supervision; Sociology; Co-op I & II; Dynamics of Human Behavior; Retailing; Human Relations	6-32
*One management course is required.	
A minimum of 108 credit hours needed to graduate.	

Suggested Sequence of Courses for Business Administration

Course Title		Hours Per Week	Quarter
		Class	Credit
		Lab	Hours
FIRST QUARTER			
ENG	105 Audio-Visual Aides & Library Research Tech	3	0 3
*BUS	102 Typing or Elective	3	4 5
MAT	110 Business Math I	5	0 5
BUS	101 Introduction to Business	5	0 5
BUS	110 Office Machines (Ten-Key, Printing Calculator)	1	2 2
		—	—
		17	6 20
SECOND QUARTER			
ENG	101 Grammar	3	2 4
MAT	111 Business Math II	5	0 5
BUS	120 Accounting I	5	2 6
ECO	102 Economics I	3	0 3
BUS	111 Office Machines (Electronic Calculator)	1	2 2
		—	—
		17	6 20
THIRD QUARTER			
ENG	104 Technical Writing	3	2 4
BUS	115 Business Law I	3	0 3
BUS	121 Accounting II	5	2 6
ECO	104 Economics II	3	0 3
BUS	232 Sales Development	3	0 3
		—	—
		17	4 19



FOURTH QUARTER			
ENG	206	Business Communication	3 2 4
BUS	116	Business Law II	3 0 3
BUS	222	Intermediate Accounting I	5 2 6
EDP	104	Introduction to Data Processing	3 2 4
			— — —
			14 6 17
FIFTH QUARTER			
ENG	204	Oral Communication	3 2 4
BUS	123	Business Finance I	3 0 3
BUS	229	Taxes	3 2 4
BUS	233	Personnel Management	3 0 3
BUS	239	Marketing	5 0 5
			— — —
			17 4 19
SIXTH QUARTER			
BUS	243	Advertising	3 2 4
BUS	271	Office Management	3 0 3
BUS	247	Business Insurance	3 0 3
BUS	235	Business Management	3 0 3
PSY	101	General Psychology	3 0 3
			— — —
			15 2 16

CREDITS HOURS REQUIRED: 108

*BUS 102 may be waived through proficiency test and departmental approval.

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

ENG 105 Audio-Visual Aides and Library Research Technology: Relevant information for retrieval of information and preparation of audio-visual materials is provided. Participants will learn the Dewey classifications and have opportunities to develop illustrative audio-visual aides for selected projects. (3-0) 3

BUS 102 Typing (Waiver by Testing): Instruction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts. (3-4) 5

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marketing, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

BUS 101 Introduction to Business: A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization and management. (5-0) 5

BUS 110 Office Machines (Ten-Key Printing Calculator): A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculators. (1-2) 2

ENG 101 Grammar: Designed to aid the student in the improvement of self expression in

grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. (3-2) 4

MAT 111 Business Math II: A continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, and compounded depreciation. PR: MAT 110 and MAT 1102 (5-0) 5

BUS 120 Accounting I: Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. PR: MAT 110 (5-2) 6

ECO 102 Economics I: The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. (3-0) 3

BUS 232 Sales Development: A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. (3-0) 3

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles. (3-2) 4

BUS 115 Business Law I: A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts negotiable instruments, and agencies. (3-0) 3

BUS 121 Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120, MAT 111 (5-2) 6

ECO 104 Economics II: Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. PR: ECO 102 (3-0) 3

ENG 206 Business Communication: Develops skills and techniques of business communications. Emphasis is placed on writing action — getting sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

BUS 116 Business Law II: Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. PR: BUS 115 (3-0) 3

BUS 222 Intermediate Accounting I: Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. PR: BUS 121 (5-2) 6

EDP 104 Introduction to Data Processing: Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. Course is a prerequisite for all programming courses. (3-2) 4

ENG 204 Oral Communication: A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques



to correct speaking habits and to produce effective oral presentations. Particular attention given to conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

BUS 123 Business Finance I: Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. PR: Math 110 (3-0) 3

BUS 229 Taxes: Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sale and use, excise, and inheritance. PR: Math Proficiency (3-2) 4

BUS 233 Personnel Management: Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security. (3-0) 3

BUS 239 Marketing: A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. (5-0) 5

BUS 243 Advertising: The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. (3-2) 4

BUS 271 Office Management: Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems. (3-0) 3

BUS 247 Business Insurance: A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. (3-0) 3

BUS 235 Business Management: Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements. (3-0) 3

PSY 101 General Psychology: A study of the various fields of psychology: the

developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. (3-0) 3

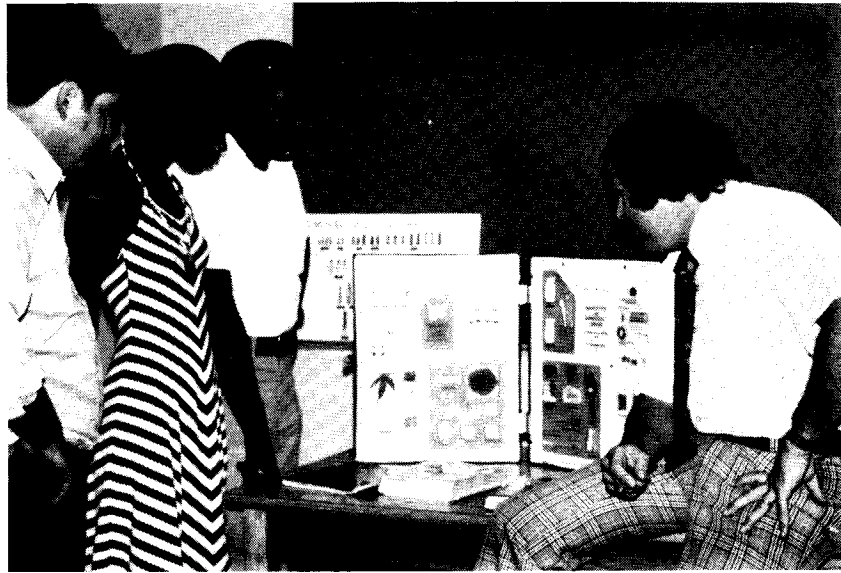
CRIMINAL JUSTICE TECHNOLOGY

Governmental bodies at the state, local and national level are in need of trained law enforcement and corrections personnel with a broad educational background. Law enforcement and corrections personnel need to be knowledgeable in psychology, sociology, criminal law, and community relations.

The Criminal Justice Technology curriculum is designed to provide students with basic training in applied psychology, criminology, criminal law, criminal justice, state, local and national government, and procedures of due process. After basic instruction, students can choose specialized courses in either the law enforcement or corrections field.

Graduates of the two-year program receive Associate of Applied Science degrees and can look forward to diverse employment opportunities in law enforcement or corrections. Jobs in the law enforcement field include work as highway patrolmen, sheriff's deputies, policemen, agents for the Bureau of Narcotics, or border patrolmen. Jobs in the correctional field are open in such areas as reform schools, low and high security correctional institutions, half-way houses, and rehabilitation centers.





Suggested Sequence of Courses for Criminal Justice Technology:

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
✓ENG 105 ✓ Library Science & Audio-Visual Techniques ✓	③	●	3
✓MAT 133 Fundamentals of Mathematics	5	●	5
✓CJC 107 Introduction to Criminal Justice ✓	③	●	3 ✓
✓PSY 105 Basic Psychology ✓	⑤	●	5 ✓
	16	0	16
SECOND QUARTER			
✓SOC 101 General Sociology ✓	③	●	3 ✓
✓ENG 101 Grammar ✓	3	②	4 ✓-1
✓POL 102 The National Government ✓	③	●	3
✓CJC 102 Theories in Criminology ✓	3	●	3
✓CJC 115 Criminal Law ✓	⑤	●	5 ✓
	17	2	18
THIRD QUARTER			
✓ENG 102 Composition ✓	3	②	4
✓POL 103 State & Local Government ✓	3	●	3
✓CJC 126 Due Process ✓	③	●	3
✓CJC 116 Juvenile Delinquency ✓	⑤	●	5 ✓
✓HEA 115 First Aid ✓	2	●	2
	16	2	17

LAW ENFORCEMENT OPTION

FOURTH QUARTER

BUS 102 Typing I	3	④	5
ENG 103 Report Writing	3	②	4
✓CJC 212 Drugs	③	②	4 ✓
✓CJC 206 Community Relations	③	●	3
	12	8	16

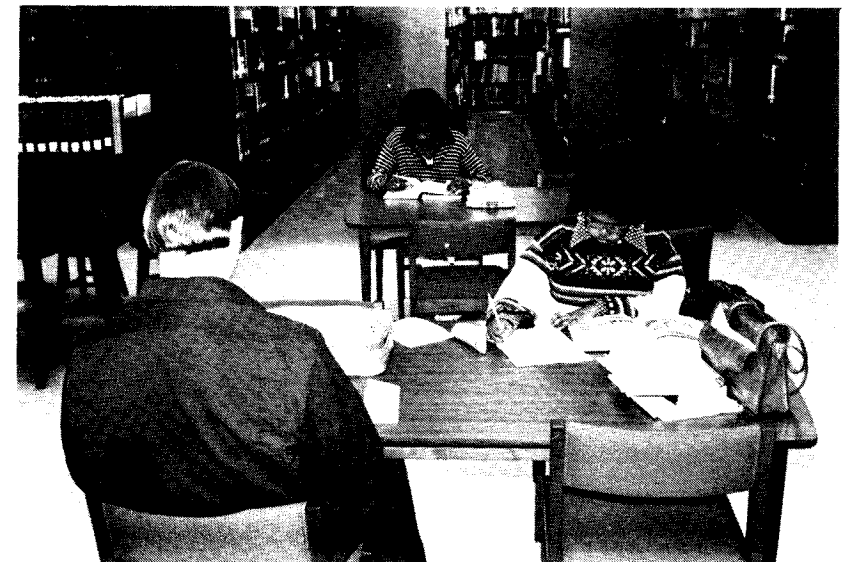
FIFTH QUARTER

ENG 204 Oral Communications	3	②	4
✓CJC 205 Laws of Arrest, Search & Seizure	3	●	3
✓CJC 217 Patrol Procedures	3	●	3
✓CJC 210 Criminal Investigation	5	●	5
✓PSY 229 Abnormal Psychology	3	●	3
	17	2	18

SIXTH QUARTER

✓SOC 111 Social Problems	③	●	3
✓CJC 211 Criminalistics	4	③	5
✓CJC 220 Police Organization & Administration	5	●	5
✓CJC 208 Organized Crime	3	●	3
✓PSY 103 Adolescent Psychology	3	●	3
	18	3	19

CREDITS HOURS REQUIRED: 103



CORRECTIONS OPTION

FOURTH QUARTER

BUS 102	Typing	3	4	5
ENG 103	Report Writing ✓	3	2	4
CJC 212	Drugs ✓	3	2	4 ✓
CJC 206	Community Relations ✓	3	0	3 ✓
		—	—	—
		12	8	16

FIFTH QUARTER

PSY 229	Abnormal Psychology	3	0	3
CJC 208	Corrections	3	0	3
CJC 207	Confinement Facilities Administration ✓	3	0	3
CJC 209	Corrections Law ✓	3	0	3
CJC 230	Counseling ✓	3	0	3
CJC 234	Community-Based Corrections ✓	3	0	3
		—	—	—
		18	0	18

SIXTH QUARTER

PSY 103	Adolescent Psychology	3	0	3
SOC 111	Social Problems ✓	3	0	3
CJC 204	Paroles, Probation, and Pardons ✓	3	0	3 ✓
CJC 224	Rehabilitation ✓	3	0	3
CJC 250	Mental Retardation ✓	3	0	3
ENG 204	Oral Communication ✓	3	2	4
		—	—	—
		18	2	19

CREDIT HOURS REQUIRED: 105

CRIMINAL JUSTICE COURSE DESCRIPTIONS

ENG 105 Library Science & Audio-Visual Techniques: Designed to aid the student in a thorough knowledge of the workings of a library. The use and application of all audio-visual equipment is covered from running a movie projector and ordering films to making a transparency. (3-0) 3

MAT 133 Fundamentals of Mathematics: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry: measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

CJC 101 Introduction to Criminal Justice: Designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, evaluation of law enforcement's current position, and an orientation relative to the profession as a career. (3-0) 3

PSY 105 Basic Psychology: A study of the various fields of psychology: the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. (5-0) 5



ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. Functional approach used. (3-2) 4

POL 102 The National Government: English and colonial background, the articles of confederation, and the framing of the federal constitution. The nature of the federal union: states rights, federal powers, political parties. The general organization and functioning of the national government. (3-0) 3

SOC 101 General Sociology: Introduction to the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions, and social change. (3-0) 3

CJC 102 Theories in Criminology: Designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, and punishment are discussed. PR: CJC 101 (3-0) 3

CJC 115 Criminal Law: Designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field. (5-0) 5

ENG 102 Composition: Designed to aid the student in the improvement of self-expression in business and technical composition. (3-2) 4

POL 103 State and Local Government: Study of the state and local government, state-federal interrelationships, the functions and prerogatives of the branches; problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention given to North Carolina. PR: POL 102 (3-0) 3

CJC 125 Due Process: Designed to provide the student with a review of court systems: procedures from incident to final disposition, kinds and degrees of evidence, and the rules governing the admissibility of evidence in court. (3-0) 3

CJC 110 Juvenile Delinquency: General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation and methods of correction and prevention. Presents a general overview of the juvenile court. (5-0) 5

HEA 119 First Aid: Designed to prepare a student for certification by the American Red Cross in first aid. Course covers those areas pertinent to first aid needs for personnel in the field of criminal justice. (2-0) 2

LAW ENFORCEMENT OPTION

ENG 103 Report Writing: Fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices. PR: ENG 102 (3-2) 4

CJC 212 Drugs: Designed to prepare the student to identify and classify drugs. Emphasis is placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice. (3-2) 4

BUS 102 Typing I (Waiver by Testing): Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

CJC 206 Community Relations: Provides an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups and group relations. Emphasis is placed on the organization and functions of these groups as they relate to the profession of criminal justice. (3-0) 3

ENG 204 Oral Communications: Study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice and the application of particular techniques to correct speaking habits and to produce effective oral presentations for conducting meetings, conferences, and interviews. (3-2) 4

CJC 210 Criminal Investigation: Introduces the student to fundamentals of investigation, crime scene search, recording, collecting and preserving evidence, sources of information, interview and interrogation, case preparation, and court presentation. (5-0) 5

PSY 229 Abnormal Psychology: Study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classifications and nomenclature of psychoneuroses, psychoses and function of these groups as they relate to the profession of criminal justice service. (3-0) 3

PR: PSY 101
CJC 217 Patrol Procedures: Defines the purposes of patrols and describes the types of patrols. Explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. Provides the student with the opportunity to develop powers of perception and observation concerning persons, places, and things. (3-0) 3

CJC 205 Laws of Arrest, Search and Seizure: Detailed study of the laws of arrest, search and seizure with emphasis upon the constitutional basis, historical development, and recent court decisions in respect thereto. PR: CJC 115 (3-0) 3

CJC 211 Criminalistics: Introduction to the forensic aspects of police science. Concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime. (4-3) 5

CJC 220 Police Organization and Administration: Introduction to principles and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services. (5-0) 5

PSY 103 Adolescent Psychology: Study of the nature and source of the problems of adolescents in western culture: physical, emotional, social, intellectual, and personality development of adolescents. (3-0) 3

CJC 208 Organized Crime: Study of the history, scope, and methods of control of organized crime in America. Particular emphasis is placed on the local, regional, and statewide control of organized crime. The cultural and social implications of organized crime are examined in depth. (3-0) 3

SOC 111 Social Problems: Prepares students to deal with social problems as they exist in our society today. Emphasis is placed upon social problems that affect the criminal justice system. PR: SOC 101 (3-0) 3

CORRECTIONS OPTION

ENG 103 Report Writing: Fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports using writing techniques and graphic devices. PR: ENG 102 (3-2) 4

CJC 212 Drugs: Designed to prepare the student to identify and classify drugs. Emphasis is placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice. (3-2) 4

BUS 102 Typing I (Waiver by Testing): Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

CJC 206 Community Relations: Provides the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis is placed on the organization and function of these groups as they relate to the profession of criminal justice. (3-0) 3

CJC 203 Corrections: An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. Provides a history and philosophy in the field of corrections. (3-0) 3

PSY 229 Abnormal Psychology: Study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classifications and nomenclature of psychoneurosis, psychoses, and function of these groups as they relate to the profession of criminal justice. (3-0) 3

PR: PSY 101
CJC 207 Confinement Facilities Administration: Designed to familiarize the student with the supervision and administration of confinement facilities involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails. (3-0) 3

CJC 209 Corrections Law: Designed to familiarize the student with the specific laws as they pertain to corrections, care, custody, and control. (3-0) 3

CJC 230 Counseling: Designed to present the basic elements of counseling and their application to the different socioeconomic groups in our society. (3-0) 3

CJC 234 Community Based Corrections: Examines community resources that can be utilized in the correctional process, such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteers, professional assistance, legal aid, and other pertinent services. (3-0) 3

SOC 111 Social Problems: Prepares the student to deal with social problems as they exist

in our society today. Emphasis is placed upon social problems that affect the criminal justice system. PR: SOC 101 (3-0) 3

CJC 204 Paroles, Probation, and Pardons: Examines probation as a judicial process and parole as an executive function and reviews community-based correctional programs and the use of pardons. (3-0) 3

CJC 224 Rehabilitation: Designed to provide the student with the opportunity to explore the different avenues of rehabilitation. The new and innovative techniques of rehabilitation are emphasized as they relate to successful methods. (3-0) 3

CJC 250 Mental Retardation: Designed to provide the student with the opportunity to acquire an understanding of the mentally retarded person in terms of the individual's behavior as it relates to confinement. (3-0) 3

PSY 103 Adolescent Psychology: Study of the nature and source of the problems of adolescents in western culture: physical, emotional, social, intellectual, and personality development of adolescents. (3-0) 3

ENG 204 Oral Communication: Study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentations for conducting meetings, conferences, and interviews. (3-2) 4



EARLY CHILDHOOD SPECIALIST

The Early Childhood Specialist curriculum is an advanced program in child care worker training. The need for highly-skilled, compassionate people in the child care field has opened many doors for those with advanced training.

The curriculum provides advanced training in activities which stimulate intellectual, emotional, and social growth in children. Students learn how to guide children in learning acceptable habits and in communicating effectively with others. They also take part in the Cooperative Education Program, which enables them to work in related jobs while working toward their degrees.

Graduates of the two-year program receive Associate in Applied Science degrees. They can choose to work with exceptional children in rehabilitation clinics, evaluation clinics, or specialized day care centers. Or they may decide to work as kindergarten aides functioning as assistants to a certified teacher. Another job choice would be to organize and operate a private child care enterprise.

Suggested Sequence of Courses for Early Childhood Specialist:

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
PSY 150 Interpersonal Relationships	3	0	3
EDU 103 Working and Communicating Effectively With the Young Child	3	3	4
SCI 101 Science in the Early Childhood Program	1	2	2
EDU 104 Prenatal and Infant Growth & Care	3	0	3
EDU 201 Creative Activities & Art for the Young Child	2	3	3
	—	—	—
	12	8	15
SECOND QUARTER			
ENG 101 Grammar	3	2	4
HEA 100 Nutrition, Health & Safety for the Preschool Child	4	0	4
EDU 102 Programming & Teaching Techniques in Early Childhood Education	2	2	3
EDU 106 Language and Literature in the Early Childhood Program	4	2	5
EDU 105 Music in the Early Childhood Program	1	2	2
HUM100 Cultural Enrichment	0	3	1
	—	—	—
	14	11	19



THIRD QUARTER

EDU 202	Field Experience in Child Care Facilities	0	20	7
SOC 101	Social Problems in the American Culture	2	0	2
EDU 206	Special Problems in Early Childhood	3	0	3
ENG 104	Technical Writing	3	2	4
EDU 107	Nature and Scope of Day Care	3	0	3
		—	—	—
		11	22	19

FOURTH QUARTER

HEA 102	Physical Education	1	3	2
HEA 101	Personal Hygiene and Health	1	2	2
ENG 210	Diction and Articulation	3	2	4
EDU 204	Parent Education	3	0	3
EDU 203	The Exceptional Child	3	0	3
PSY 202	Psy. Testing & Counseling	2	2	3
EDU 208	Awareness of Fears of Children	2	0	2
		—	—	—
		15	9	19

FIFTH QUARTER

ENG 204	Oral Communications	3	2	4
EDU 205	Adv. Field Experience *	0	20	4
EDU 110	Reporting & Observing	3	0	3
EDU 108	Directing the Early Childhood Program	3	0	3
	Elective (Social Science)	3	0	3
		—	—	—
		12	22	17

* May be waived for Co-op Students

SIXTH QUARTER

SOC 208	Ethno Religions	3	0	3
EDU 207	Cultural Survey — The Family	1	3	2
BUS 293	Small Business Enterprises	3	0	3
SOC 202	Working with the Community	3	0	3
EDU 209	Advanced Art & Creative Activities	2	2	3
EDU 210	Conceptual & Mathematical Development for the Young Child	2	3	4
		—	—	—
		14	8	18

OPTIONAL: Co-op Experience (1 Quarter) 4 credits

CREDIT HOURS REQUIRED: 108

EARLY CHILDHOOD SPECIALIST COURSE DESCRIPTIONS

PSY 150 Interpersonal Relationships: A framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. (3-0) 3

EDU 103 Working and Communicating Effectively with the Young Child: Designed to aid the student in the improvement of self-expression in business and technical composition. (3-3) 4

SCI 101 Science in the Early Childhood Program: Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. (1-2) 2

EDU 104 Prenatal and Infant Growth and Care: Concepts of child development from fetal stages through the first year of life are discussed. Emphasis placed on proper nutrition, environment, and medical attention in the prenatal period. Attention given to developmental activities for the infant. (3-0) 3

EDU 201 Creative Activities and Art for the Young Child: Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science and oral language development. (2-3) 3

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. The approach is functional. (3-2) 4

HEA 100 Nutrition, Health, and Safety for the Preschool Child: Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Provides understanding in the use of first aid for emergencies. Classroom activities focus on practices and procedures for promoting good health among children in group care. (4-0) 4

EDU 102 Programming and Teaching Techniques for Early Childhood Education: An

overview of the methods and materials used by the classroom teacher in presenting information to the students. (2-2) 3

EDU 106 Language and Literature in the Early Childhood Program: Study of means for helping children develop their abilities to communicate and to formulate concepts about their environment. Emphasis on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations, and to identify children with needs for special attention in language development. Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading, and in story telling. (4-2) 5

EDU 105 Music in the Early Childhood Program: Study of music which is appropriate for young children and ways of integrating music into the local program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. (1-2) 2

HUM 100 Cultural Enrichment: Designed to promote the students' knowledge of the world and culture. Includes visits to art museums, plays, and concerts. (0-3) 1

EDU 202 Field Experience in Child Care Facilities: Field experience will be provided in area day-care centers for participants. Actual working relationships and practices will be experienced. PR: One Quarter of Academic Work (0-20) 7

SOC 101 Social Problems in the American Culture: Study of selected elements of society with emphasis on current social changes and how they affect the young child. (2-0) 2

EDU 206 Special Problems in Early Childhood: Concepts and topics relevant to pre-school age children will be discussed. Among the topics covered are sibling relationships, marital climate, and consequent effect upon development of the child, and the effects of physical and mental handicaps upon peer acceptance. PR: EDU 102, 103, 106 (3-0) 3

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles will be discussed. PR: ENG 101 (3-2) 4

EDU 107 Nature and Scope of Day Care: Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustments, the developmental sequence in infancy and childhood, and needs of young children for optimum intellectual, emotional, and social development. (3-0) 3

HEA 102 Physical Education: Study in the practical application of childhood recreation, basic physiology, and organization of activities for children. (1-3) 2

HEA 101 Personal Hygiene and Health: Study of influences on physical and mental health; individual practices which aid in maintaining good physical and mental health throughout the life span; and responsibilities of those working with young children to maintain personal health, and to serve as models for health practices. (1-2) 2

ENG 210 Diction and Articulation: Designed to aid the student in correct diction, articulation, pronunciation, enunciation, and projection of voice. Difficult speech patterns

and dialects are reviewed. Informal practice sessions in voice control with emphasis on clear, correct speech and reading with expression and feeling are covered. (3-2) 4

EDU 204 Parent Education: Study of how to conduct interviews with parents. Students learn tact and the importance of parental support. Also includes procedures for interviewing job applicants. (3-0) 3

EDU 203 The Exceptional Child: Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development. (3-0) 3

PSY 202 Psy. Testing and Counseling: Designed to train students to observe and test the young child. Interpretation of the results of tests is stressed. (2-2) 3

EDU 208 Awareness of Fears of Children: Advanced study into the fears of children, the role of the teacher in approaching and at times overcoming these fears. Primary fear areas such as death, darkness, divorce, and the devil are included. (2-0) 2

ENG 204 Oral Communications: Study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentations. Particular attention given to conducting meetings, conferences, and interviews. (3-2) 4

EDU 205 (Advanced) Field Experience: A continuation of EDU 202. May be waived for Co-op students. PR: EDU 202 (0-20) 4

EDU 110 Reporting and Observing: Designed to enhance the students' ability to observe children and record their observations in well-kept files. (3-0) 3

EDU 108 Directing the Early Childhood Program: Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. (3-0) 3

SOC 208 Ethno Religions: Study of the different religions in the world and their effect on children. Creative techniques for teaching these differences are learned during this course. (3-0) 3

EDU 207 Cultural Survey-The Family: Study of the family as a social unit, with primary focus on the influence of family relationships on the infant and child. Historical patterns in the evolution of family roles in different cultures provide opportunities for analysis and interpretation of the influence of the family on the larger society. (1-3) 2

BUS 293 Small Business Enterprises: Introduction to the business world, problems of small 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. (3-0) 3

SOC 202 Working with the Community: Study of the types of child-care facilities and their roles in the community. Analysis of child needs which can be met through community planning with identification of local, state, and national resources. (3-0) 3

EDU 209 Advanced Art and Creative Activities: A continuation of EDU 201. PR: EDU 201 (2-2) 3

EDU 210 Conceptual and Mathematical Development for the Young Child: Study of the methods children use to learn basic concepts and their application to methods of teaching. Emphasis is placed on how to teach children the basic math concepts. (2-3) 4

GENERAL OFFICE TECHNOLOGY

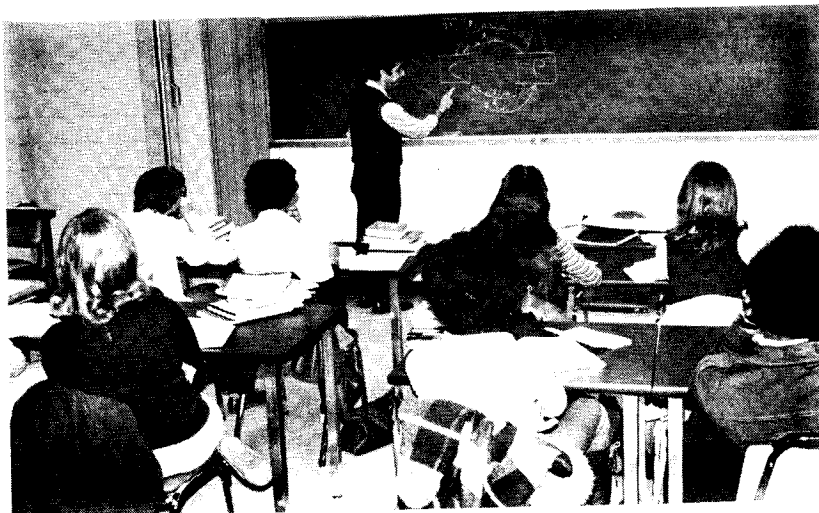
More people are presently employed in clerical occupations than in any other single job category. Automation and increased production mean that those in clerical positions will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to provide students maximum exposure to the varied situations which are part of normal office routine. Students learn business philosophy, applied psychology, business practice, accounting, mathematics, and business law. They are trained to efficiently operate office machines, such as typewriters, duplicating machines, and adding machines.

Graduates of the two-year program receive Associate in Applied Science degrees and can look forward to careers as administrative assistants, accounting clerks, assistant office managers, bookkeepers, file clerks, machine transcriptionists, and a variety of other clerical jobs.

CURRICULUM REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

	<i>Quarter Hours Credit</i>
<i>Communication</i>	19
Audio-Visual Aides & Library Research Technology: Grammar: Technical Writing: Business Communication: and Oral Communication.	
<i>Mathematics</i>	10
Business Math I & II.	
<i>Social Science</i>	3
General Psychology or Psychology Elective.	



General Office Base Courses

Typing I, II & III; Advanced Typing;
Consumer Economics: Economics I; Office
Machines I & II; Business Law I & II; Filing;
Sales Development; Secretarial Accounting I;
& II; Introduction to Data Processing;
Machine Transcription I; Secretarial Procedures;
Taxes: Payroll Procedures; Office Application;
and Office Machines—Duplicating

78

Electives*

Office Management: Personnel Management;
Business Management: Supervision; Marketing;
Advertising; Dynamics of Human Behavior;
Sociology: Human Relations: and Co-op I & II

3-38

*Marketing or Advertising may be substituted for Sales.

A minimum of 108 hours is required to complete this degree.

Suggested Sequence of Courses for General Office Technology:

Course Title		Hours Per Week		Quarter Credit Hours
		Class	Lab	
FIRST QUARTER				
ENG 105	Audio-Visual Aides & Library Research Technology	3	0	3
BUS 102	Typing I	3	4	5
MAT 110	Business Math I	5	0	5
ECO 108	Consumer Economics	3	0	3
BUS 110	Office Machines (Ten-Key Printing Calculator)	1	2	2
		—	—	—
		15	6	18
SECOND QUARTER				
ENG 101	Grammar	3	2	4
BUS 103	Typing II	3	4	5
MAT 111	Business Math II	5	0	5
ECO 102	Economics I	3	0	3
BUS 111	Office Machines (Electronic Calculator)	1	2	2
		—	—	—
		15	8	19
THIRD QUARTER				
ENG 104	Technical Writing	3	2	4
BUS 104	Typing III	3	4	5
BUS 115	Business Law I	3	0	3
BUS 112	Filing	3	0	3
BUS 232	Sales Development	3	0	3
		—	—	—
		15	6	18



FOURTH QUARTER

ENG 206 Business Communication	3	2	4
BUS 205 Advanced Typing	2	3	3
BUS 120A Secretarial Accounting I	5	2	6
BUS 116 Business Law II	3	0	3
EDP 104 Introduction to Data Processing	3	2	4
	—	—	—
	16	9	20

FIFTH QUARTER

ENG 204 Oral Communication	3	2	4
BUS 212 Machine Transcription I	1	2	2
BUS 121A Secretarial Accounting II	5	2	6
BUS 214 Secretarial Procedures	3	2	4
BUS 229 Taxes	3	2	4
	—	—	—
	15	10	20

SIXTH QUARTER

BUS 191 Payroll Procedures	3	0	3
BUS 271 Office Management	3	0	3
BUS 215 Office Application	2	10	2
BUS 211 Office Machines-Duplicating	2	2	3
PSY 101 General Psychology	3	0	3
	—	—	—
	13	12	14

BUS 102 may be waived through proficiency test and departmental approval.

CREDIT HOURS REQUIRED: 108

GENERAL OFFICE TECHNOLOGY COURSE DESCRIPTIONS

ENG 105 Audio-Visual Aides & Library Research Technology: Relevant information for retrieval of information and preparation of audio-visual materials is provided. (3-0) 3

BUS 102 Typing I (Waiver by Testing): Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

ECO 108 Consumer Economics: Designed to help the student use his time, energy, and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing finances, increasing resources, and understanding the economy. (3-0) 3

BUS 110 Office Machines (Ten-Key Printing Calculator): A general survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard adding machines and calculator. (1-2) 2

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. Functional approach used. (3-2) 4

BUS 103 Typing II: Emphasizes the development of speed and accuracy for further mastery of correct typewriting techniques. Skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. PR: BUS 102 or the equivalent. Speed requirement: 30 words per minute for five minutes. (3-4) 5

MAT 111 Business Math II: A continuation of Business Math emphasizing the calculations associated with the time value of money, present work, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, and compounded depreciation. Oriented to preparation for advanced management in industry and banking. PR: MAT 110 (5-0) 5

ECO 102 Economics I: Fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. (3-0) 3

BUS 111 Office Machines (Electronic Calculator): A general survey of business and office machines. Students will receive training in techniques, processes, operation, and application of the electronic calculator, both electronic element and electronic tape machines. (1-2) 2

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles will be discussed. PR: ENG 101 (3-2) 4

BUS 104 Typing III: Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units are tabulation, manuscript, correspondence, and business forms. PR: BUS 103 or equivalent. Speed requirement: 40 words per minute for five minutes. (3-4) 5

BUS 115 Business Law I: Designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

BUS 112 Filing: Fundamentals of indexing and filing, combining theory and practice by

the use of miniature letters, filing boxes and guides. Alphabetic, triple check, automatic, geographic, subject, soundex, and dewey decimal filing. (3-0) 3

BUS 232 Sales Development: Study of retail, wholesale, and specialty selling. Emphasis placed upon mastering and applying the fundamentals of selling. Preparation for the execution of sales demonstrations. (3-0) 3

ENG 206 Business Communication: Develops skills in writing business communications. Emphasis placed on writing action-getting sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

BUS 205 Advanced Typing: Emphasis placed on development of individual production rates. The student learns techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Projects include review of letter forms, methods of duplication, statistical tabulation and the typing of reports, manuscripts, and legal documents. Speed requirement 50 words per minute for five minutes. PR: BUS 104 (2-3) 3

BUS 120A Secretarial Accounting I: Principles, techniques, and tools of accounting for understanding the mechanics of accounting. Students learn how to collect, summarize, analyze, and report information about service and mercantile enterprises. PR: MAT 110 (5-2) 6

BUS 116 Business Law II: Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. PR: BUS 115 (3-0) 3

EDP 104 Introduction to Data Processing: Fundamental concepts and operational principles of data processing systems as an aid in developing the basic knowledge of computers prerequisite to the detailed study of particular computer problems. Course is a prerequisite for all programming courses. (3-2) 4

ENG 204 Oral Communication: Study of the basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentations needed for conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

BUS 212 Machine Transcription I: Study and practice in the use of transcribing machines in business dictation. Emphasis on proficiency in word usage, correct grammar, and letter styles. PR: BUS 103 (1-2) 2

BUS 121A Secretarial Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis on how to record, summarize and interpret data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120 and Math 111 (5-2) 6

BUS 214 Secretarial Procedures: Designed to acquaint the student with the responsibilities encountered by a secretary during the work day, including receptionist duties, handling of mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. (3-2) 4

BUS 229 Taxes: Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. PR: Math Proficiency (3-2) 4

BUS 191 Payroll Procedures: Designed to acquaint the individual with all aspects of payroll procedures including state and federal requirements, regulations, and laws.

Begins with computing hourly salaries and payrolls and includes preparation of payroll summaries, calculation of payrolls from incentive and measured work day systems. Includes an introduction to EDP systems, forms, and statements. (3-0) 3

BUS 271 Office Management: Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems. (3-0) 3

BUS 215 Office Application: Students are assigned during the sixth quarter only to work in a business, technical, or professional office for six hours per week to acquire actual work experience for secretarial skills. Students are provided an opportunity for practical application of skills and knowledge learned. PR: BUS 214, BUS 205 and BUS 211 (2-10) 2

BUS 211 Office Machines-Duplicating: Instruction in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. PR: BUS 110 (2-2) 3

PSY 101 General Psychology: Study of the various fields of psychology: the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. (3-0) 3

INDUSTRIAL MANAGEMENT

Industry's needs in positions of supervision and management have grown extensively with the development of new methods of manufacturing and with increases in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand and apply new methods and keep abreast of trends in manufacturing. The supervisor and



persons in management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction.

This course is designed to develop the individual's abilities by providing him training in modern business and management, psychology, production methods, and the general and social education that broadens his perspective. This training should provide him with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and management positions in industry.

The industrial supervisor coordinates the activities of workers in one or more occupations. His duties may encompass the interpretation of company policies, the planning of production schedules and estimation of man hour requirements for job completion. He may assist in the establishment or adjustment of work procedures, the analysis and resolution of work problems, and the initiation of plans to motivate workers to achieve work goals.

Entrance Requirements: Recommendation of the department chairman and successful completion of entrance examinations in fundamental mathematics and English.

Suggested Sequence of Courses for Industrial Management:

	Hours Per Week		Quarter Hrs.
	Class	Lab	
First Quarter:			
✓ENG 105 Library Science	3	0	3
✓MAT 110 Business Mathematics	5	0	5
✓ISC 110 Industrial Psychology <i>Personel Mgmt</i>	3	2	4
✓ISC 112 Fundamentals of Management <i>(Supervision)</i>	3	2	4
✓ISC 114 Graphics & Presentation	0	2	1
	—	—	—
	14	6	17
Second Quarter:			
✓ENG 101 Grammar	3	2	4
✓MAT 101 Mathematics (Technical) <i>Math cycles</i>	5	0	5
ISC 120 Principles of Industrial Engineering <i>Plant Mgmt</i>	3	2	4
✓BUS 120 Accounting I	5	2	6
	—	—	—
	16	6	19
Third Quarter:			
✓MAT 102 Mathematics (Technical)	5	0	5
✓ISC 130 Industrial Safety	3	0	3
✓BUS 101 Introduction to Business	5	0	5
✓ENG 104 Technical Writing	3	2	4
✓ISC 132 Job Analysis and Evaluation	3	2	4
	—	—	—
	19	4	21

Fourth Quarter:

✓ISC 210 Economics for Management	3	0	3
✓BUS 121 Accounting II	5	2	6
✓ISC 212 Labor Relations	3	2	4
✓ISC 214 Work Measurement	5	2	6
	—	—	—
	16	6	19

Fifth Quarter:

✓ISC 220 Industrial Drawing	0	4	3
✓ISC 222 Labor Law	3	2	4
✓ISC 224 Industrial Finance	3	0	3
✓ISC 226 Production Planning & Control	3	2	4
✓ISC 228 Industrial Supervision	3	0	3
	—	—	—
	12	8	17

Sixth Quarter:

ISC 230 Budgeting & Control <i>Plant Layout</i>	3	2	4
ISC 232 Quality Control <i>(Product Planning)</i>	3	2	4
✓ENG 206 Bus. Communications <i>(Statistics)</i>	3	2	4
— Elective <i>CRAI Comm</i>	3	0	3
	—	—	—
	12	6	15

TOTAL

89 36 108

INDUSTRIAL MANAGEMENT COURSE DESCRIPTIONS

ENG 105 Library Science and AVT: An introductory course in the use of reference materials and library research; instruction in the fundamentals of audio-visual equipment. (3-0) 3

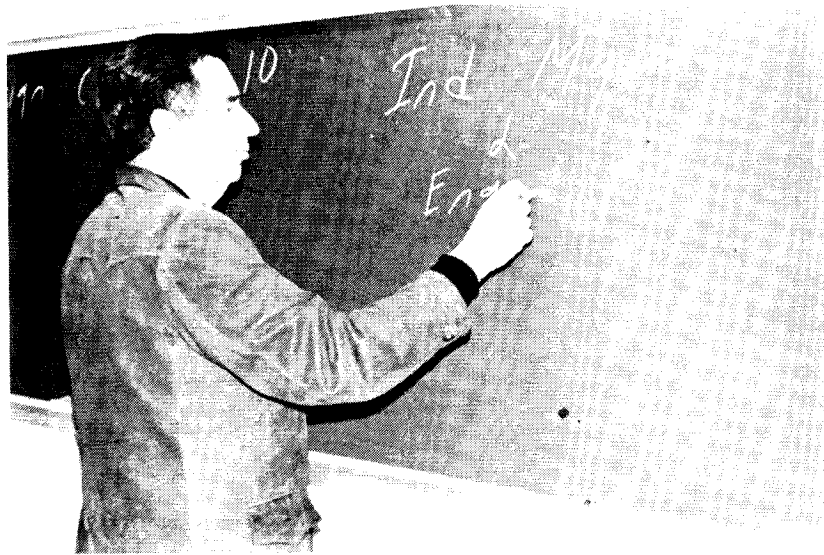
MAT 110 Business Mathematics: Reviews basic number theory and fundamental arithmetic operations with emphasis on business application. Topics covered include payrolls, invoicing, interest and depreciation, business indexes, taxes, allocation, inventories, and other uses of arithmetic in business. PR: Successful completion of entrance requirements. (5-0) 5

ISC 110 Industrial Psychology: A study of organizational behavior and principles relating to employee productivity and morale, with emphasis on a review of recent research on employee attitudes and the effect of various patterns of leadership. (3-2) 4

ISC 112 Fundamentals of Management: A survey of managerial theories and philosophies associated with typical organizational structures. (3-2) 4

ISC 114 Graphics & Presentation: A study of the fundamentals of graphics and monographs and their construction. Emphasis is on the analysis and presentation of data in pictorial and graphic forms. (0-2) 1

ENG 101 Grammar: To provide proper and creative written expression with a functional approach providing emphasis on grammar, diction, vocabulary, sentence structure, punctuation, and spelling. Intended to provide the student with modern language concepts used in day-to-day situations in industry and social life. (3-2) 4



MAT 101 Mathematics (Technical): Basic concepts, operations and applications of algebra, linear and quadratic functions, solutions of systems of two equations in two unknowns, exponents, logarithms, tables, and interpolation. PR: MAT 110 (5-0) 5

ISC 120 Principles of Industrial Engineering: A survey course designed to introduce various principles and practices associated with the field of Industrial Engineering. Topics include work management, project planning techniques, plant layout, and scheduling concepts. (3-2) 4

BUS 120 Accounting I: Introduction to the principles, techniques, and tools of accounting, including collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. Course covers the practical application of the principles learned. PR: MAT 110. (5-2) 6

MAT 102 Technical Mathematics: A study of the theory and application of geometric and trigonometric concepts to include triangles, circles, prisms, cylinders, spheres, pyramids, cones, frustums, trigonometric functions, tables, and graphical representations. PR: MAT 101 (5-0) 5

ISC 130 Industrial Safety: Provides the student with an understanding of industrial safety and accident prevention programs with resulting costs and an insight into causes of accidents and injuries. Legal aspects of safety and OSHA regulations are reviewed. (3-0) 3

BUS 101 Introduction to Business: A general survey of business and industrial operations and organizations with particular attention devoted to manufacturing, production finance, and current events. (5-0) 5

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles will be discussed. Original report writing will be stressed. PR: ENG 101 (3-2) 4

ISC 210 Job Analysis and Evaluation: Introduction and application of techniques required to perform job evaluations that relate to wage and salary scales. Includes job descriptions, attributes, pay grades, and performance evaluation. (3-2) 4

ISC 210 Economics for Management: A study of the fundamentals of economics in-

cluding a review of national income theories, investment practices, and factors affecting economic growth. (3-0) 3

BUS 121 Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on recording, summarizing and interpreting data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120 and MAT 110 (5-2) 6

ISC 212 Labor Relations: An in-depth study of the industrial relations function with emphasis on unionism. Relates the practical aspect of labor relations to the legal and socioeconomic aspects. (3-2) 4

ISC 214 Work Measurement: A practical introduction to time study and time study techniques for determining work standards. The complete method of standards development is learned; laboratory is conducted both in the classroom and at plant sites developing job descriptions, elements, and standards. PR: MAT 102 (5-2) 6

ISC 220 Industrial Drawing: A study of blueprint reading, interpretation, and the fundamentals of technical sketching and free hand drawing appropriate for industrial applications. (0-4) 3

ISC 222 Labor Law: A survey of federal and state labor laws and regulations and their effect on the collective and concerted action by employees and employer. PR: ISC 212 (3-2) 4

ISC 224 Industrial Finance: A survey of financial policies, methods, and procedures utilized by industry at the local, national, and multinational level. PR: ISC 210 (3-0) 3

ISC 226 Production Planning and Control: Analytical methods for production and inventory control that emphasize forecasting techniques, inventory and network models, sequencing and scheduling techniques, and line balancing. PR: MAT 102 (3-2) 4

ISC 228 Industrial Supervision: A survey of fundamental leadership principles and their application in a modern industrial setting. (3-0) 3

ISC 230 Budgeting & Control: A course designed to train the student in modern managerial cost and material control concepts combined with production planning. Several mathematical models are studied. Exercise period is used for solution of practical problems. PR: MAT 102 & BUS 121 (3-2) 4

ISC 232 Quality Control: A survey of the principles and techniques utilized for the assurance and control of quality, with emphasis on statistical concepts and mathematical relationships associated with sampling plans, process control and tests for significance. PR: MAT 102 (3-2) 4

ENG 206 Business Communication: Develops skills and techniques in writing business communications. Emphasis is placed on action writing, as sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 104 (3-2) 4

Social Science Elective (3-0) 3

INDUSTRIAL ENGINEERING TECHNOLOGY

The industrial community in North Carolina has continuously demonstrated a real need for management personnel trained in engineering concepts. An increasing awareness by the state's industrial leaders of external forces imposed by competition, inflation, and resource restrictions have highlighted the desirability of the analytical approach typically associated with engineering. This dynamic need can, in part, be satisfied by graduates of the Industrial Engineering Technology degree program.

The graduate of this curriculum will have a working knowledge of engineering at the technology level, with specific skills in performing industrial engineering functions relating to work measurement, methods engineering, plant layout and design, project forecasting, and scientific problem solving. These engineering concepts stressed by the program are, however, systematically interfaced with selected training in human relations, management, business, and organization fundamentals.

The Industrial Engineering Technician, depending on job assignment, could perform a variety of tasks. Typically, however, the technician studies and records time, motion, methods, and speed involved in performance of maintenance, production, clerical, and other worker operations to establish standard production rate and to improve efficiency; prepares charts, graphs, and diagrams to illustrate work flow, routing, floor layouts, material handling, and machine utilization; observes workers operating equipment or performing tasks to determine time involved and fatigue rate using stopwatch, motion-picture



camera, electrical recorder, and similar equipment; recommends revision of methods of operation or material handling, alterations in equipment layout or other changes to increase production or improve standards; aids in planning work assignments in accordance with worker performance, machine capacity, production schedules, and anticipated delays; and could be required to perform other staff or support functions relating to quality control, employee relations, wage and salary administration, or cost control.

Entrance Requirements: Recommendation of the department chairman and successful entrance examinations in fundamental mathematics and English; or possession of completion of high school equivalents.

Suggested Sequence of Courses for Industrial Engineering Technology

Course Title	Hours Per Week		Quarter Hrs. Credit
	Class	Lab	
FIRST QUARTER			
ENG 105 Lib. Science	3	0	3
MAT 110 Business Math	5	0	5
DFT 110 Tech. Drawing I	1	4	3
ISC 112 Fundamentals of Management	3	2	4
ISC 114 Graphics & Presentation	0	2	1
	—	—	—
	12	8	16
SECOND QUARTER			
ENG 101 Grammar	3	2	4
MAT 101 Tech. Math	5	0	5
ISC 120 Principles of Ind. Eng.	3	2	4
DFT 120 Tech. Drawing II	1	4	3
	—	—	—
	12	8	16
THIRD QUARTER			
MAT 102 Tech Math	5	0	5
ISC 130 Ind. Safety	3	0	3
PHY 130 Physics I	3	2	4
ENG 104 Tech. Writing	3	2	4
ISC 132 Job Analysis	3	2	4
	—	—	—
	17	6	20
FOURTH QUARTER			
ISC 216 Principles of Accounting	3	2	5
MAT 214 Statistics	5	0	5
ISC 212 Labor Relations	3	2	4
ISC 214 Work Measurement	5	2	6
	—	—	—
	16	6	20

FIFTH QUARTER					
ISC	226	Production Planning & Control	3	2	4
ISC	221	Mfg. Processes	3	2	4
ISC	223	MTM	5	2	6
ISC	228	Ind. Supervision	3	0	3
CHM	220	Chemistry I	3	2	4
			—	—	—
			17	8	21
SIXTH QUARTER					
ISC	234	Value Analysis	3	0	3
ISC	232	Quality Control	3	2	4
ISC	236	Plant Layout & Material Handling	3	2	5
		Free Elective	3	0	3
			—	—	—
			12	4	15
		Total Quarter Hours in Courses			105
		Minimum Electives			3
					—
		Total			108

INDUSTRIAL ENGINEERING COURSE DESCRIPTIONS

ENG 105 Library Science and AVT: An introductory course in use of reference materials and library research; instruction in fundamentals of audio-visual aides equipment.

(3-0) 3

MAT 110 Business Mathematics: Reviews basic number theory and fundamental arithmetic operations with emphasis on business application. Topics covered include payrolls, invoicing, interest and depreciation, business indexes, taxes, allocation, inventories, and other uses of arithmetic in business. Prerequisite: Successful completion of entrance examination.

(5-0) 5

DFT 110 Technical Drawing I: The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

(1-4) 3

ISC 112 Fundamentals of Management: A survey of managerial theories and philosophies associated with typical organizational structures.

(3-2) 4

ISC 114 Graphics and Presentation: Fundamentals of graphics and their construction. Emphasis is on presenting correlated numerical data in pictorial and graphic form.

(0-2) 1

ENG 101 Grammar: To provide proper and creative written expression with a functional approach providing emphasis on grammar, diction, vocabulary, sentence structure, punctuation, and spelling. Intended to provide student with modern language concept used in day-to-day situations in industry and social life.

(3-2) 4

MAT 101 Mathematics (Technical): Basic concepts, operations and applications of algebra, linear and quadratic functions, solutions of systems of two equations in two unknowns, exponents, logarithms, tables and interpolation. Prerequisites: MAT 110

(5-0) 5

ISC 120 Principles of Industrial Engineering: A survey course designed to introduce various principles and practices associated with the field of Industrial Engineering. Topics include work measurement, project planning techniques, plant layout and scheduling concepts.

(3-2) 4

DFT 120 Technical Drawing II: The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements will be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisite: DFT 110

(1-4) 3

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles will be discussed. Original report writing will be stressed. Prerequisite: ENG 101

(3-2) 4

MAT 102 Technical Mathematics: A study of the theory and application of geometric and trigonometric concepts to include triangles, circles, prisms, cylinders, spheres, pyramids, cones, frustums, trigonometric functions, tables, and graphical representations. Prerequisites: MAT 101

(5-0) 5

ISC 130 Industrial Safety: Provides the student with an understanding of industrial safety and accident prevention programs and resulting costs and an insight into causes of accidents and injuries. Legal aspects of safety and OSHA regulations are reviewed.

(3-0) 3

PHY 130 Physics I: A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

(3-2) 4

ISC 132 Job Analysis and Evaluation: Introduction and application of techniques to perform job evaluation and relate to wage and salary scales. Includes job descriptions, attributes, pay grades, and performance evaluation. Prerequisites: MAT 110

(3-2) 4

ISC 216 Principles of Accounting: Principles, techniques, and methods of accounting with emphasis on industrial systems drafting and analysis of financial business reports. Course is intended to provide student with fundamental knowledge of accounting methods and definitions.

(3-2) 5

MAT 214 Statistics: A study of the theory and application of statistics with relation to industrial and business applications. Prerequisites: MAT 102

(5-0) 5

ISC 212 Labor Relations: An in-depth study of the industrial relations function with emphasis on labor law and unionism. Relates the practical aspect of labor relations to the legal and socio-economic aspects.

(3-2) 4

ISC 214 Work Measurement: A practical study of time study and MTM methods to determine work-standards. The complete method of standards development is learned; laboratory is conducted both in the classroom and at plant sites developing job descriptions, elements, and standards. Instructed from the manager's viewpoint.

Prerequisites: MAT 102

(5-2) 6

ISC 226 Production Planning and Control: Analytical methods for production and inventory control emphasizing forecasting techniques, inventory and network models, sequencing and scheduling techniques, and line balancing. Prerequisite: MAT 101 (3-2) 4

ISC 221 Manufacturing Processes: A comprehensive survey of the fundamentals of manufacturing processes which include essential knowledge of material structures and how physical properties may be changed. Prerequisite: MAT 101, ISC 114 (3-2) 4

ISC 223 Methods-Time-Measurement (MTM): A study of techniques used to identify and classify basic motions, used to perform manual operations, as prescribed by the MTM predetermined time value system. Prerequisite: ISC 214 (5-2) 6

ISC 228 Industrial Supervision: Presents the fundamental principles of supervision and relates supervisory responsibilities to the demands improved by an industrial environment. (3-0) 3

CHM 220 Chemistry I: An introductory course covering scientific methods, metric system, states of matter elements, mixtures, compounds, physical and chemical properties of matter, atomic theory with emphasis on electronic configuration, periodic table, stoichiometry, formula writing, balancing chemical reactions by trial and error, and oxidation-reduction equations, general gas laws, study of acids, bases and salts. Laboratory experiments selected to meet the needs of the subject matter and students. (3-2) 4

ISC 234 Value Analysis: A systematic approach which provides a posture course of action to remove the unwanted and unnecessary factors from our environment. Prerequisite: MAT 110 (3-0) 3

ISC 232 Quality Control: Principles and techniques of quality control. Sampling procedures, process control and tests for significance including test methods, reports, responsibility. A model quality assurance program is developed. Prerequisite: MAT 214 (3-2) 4

ISC 236 Plant Layout and Materials Handling: A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs combined with the best methods to move materials. Includes manpower and materials management. Laboratory work is accomplished on drawing boards with actual case studies. Prerequisites: ISC 214 (3-2) 5

LEGAL SECRETARIAL SCIENCE

Highly skilled secretaries with specialized training in the legal field are entering a new era of demand. Legal secretaries are essential members in any law office, and well-qualified legal secretaries are in constant demand.

The legal secretarial science curriculum provides training in secretarial func-

tions as well as specialized training in legal terminology and transcription of legal records and documents. The special training is supplemented by related courses in mathematics, accounting, business law, and personality development.

Graduates of the two-year program receive Associate in Applied Science degrees and can accept positions with attorney's offices as well as with a multitude of governmental offices and agencies.

CURRICULUM REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

	<i>Quarter Hours Credit</i>
<i>Communication</i>	
Audio-Visual Aides & Library Research Technology; Grammar; Technical Writing; Business Communication; and Oral Communication	19
<i>Mathematics</i>	
Business Math I & II	10
<i>Social Science</i>	
General Psychology or Psychology Elective	3
<i>Required Courses in Major</i>	
Typing I, II, & III; Advanced Typing (Legal); Office Machines I & II; Shorthand I, II, & III; Criminal Law; Due Process; Business Law I; Filing; Term./Voc.; Dictation and Transcription I & II; Secretarial Accounting I & II; Secretarial Procedures; Machine Transcription; and Office Machines—Duplicating.	80

Total of 108 credit hours needed to graduate.

Suggested Sequence of Courses for Legal Secretarial Science:

		Course Title		Hours Per Week		Quarter Credit
FIRST QUARTER				Class	Lab	Hours
ENG	105	Audio-Visual Aides & Library Research Technology		3	0	3
BUS	102	Typing I		3	4	5
ENG	101	Grammar		3	2	4
MAT	110	Business Math I		5	0	5
BUS	110	Office Machines (Ten-Key Printing Calculator)		1	2	2
				—	—	—
				15	8	19

SECOND QUARTER

CJC 115 Criminal Law	5	0	5
BUS 103 Typing II	3	4	5
BUS 106 Shorthand I	3	2	4
MAT 111 Business Math II	5	0	5
	—	—	—
	16	6	19

THIRD QUARTER

ENG 104 Technical Writing	3	2	4
BUS 104 Typing III	3	4	5
BUS 107A Shorthand II	3	2	4
CJC 125 Due Process	3	0	3
BUS 111 Office Machines (Electronic Calculator)	1	2	2
	—	—	—
	13	10	18

FOURTH QUARTER

BUS 112 Filing	3	0	3
ENG 206 Business Communications	3	2	4
BUS 204 Advanced Typing (Legal)	2	3	3
BUS 183 Terminology & Vocabulary	3	0	3
BUS 115 Business Law I	3	0	3
BUS 108A Shorthand III	3	2	4
	—	—	—
	17	7	20

FIFTH QUARTER

ENG 204 Oral Communications	3	2	4
BUS 206 Dictation and Transcription I	3	2	4
BUS 120A Secretarial Accounting I	5	2	6
BUS 214 Secretarial Procedures	3	2	4
	—	—	—
	14	8	18

SIXTH QUARTER

BUS 212 Machine Transcription	1	2	2
BUS 207 Dictation and Transcription II	3	2	4
BUS 121A Secretarial Accounting II	5	2	6
BUS 211 Office Machines-Duplicating	2	2	3
PSY 101 General Psychology	3	0	3
	—	—	—
	14	8	18

BUS 102 may be waived through proficiency test and department approval

CREDIT HOURS REQUIRED: 108

LEGAL SECRETARIAL SCIENCE COURSE DESCRIPTIONS

ENG 105 Audio-Visual Aides & Library Research Technology: Provides relevant techniques for retrieval of information and preparation of audio-visual materials. (3-0) 3
 BUS 102 Typing I: Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. Functional approach is used. (3-2) 4

MAT 110 Business Math I (Proficiency Test required before entering): Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marketing, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

BUS 110 Office Machines (Ten-Key Printing Calculator): General survey of business and office machines, including training in techniques, processes, operations and applications of the ten-key adding machines, full keyboard adding machines and printing calculators. (1-2) 2

CJC 115 Criminal Law: Designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field. (5-0) 5

BUS 103 Typing II: Emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. Skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Speed requirement: 30 words per minute for five minutes. PR: BUS 102 or equivalent. (3-4) 5

BUS 106 Shorthand I: Beginning course in the theory and practice of reading and writing shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases. (3-2) 4

MAT 111 Business Math II: Continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance, as well as perpetuity, capitalization, depletion, annuities, and advanced management in industry and banking. PR: MAT 110 and MAT 1102 (5-0) 5

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles are discussed. Original report writing stressed. PR: ENG 101 (3-2) 4

BUS 104 Typing II: Emphasis on production typing problems and speed building. Attention is given to development of the student's ability to function as an expert typist, producing mailable copies. Production units include tabulation, manuscript, correspondence, and business forms. Speed requirement: 40 words per minute for five minutes. PR: BUS 103 or equivalent. (3-4) 5

BUS 107A Shorthand II: Continued study of theory with greater emphasis on legal dictation and elementary transcription. PR: BUS 106 or equivalent. (3-2) 4

CJC 125 Due Process: Designed to provide the student with a review of court systems, including procedures from incident to final disposition. Discusses the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. (3-0) 3

BUS 111 Office Machines (Electronic Calculator): General survey of business and office machines, including training in the techniques, processes, operations, and applications of the electronic calculator, both electronic element and electronic tape machines. (1-2) 2

BUS 112 Filing: Fundamentals of indexing and filing; combined theory and practice by use of miniature letters, filing boxes, and guides. Students learn alphabetic, triple check, automatic geographic, subject, soundex, and dewey decimal filing. (3-0) 3



ENG 206 Business Communications: Develops skills and techniques of writing business communications. Emphasis is placed on action writing, as sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

BUS 204 Advanced Typing (Legal): Emphasis is placed on development of individual production rates. Student learns techniques needed in planning and in typing projects approximating work appropriate to the field of law. Projects include review of letter forms, methods of duplication, statistical tabulation, and typing of reports, manuscripts, and all legal documents. Speed requirement: 50 words per minute. PR: BUS 104 (2-3) 3

BUS 183 Terminology & Vocabulary: Develops an understanding of the terminology and vocabulary appropriate to business, legal, technical, and professional offices. (3-0) 3

BUS 115 Business Law I: Designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

BUS 108A Shorthand III: Includes theory and speed building, with introduction to office style dictation. Emphasis on development of speed in preparing legal documents with correct typing style. PR: BUS 107A. (3-2) 4

ENG 204 Oral Communications: Study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentations. Particular attention is given to conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

BUS 206 Dictation and Transcription I: Student develops accuracy, speed, and vocabulary to meet stenographic requirements of business and professional offices.

Minimum dictation rate: 100 words per minute for five minutes on new material. PR: BUS 206 (3-2) 4

BUS 120A Secretarial Accounting I: Introduction to the principles, techniques, and tools of accounting to include collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. PR: MAT 110 (5-2) 6

BUS 214 Secretarial Procedures: Acquaints the student with the responsibilities encountered by a secretary during the day, including receptionist duties, handling of mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. (3-2) 4

BUS 212 Machine Transcription: Study and practice course in use of transcribing machines in business dictation with emphasis on proficiency in word usage, correct grammar, and letter styles. PR: BUS 103 (1-2) 2

BUS 207 Dictation and Transcription II: Student develops accuracy, speed, and vocabulary to meet the stenographic requirements of business and professional offices. Minimum dictation rate: 100 words per minute for five minutes on new material. PR: BUS 206 (3-2) 4

BUS 121A Secretarial Accounting II: Partnership and corporation accounting including study of payrolls, federal and state taxes, with emphasis on recording, summarizing, and interpreting data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120 (5-2) 6

BUS 211 Office Machines (Duplicating): Instruction is provided in the operation of bookkeeping-accounting machines, duplicating equipment, and dictating and transcribing machines. PR: BUS 110 (2-2) 3

PSY 101 General Psychology: Study of the various fields of psychology: the developmental process, motivation; emotion, frustration and adjustment; mental health; attention and perception, and problems in group living with attention to application to self-understanding and adjustment to the demands of society. (3-0) 3

MARKETING AND RETAILING

Every business must manage its organization, market its products, and distribute those products. The mid-management employees who handle these details must have a sound knowledge of the theories and practices which build a thriving business.

The Marketing and Retailing curriculum is a program of distributive education designed to give students training in theory as well as the practical aspects of distributive occupations at the mid-management level. They learn marketing and merchandising activities as well as how to work with buyers and sellers when distributing to consumers, retailers, jobbers, wholesalers, farming concerns, industrial firms, or selling services. Students also learn the aspects of managing, operating or conducting retail, wholesale or service businesses.

Graduates of the two-year Marketing and Retailing curriculum receive Associate of Applied Science degrees and can look forward to employment in diverse distributive occupations, ranging from stock clerk to the head of a giant distribution-oriented corporation.

Suggested Sequence of Courses for Marketing and Retailing

Course Title			Hours Per Week	Quarter
	Class	Lab	Credit Hours	
FIRST QUARTER				
ENG 105	Audio-Visual Aides & Library Research Technology	3	0	3
BUS 245	Retailing	3	0	3
MAT 110	Business Math I	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 110	Office Machines I	1	2	2
		—	—	—
		17	2	18
SECOND QUARTER				
ENG 101	Grammar	3	2	4
BUS 120	Accounting I	5	2	6
ECO 102	Economics I	3	0	3
MAT 111	Business Math II	5	0	5
BUS 111	Office Machines II	1	2	2
		—	—	—
		17	6	20
THIRD QUARTER				
ENG 104	Technical Writing	3	2	4
ECO 104	Economics II	3	0	3
BUS 121	Accounting II	5	2	6
BUS 232	Sales Development	3	0	3
BUS 115	Business Law I	3	0	3
		—	—	—
		17	4	19

FOURTH QUARTER

ENG 206	Business Communication	3	2	4
BUS 219	Credit Procedures & Problems	1	3	2
BUS 104	Introduction to Data Processing	3	2	4
BUS 260	Commercial Display & Design	3	0	3
BUS 262	Fashion in Retailing	2	2	3
		—	—	—
		14	6	17

FIFTH QUARTER

ENG 204	Oral Communication	3	2	4
BUS 261	Commercial Display & Design II	1	3	2
BUS 239	Marketing	5	0	5
BUS 123	Finance I	3	0	3
BUS 229	Taxes	3	2	4
		—	—	—
		15	7	18

SIXTH QUARTER

PSY 101	General Psychology	3	0	3
BUS 241	Sales Promotion Management	3	0	3
BUS 268	Marketing & Retailing Internship	1	9	4
BUS 124	Finance II	3	0	3
BUS 247	Business Insurance	3	0	3
BUS 243	Advertising	3	2	4
		—	—	—
		16	11	20

CREDIT HOURS REQUIRED: 108

MARKETING AND RETAILING COURSE DESCRIPTIONS

ENG 105 Audio-Visual Aides & Library Research Technology: Provides relevant techniques for the retrieval of information and preparation of audio-visual materials.

(3-0) 3

BUS 245 Retailing: Study of the role of retailing in the economy including the development of present retail structures, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

(3-0) 3

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marketing, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

(5-0) 5

BUS 101 Introduction to Business: A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

(5-0) 5

BUS 110 Office Machines I: A general survey of business and office machines. Students will receive training in techniques, processes, operations, and applications of ten-key adding machines, full keyboard machines, and calculators.

(1-2) 2

ENG 101 Grammar: Designed to aid students in the improvement of self-expression in grammar. Functional approach.

(3-2) 4



BUS 120 Accounting I: Introduction to the principles, techniques and tools of accounting, to include the collecting, summarizing, analyzing, and reporting of information about service and mercantile enterprises. PR: MAT 110 (5-2) 6

ECO 102 Economics I: Fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption. (3-0) 3

MAT 111 Business Math II: A continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, and compounded depreciation. Oriented to preparation for advanced management in industry and banking. PR: MAT 110 (5-0) 5

BUS 111 Office Machines II: A general survey of business and office machines. Students will receive training in techniques, processes, operations, and applications of the electronic calculator, both electronic element and electronic tape machines. (1-2) 2

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles discussed. PR: ENG 101 (3-2) 4

ECO 104 Economics II: Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. PR: ECO 102 (3-0) 3

BUS 121 Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on recording, summarizing and interpreting data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120 and Math III (5-2) 6

BUS 232 Sales Development: A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. (3-0) 3

BUS 115 Business Law I: A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

ENG 206 Business Communications: Develops skills and techniques of writing business communications. Emphasis is placed on action writing as sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

BUS 219 Credit Procedures and Problems: Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection. PR: BUS 120 (3-0) 3

BUS 104 Introduction to Data Processing: Fundamental concepts and operational principles of data processing systems. The course develops a basic knowledge of computers and is a prerequisite for all programming courses. (3-2) 4

BUS 260 Commercial Display and Design: An introduction to basic layouts and design of commercial displays. Course studies and related texts discussing such design as needed by retail stores, banks, restaurants, motels and various offices, specifying equipment and fixtures required. PR: BUS 245 (3-0) 3

BUS 262 Fashion in Retailing: Acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination, application of color, and design analysis. PR: BUS 245 (2-2) 3

ENG 204 Oral Communication: A study of the basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques. Particular attention is given to conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

BUS 261 Commercial Display and Design II: A continuation of BUS 260. The use of fabric construction in clothing, draperies, furniture covers, bath rugs, and carpets is introduced. PR: BUS 260. (1-3) 2

BUS 239 Marketing: A general survey of the field of marketing, with a detailed survey of the functions, policies, and institutions involved in the marketing process. (5-0) 5

BUS 123 Finance I: Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. (3-0) 3

BUS 229 Taxes: Application of federal and state taxes to various business conditions. Study is made of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. PR: BUS 121 (3-2) 4

PSY 101 General Psychology: A study of the various fields of psychology: the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception. (3-0) 3

BUS 241 Sales Promotion Management: The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business, budgeting, planning, and implementing plans. (3-0) 3

BUS 268 Marketing & Retailing Internship: Contains a minimum 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different basis as approved by the advisor. The employer and type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship. (1-9) 4

BUS 124 Finance II: Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. PR: BUS 123 (3-0) 3

BUS 247 Business Insurance: A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. (3-0) 3

BUS 243 Advertising: The role of advertising in a free economy and its place in mass communications. A study of advertising appeals, product and market research, selection of media, means of testing the effectiveness of advertising. Theory and practice of writing advertising copy for various media. (3-2) 4

RECREATIONAL THERAPY

There will be more ill and disabled people in the future due to increases in total population and because medical science is increasing the life span. More self-improvement opportunities will be required in hospitals and rehabilitation centers. Technicians will be needed to provide recreational outlets to the ill and handicapped.

The technician, in most situations, will work under the supervision of a professional recreator and usually is responsible for planning and directing

programs and supervising activities in public, private, commercial, industrial, and institutional settings. Studies in adaptive physical education, the ill and handicapped, and other areas such as administration, leadership, and supervision will be included.

Graduates of the two-year program receive Associate in Applied Science degrees. Job opportunities are available in schools, churches, hospitals, nursing homes, parks, and state institutions.

Suggested Sequence of Courses for Recreational Therapy

FIRST QUARTER	Course Title	Hours Per Week		Quarter
		Class	Lab	Credit Hours
ENG ✓105	Library Science and Audio-Visual Techniques	3	0	3
✓REC ✓101	Introduction to Recreation Services	3	0	3
✓REC ✓108	Medical Terminology and Basic Anatomy	2	3	3
✓REC ✓110	Recreational Arts & Crafts	1	3	2
MAT 110	Business Math I	5	0	5
✓REC ✓102	Introduction to Ill & Handicapped	3	0	3
		17	6	19



SECOND QUARTER

✓ENG ✓101	Grammar	3	2	
✓REC ✓122	Health, Safety and First Aid	3	0	3
✓REC ✓121	Social Recreation	3	0	3
✓PSY ✓101	General Psychology	3	0	3
✓REC ✓103	Adaptive Physical Education & Recreation	3	0	3
✓HIS ✓110	History, Philosophy and the Contemporary Nature of Recreation	3	0	3
		18	2	19

THIRD QUARTER

✓ENG ✓104	Technical Writing	3	2	4
✓REC ✓105	Recreational Areas & Facilities and Program Planning I	3	0	3
✓REC ✓106	Resident & Day Camp Admin.	3	0	3
✓REC ✓107	Team Sports & Games in Rec.	1	3	2
✓MUS ✓101	Recreational Music	1	3	2
✓REC ✓111	Sports Officiating	1	3	2
		12	11	16

FOURTH QUARTER

ENG ✓204	Oral Communications	3	2	4
REC ✓202	Recreation Leadership I	3	0	3
✓REC ✓204	Individual Sports & Games	1	3	2
MUS ✓201	Folk, Square & Social Dance	1	3	2
REC ✓201	Rec. Areas & Facilities and Program Planning II	3	0	3
		11	8	14

FIFTH QUARTER

REC ✓210	Recreation Leadership II	3	0	3
PSY ✓202	Human Growth & Development	3	0	3
REC ✓214	Effective Supervisory Practices	3	0	3
REC ✓206	Recreational Drama	1	3	2
SOC ✓102	General Sociology	3	0	3
ENG ✓103	Report Writing	3	2	4
		16	5	18

SIXTH QUARTER

REC ✓205	Nature & Outdoor Recreation	3	0	3
REC ✓215	Recreational Administration	3	0	3
PSY ✓229	Abnormal Psychology	3	0	3
REC ✓212	Introduction to Gerontology	3	0	3
BUS ✓102	Typing	3	4	5
		15	4	17

RECREATIONAL THERAPY COURSE DESCRIPTIONS

CREDIT HOURS REQUIRED: 106

ENG 105 Library Science and Audio-Visual Techniques: Designed to aid the student in a thorough knowledge of a library. The use and application of all audio-visual equipment is covered from running a movie projector and ordering films to making a transparency. Reference works and periodicals are covered in depth. (3-0) 3

REC 101 Introduction to Recreation Services: Introduces the student to the historical and philosophical foundation of recreation and leisure. The basic principles, the definition and the impact, and trends of recreation are presented. Emphasis on the different agencies providing recreational services included with visits scheduled to public, private, industrial, and institutional recreational programs. (3-0) 3

REC 108 Medical Terminology and Basic Anatomy: Designed to build a workable medical vocabulary for the technician. Terminology commonly used in the medical setting will be presented. The different systems of the body will be studied in connection with terminology. (2-3) 3

REC 110 Recreational Arts and Crafts: Designed to develop specific talents in recreational arts and crafts. The methods, materials, and techniques for teaching arts and crafts to children and adults is presented with special emphasis on projects for the handicapped. (1-3) 2

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include algebra, common fractions, decimal fractions, percentage, interest, discount, commission, and pertinent uses of mathematics in the field of business. (5-0) 5

REC 102 Introduction to the Ill and Handicapped: Designed to introduce the student to the exceptional or abnormal person. Provides general knowledge of different handicapped conditions, their causes and limitations caused by the disability. To aid the students' understanding, scheduled trips to institutions for the retarded, mentally ill, deaf and physically handicapped will be an integral part of the course. (3-0) 3

ENG 101 Grammar: Designed to aid the student in the improvement of self expression in grammar. (3-2) 4

REC 122 Health, Safety and First Aid: Designed to promote understanding of factors which influence community health. Classroom activities focus on practices and procedures for promoting good community health and safety. First aid procedures and accident prevention are stressed. (3-0) 3

REC 121 Social Recreation: Develops skill in planning social recreational activities. Party planning, special events, social games, quiet games, trips and picnics, and decorating will be emphasized. For practical experience, students will have the opportunity to work with different age groups on community projects in social recreation. (3-0) 3

PSY 101 General Psychology: Study of the various fields of psychology; the development process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. (3-0) 3

REC 103 Adaptive Physical Education and Recreation: Study of the modifications and adaptations used in recreation and physical education activities for handicapped persons. Students will learn about techniques and equipment for adapting various sports, games,

and activities and will have the opportunity to observe adaptations for the mentally ill and retarded, blind, elderly, physically handicapped, and other special groups. (3-0) 3

HIS 110 History, Philosophy, and Contemporary Nature of Recreation in America: History of recreation in the United States will be covered. The various philosophies of recreation and leisure time discussed with emphasis on their relation to the formational patterns in present-day America. (3-0) 3

ENG 104 Technical Writing: Compilation of data, organization of material and thematic styles will be discussed. PR: ENG 101 (3-2) 4

REC 105 Recreation Areas and Facilities and Program Planning I: Explores the different types of indoor recreational areas and facilities and their uses. Emphasizes the essential elements and basic principles involved in the organization and supervision of various types of recreation programs. (3-0) 3

REC 106 Resident and Day Camp Administration: Designed to develop an understanding of the operation of a camping program. Particular emphasis on the recruitment, selection, and orientation of counselors as well as the understanding of camper problems will be presented. (3-0) 3

REC 107 Team Sports and Games in Recreation: Develops knowledge and ability in team sports and games. Students learn rules and regulations, field dimensions, equipment, and safety factors. Activities for groups of different ages and abilities are presented. (1-3) 2

MUS 101 Recreational Music: Develops an understanding of the value and use of music in a recreation program. Instruments, aids, and materials are given special attention. (1-3) 2

REC 111 Sports Officiating: Introduces students to techniques of teaching, organizing, and supervising lead-up games and team sports. Emphasis placed on learning the rules and officiating techniques of team sports as well as adaptations for various disability groups and ages. (1-3) 2

ENG 204 Oral Communications: Study of the basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction and voice, and the application of particular techniques to correct speaking habits and produce effective oral presentation for conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

REC 202 Recreation Leadership I: Focuses on the various styles and types of leadership. Different theories of leadership will be discussed so that students can draw upon the most pertinent parts of each theory style and type to formulate personal theories of recreation leadership. (3-0) 3

REC 204 Individual Sports and Games: Designed to develop students' abilities and understanding of individual sports and games. Class instruction given on the proper techniques, rules, and equipment with emphasis on adapting the activity to the abilities of the handicapped. (1-3) 2

MUS 201 Folk, Square and Social Dance: Designed to develop specific talents in the area of recreational dance. Activity sessions stress the different types of dances, the skills involved and the techniques used in teaching dancing to difficult age groups. Appropriate dances with adaptations for the different handicapped groups stressed. (1-3) 2

REC 201 Recreation Areas and Facilities and Program Planning II: A continuation of REC 105 with additional research of recreational areas and facilities and emphasis on principles in planning, the dimensions and standards, maintenance and the operation of areas and facilities. Explores the principles of planning and organizing an effective

recreational program. Consideration given to various aspects of program planning with special attention focused on the types of programs offered to the handicapped participant. PR: REC 105 (3-0) 3

REC 210 Recreation Leadership II: Gives students the opportunity to apply some of the material covered in Recreation Leadership I. Focuses on parliamentary procedure, role playing, interviewing, training, and recruiting volunteers. Human relations covered. PR: REC 202 (3-0) 3

PSY 202 Human Growth and Development: A study of social interaction and environmental factors in the development of the individual from conception to maturity. PR: PSY 101 (3-0) 3

REC 214 Effective Supervisory Practices in Recreation: Designed to develop a knowledge of effective supervisory skills. Basic concepts of supervision are covered with emphasis on work methods, orientation, job instruction, discipline, public relations, cooperation and evaluation. (3-0) 3

REC 206 Recreation Drama: Explores the use of drama in a recreational setting. Particular attention is placed upon the type of drama which can be used effectively with handicapped children and adults. Students learn to direct creative activities such as pantomime, plays, stunts and skits, charades, storytelling, and costuming. (1-3) 2

SOC 102 General Sociology: Introduction to the principles of sociology with an attempt to provide an understanding of culture, collective behavior, community life, and social change. (3-0) 3

ENG 103 Report Writing: Fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices. PR: ENG 104 (3-2) 4

REC 205 Nature and Outdoor Recreation: Acquaints students with recreation and its relationship to the natural surroundings. Attention is focused on conservation, wildlife, nature, projects for all seasons, and other activities. Students learn to plan nature and outdoor recreation programs for the handicapped. (3-0) 3

REC 215 Recreation Administration: Designed to introduce the student to basic principles and concepts of recreation administration with primary emphasis on the administration of municipal recreation programs. Covers Administrative concerns in personnel management, public relations, budgeting and finance, and legislation. (3-0) 3

PSY 229 Abnormal Psychology: Study of the symptoms, contributing factors, treatment, and outcomes of the mentally ill and mentally defective as well as of maladjusted, anti-social persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed. PR: PSY 202 (3-0) 3

REC 212 Introduction to Gerontology: Covers the physiological and social problems of aging. Special emphasis on planning and conducting recreation programs for the aging. (3-0) 3

BUS 102 Typing: Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

REC 299 Internship & Seminar: Actual work experience in which the student serves as a leader with a recreation department, park, summer camp, school, hospital, nursing home, or state institution. (1-20) 3

Students, upon recommendation of department may fulfill requirements by approved co-operative work experience (REC 280 Cooperative Work Experience.)

SECRETARIAL SCIENCE

The demand for better qualified secretaries is expanding. Opportunities abound in a variety of business and industrial fields.

The secretarial science curriculum provides training in the skills and generally accepted business principles. Students receive specialized training in the areas of typing, business math, bookkeeping, filing, office machines, psychology, and English. Dictation, transcription, and business terminology are especially emphasized.

Graduates of the two-year program receive Associate in Applied Science degrees and are ready to accept the many types of secretarial positions open to skilled people.

CURRICULUM REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

	<i>Quarter Hours Credit</i>
<i>Communication</i>	
Audio-Visual Aides & Library Research Technology; Grammar; Technical Writing; Business Communication; and Oral Communications	19
<i>Mathematics</i>	
Business Math I & II	10
<i>Social Science</i>	
General Psychology or Psychology Elective	3
<i>Required Courses in Major</i>	
Typing I, II & III; Advanced Typing; Shorthand I, II, & III; Office Machines I & II; Filing; Consumer Economics; Dictation and Transcription I & II; Secretarial Accounting I & II; Secretarial Procedures; Machine Transcription; Office Applications; Business Law I; and Office Machines—Duplicating	74
<i>Electives</i>	
Personnel Management; Office Management; Business Management; Supervision; Economics I; Sociology; Co-op I & II; Dynamics of Human Behavior; and Human Relations	3-32

Economics I can be substituted for Consumer Economics.

A minimum of 108 hours is required to complete this degree.

Suggested Sequence of Courses for Secretarial Science

Course Title		Hours Per Week		Quarter
		Class	Lab	Credit Hours
FIRST QUARTER				
ENG 105	Audio-Visual Aides & Library Research Technology	3	0	3
BUS 102	Typing I	3	4	5
BUS 106	Shorthand I	3	2	4
MAT 110	Business Math I	5	0	5
BUS 110	Office Machines (Ten-Key Printing Calculator)	1	2	2
		—	—	—
		15	8	19
SECOND QUARTER				
ENG 101	Grammar	3	2	4
BUS 103	Typing II	3	4	5
BUS 107	Shorthand II	3	2	4
MAT 111	Business Math II	5	0	5
BUS 111	Office Machines (Electronic Calculator)	1	2	2
		—	—	—
		15	10	20
THIRD QUARTER				
ENG 104	Technical Writing	3	2	4
BUS 104	Typing III	3	4	5
BUS 108	Shorthand III	3	2	4
BUS 112	Filing	3	0	3
ECO 108	Consumer Economics	3	0	3
		—	—	—
		15	8	19
FOURTH QUARTER				
ENG 206	Business Communications	3	2	4
BUS 205	Advanced Typing	2	3	3
BUS 206	Dictation and Transcription I	3	2	4
BUS 120A	Secretarial Accounting I	5	2	6
		—	—	—
		13	9	17
FIFTH QUARTER				
ENG 204	Oral Communications	3	2	4
BUS 207	Dictation and Transcription II	3	2	4
BUS 121A	Secretarial Accounting II	5	2	6
BUS 214	Secretarial Procedures	3	2	4
		—	—	—
		14	8	18

SIXTH QUARTER

BUS 212	Machine Transcription I	1	2	2
BUS 271	Office Management	3	0	3
BUS 215	Office Application	2	10	2
BUS 115	Business Law I	3	0	3
BUS 211	Office Machines — Duplicating	2	2	3
PSY 101	General Psychology	3	0	3
		—	—	—
		14	14	16

BUS 102 may be waived through proficiency test and departmental approval.

CREDIT HOURS REQUIRED: 108

SECRETARIAL SCIENCE COURSE DESCRIPTIONS

ENG 105 Audio-Visual Aides & Library Research Technology: Relevant techniques for retrieval of information and preparation of audio-visual materials is provided. (3-0) 3

BUS 102 Typing (Waiver by Testing): Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

BUS 106 Shorthand I: Beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. (3-2) 4

MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marketing, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

BUS 110 Office Machines (Ten-Key Printing Calculator): General survey of business and office machines. Students will receive training in techniques, processes, operations, and applications of ten-key adding machines, full keyboard machines, and printing calculators. (1-2) 2

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. Functional approach used. (3-2) 4

BUS 103 Typing II: Emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. Skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. PR: BUS 102 or the equivalent. Speed requirement: 30 words per minute for five minutes. (3-4) 5

BUS 107 Shorthand II: Continued study of theory with greater emphasis on dictation and elementary transcription. PR: BUS 106 or the equivalent. (3-2) 4

MAT 111 Business Math II: Continuation of Business Math emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, advanced management in industry and banking. PR: MAT 110 and MAT 1102 (5-0) 5
 BUS 111 Office Machines (Electronic Calculator): General survey of business and office machines. Students receive training in techniques, processes, operations and applications of the electronic calculator, both electronic element and electronic tape machines. (1-2) 2

ENG 104 Technical Writing: Compilation of data, organization of material, and thematic styles discussed. PR: ENG 101 (3-2) 4

BUS 104 Typing II: Emphasis on production typing problems and speed building. At-

tention to the development of the student's ability to function as an expert typist producing mailable copies and production forms. PR: BUS 103 or equivalent. Speed requirement: 40 words per minute for five minutes. (3-4) 5

BUS 108 Shorthand III: Theory and speed building. Introduction to office-style dictation. Emphasis on development of speed in dictation and accuracy in transcription. PR: BUS 107 (3-2) 4

BUS 112 Filing: Fundamentals of filing and indexing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Alphabetic, triple check, automatic geographic, subject, soundex, and dewey decimal filing. (3-0) 3

ECO 108 Consumer Economics: Designed to help the student use his time, energy, and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing finances, increasing resources, and understanding the economy. (3-0) 3

ENG 206 Business Communications: Develops skills in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102 (3-2) 4

BUS 205 Advanced Typing: Emphasis placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to secretarial work, including review of letter forms, methods of duplication, statistical tabulation, and typing of reports, manuscripts, and legal documents. PR: BUS 104. Speed requirement: 50 words per minute for five minutes. (2-3) 3

BUS 206 Dictation and Transcription I: Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to secretarial work, including a review of the dictation of familiar and unfamiliar material at varying rates of speed. PR: BUS 108. Minimum dictation rate: 100 words per minute for five minutes for new material. (3-2) 4

BUS 120A Secretarial Accounting I: Introduction to the principles, techniques, and tools of accounting. Students learn to collect, summarize, analyze and report information on service, and mercantile enterprises. PR: MAT 110 (5-2) 6

ENG 204 Oral Communications: Study of basic concepts and principles of oral communication to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits. The student learns to produce effective oral presentations for conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

BUS 207 Dictation and Transcription II: The student learns to develop the accuracy, speed, and vocabulary to meet the stenographic requirements of business and professional offices. PR: BUS 206. Minimum rate of dictation: 100 words per minute for five minutes for new material. (3-2) 4

BUS 121A Secretarial Accounting II: Introduces partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on recording, summarizing and interpreting data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120A and Math 111 (5-2) 6

BUS 214 Secretarial Procedures: Designed to acquaint the student with the responsibilities encountered by a secretary during the work day, including receptionist duties, handling of mail, telephone techniques, travel information, telegrams, office records,

purchasing supplies, office organization, and insurance claims. (3-2) 4

BUS 212 Machine Transcription I: Study and practice in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar and letter styles will be emphasized. PR: BUS 103 (1-2) 2

BUS 271 Office Management: Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems. (3-0) 3

BUS 215 Office Application: Sixth-quarter students only are assigned to work in a business, technical, or professional office for eight hours per week. Secretarial students are provided actual work experience and an opportunity to apply the skills and knowledge learned. PR: BUS 214, BUS 205 and BUS 211 (2-10) 2

BUS 115 Business Law I: Designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

BUS 211 Office Machines-Duplicating: Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, and dictating and transcribing machines. PR: BUS 110 (2-2) 3

PSY 101 General Psychology: A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. (3-0) 3



GENERAL EDUCATION

The College offers an Associate in General Education Degree to graduates of the two-year general education program. The program serves those who seek additional education of a generalized nature which will be of value in existing or future employment. The curriculum is flexible with many electives, and develops a broad, balanced, college-level education.

The general education program includes appropriate academic subjects and supplementary activities whereby the student not only furthers his education, but also gains a better understanding of himself and a higher regard for others. Some of the goals of the program are:

- To foster an understanding of cultural heritage.
- To broaden skills in communication.
- To encourage critical thinking.
- To stimulate creativity.
- To develop citizenship.

Graduates of the two-year program receive Associate of General Education degrees. They have enriched backgrounds in language, communications, humanities, mathematics, social science and history.

Suggested Sequence of Courses for General Education:

Course Title	Hours Per Week		Quarter
	Class	Lab	Credit Hours
FIRST QUARTER			
ENG 110 Composition I	5	0	5
MAT 105 Introduction to College Math	3	0	3
PHS 101 Man & His Physical Environment	4	0	4
BIO 101 Biology I	2	2	3
HEA 101 Personal Health & Hygiene	3	0	3
	17	2	18
SECOND QUARTER			
ENG 111 Composition II	5	0	5
MAT 107 College Algebra	5	0	5
BIO 102 Biology II	2	2	3
Elective	3	0	3
	15	2	16
THIRD QUARTER			
ENG 112 Communication Skills I	5	0	5
MAT 108 College Geometry & Trigonometry	5	0	5
SOC 101 Introduction to Sociology	3	0	3
BIO 103 Biology III	2	2	3
	15	2	16

FOURTH QUARTER

HIS 207 American History	3	0	3
PSY 101 General Psychology	3	0	3
ENG 221 World Literature	3	0	3
2 Electives	6	0	6
	15	0	15

FIFTH QUARTER

ENG 222 English Literature	3	0	3
HIS 208 American History	3	0	3
ART 205 History & Appreciation of Art	3	0	3
2 Electives	6	0	6
	15	0	15

SIXTH QUARTER

ENG 223 American Literature	3	0	3
POL 103 State and Local Government	3	0	3
2 Electives	6	0	6
	12	0	12

CREDIT HOURS REQUIRED: 95

GENERAL EDUCATION COURSE DESCRIPTIONS

ENG 110 Composition I: Study of grammar and composition. Review of the parts of speech, sentence structure and development, vocabulary, note taking, outlining, and exposition. (5-0) 5

MAT 105 Introduction to College Math: Fundamental principles of mathematics including a study of elementary set theory and mathematical logic. (3-0) 3

PHS 101 Man and His Physical Environment: Integrated perspective of the physical sciences, study of selected topics such as systems of measurement, the expanding universe, structure of the earth, kinetic molecular theory of elements and compounds, and the structure of atoms. (4-0) 4

BIO 101 Biology I: Introduction to basic principles and concepts of biology; study of the chemical and cellular basis of life in relation to the evolution of multicellular forms of life as they exist today. (2-2) 3

HEA 101 Personal Health & Hygiene: Study of the factors affecting physical and mental health and individual practices which aid in maintaining good physical and mental health throughout the life span. (3-0) 3

ENG 111 Composition II: Continuation of ENG 110. with introduction to essay and research methods. Increased emphasis on the writing process. (5-0) 5

MAT 107 College Algebra: Basic concepts and operations of algebra, linear and quadratic functions, exponents, logarithms, tables and interpolation. Introduction to trigonometry and techniques of mensuration. PR: MAT 105. (5-0) 5

BIO 102 Biology II: Continuation of BIO 101. Topics include anatomy and physiology, behavior, population biology and ecology. PR: BIO 101. (2-2) 3

ENG 112 Communication Skills I: Study of basic concepts and principles of oral and written communications. Emphasis placed on correct language usage in speaking and writing. PR: ENG 111. (5-0) 5

MAT 108 College Geometry & Trigonometry: Study of the theory and application of geometric and trigonometric concepts including triangles, circles, prisms, cylinders, spheres, pyramids, cones, frustums, trigonometric functions, tables, and graphical representations. PR: MAT 107 (5-0) 5

SOC 101 Introduction to Sociology: Introductory course to principles of sociology with an attempt to provide an understanding of culture, collective behavior, community life, social institutions, and social change. Presents scientific study of man's behavior in relation to other men, general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. (3-0) 3

BIO 103 Biology III: Continuation of BIO 102 with topics including botany, microbiology, immunology, and the future of mankind. PR: BUS 102 (2-2) 3

HIS 207 American History: Survey of the development of the American nation, from the discovery of America to the outbreak of the Civil War. (3-0) 3

PSY 101 General Psychology: Study of the various fields of psychology: the development process; motivation, emotion, frustration and adjustment; mental health; attention and perception; problems in group living. Attention is given to self understanding and adjustment to the demands of society. (3-0) 3

ENG 221 World Literature: Survey of the tempers of western thought from 1600 to the present, stressing the relationship between literature and other arts. (3-0) 3

ENG 222 English Literature: Study of major writers from the beginning of English literature through Milton. PR: ENG 221 (3-0) 3

HIS 208 American History: Continuing survey of the development of the American nation from the outbreak of the Civil War to the present. PR: HIS 207 (3-0) 3

ART 205 History and Appreciation of Art: Establishes an understanding of art; develops an appreciation for the relation between art and man; and studies art in a cultural environment (3-0) 3

ENG 223 American Literature: Study of the development of American literature from the Civil War through the Nineteen Sixties. Writers emphasized are Emerson, Thoreau, Whitman, Sandburg, Frost, Henry James, Eugene O'Neil, Hemingway, Albee, Steinbeck. PR: ENG 222 (3-0) 3

POL 103 State and Local Government: Study of state and local government, state-federal interrelationships, functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations, are covered, and special attention is given to North Carolina. (3-0) 3

VANCE GRANVILLE

**VANCE-GRANVILLE
COMMUNITY
COLLEGE**

Vocational Programs

1977 - 78

VOCATIONAL PROGRAMS

Vance-Granville Community College offers the following nine vocational programs:

AUTOMOTIVE MECHANICS	LIGHT CONSTRUCTION
CHILD CARE WORKER	MECHANICAL DRAFTING
ELECTRICAL INSTALLATION & MAINTENANCE	NURSES' ASSISTANT (11-Week Course)
ELECTRONICS SERVICING & MAINTENANCE	PRACTICAL NURSING
	WELDING

Vocational programs emphasize specific manipulative skills and applications of theory learned in class. These programs prepare students in the techniques needed to find a job or to advance in a job.

The programs can be completed in one-year (except for the 11-week Nurses' Assistant course) by full-time students. Classes are offered during both day and evening by the Automotive Mechanics and Electronics Servicing programs. Graduates of vocational programs receive vocational diplomas.

Vance-Granville Community College maintains an "open door" policy for all applicants who are high school graduates or who are eighteen years of age or older. The College serves all students regardless of race, creed, sex, color, or national origin.

Tuition for North Carolina residents who enroll on a full-time basis (12 quarter hours or more) is \$33 per quarter. Part-time students pay \$2.75 per quarter hour. In addition, a student activity fee of \$5 is charged each quarter to full-time students. Part-time students pay a pro-rated activity fee.

Textbooks and supplies, which may be purchased at the college bookstore, are other expenses for which students should plan. The cost varies with each program.

It is the desire of Vance-Granville Community College that no person who has the ability and motivation should be deprived of the advantage of an education due to lack of funds. There are a variety of financial aids, including scholarships, loans, grants, and the work-study program. Veterans attending the college are assisted by a Veterans Counselor who helps veterans and wives or husbands and children of deceased or disabled veterans, MIA's or POW's, to obtain the benefits they are due.

Professionally-trained counselors under the direction of the Student Affairs Office are available to assist students with educational, occupational, or personal

problems. Every student can count on counseling services from pre-admission through graduation. While the college does not guarantee job placement, the Student Affairs Office offers assistance in finding suitable jobs for every student.

The new VGCC campus offers a pleasant and modern background for education. The Student Center Building features the Learning Resources Center (LRC), game rooms, and meeting areas. The LRC is an attractive, relaxed place for studies, research, browsing, and self-improvement. Students have access to almost 14,000 books, around 250 magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. The Individualized Instruction Laboratory offers programmed materials in almost any program of study. Students can learn at their own rates in a non-competitive environment.

VGCC's student activity program offers a variety of meaningful educational, cultural and social experiences. Students can participate in several intra-mural sports. They can relax in the friendly atmosphere of the Student Center. The Student Government Association, class-related activities, publications and clubs give students the opportunity to develop leadership skills and to pursue individual needs.

COURSE DESCRIPTIONS

Each course listing begins with three capital letters and a number. This is the abbreviation of the course name, and the number is the position in the curriculum. Following the number is the name of the course and a brief description of the course. Following the description may be a PR, meaning that there is a course required before the described course may be taken. The numbers in parentheses indicate the number of lecture and laboratory hours. The last number indicates the number of credit hours for completion of the course.

AUTOMOTIVE MECHANICS

Today's automotive vehicles are masterpieces of engineering, design and functional efficiency. They are the products of dramatic technical and mechanical advances. Obviously, these complex vehicles need skilled professionals who can diagnose problems and repair them.

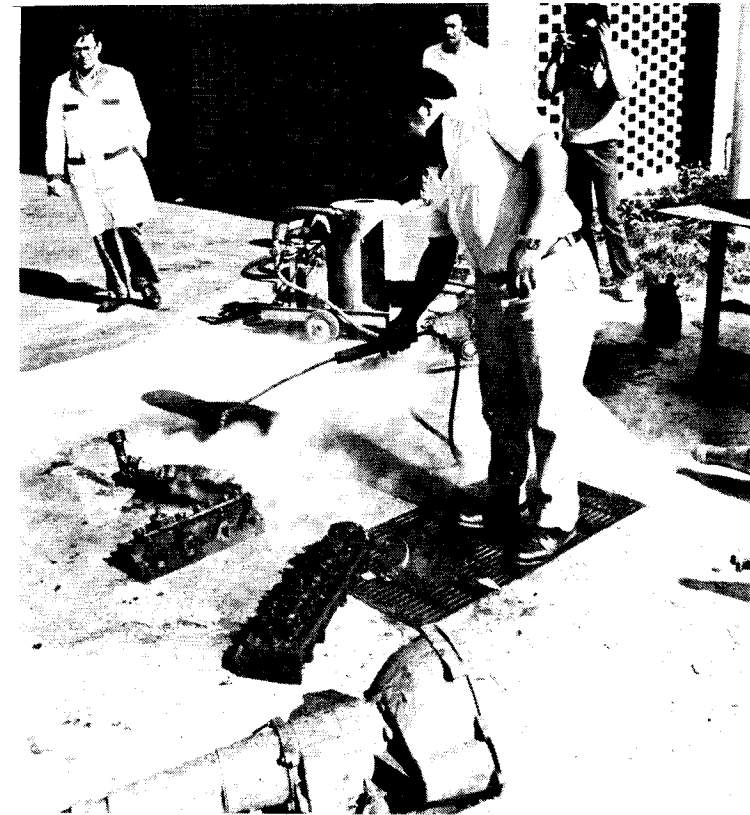
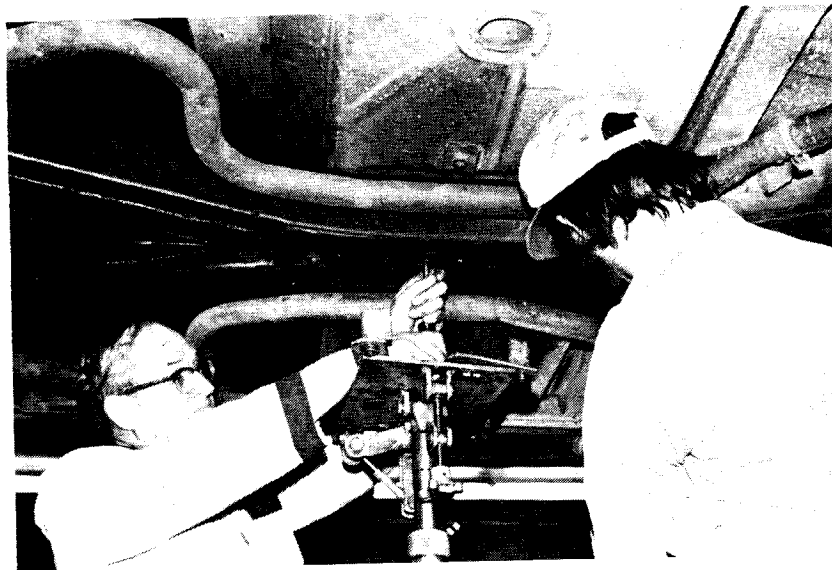
Students in the Automotive Mechanics curriculum will spend time in the classroom learning automotive theory - how and why things work as they do. This is followed by actual work on isolated units (such as engines or brakes) in open lab, then by work on automobiles. The classes and labs will provide experience with engines, carburetors, starters and generators, ignitions, brakes, air conditioners and heaters, transmissions and differentials. Students entering the Automotive Mechanics curriculum may pursue a four-quarter vocational

diploma or may pursue a seven-quarter vocational diploma if they meet entrance requirements for the seven-quarter program.

Graduates of the program receive vocational diplomas and can look forward to careers in local shops and auto dealerships or as self-employed businessmen. Now, more than ever, these are jobs that offer prestige and higher salaries.

Suggested Sequence of Courses for Automotive Mechanics:

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
PME 1101 Internal Combustion Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1101 Schematics and Diagrams	0	3	1
PHY 1101 Applied Science	3	2	4
ENG 1101 Reading Improvement I	2	0	2
	—	—	—
	13	17	19
SECOND QUARTER			
MAT 1102 Applied Math	3	0	3
PME 1102 Engine Electrical & Fuel System	5	15	10
WLD 1129 Basic Welding	2	3	3
ENG 1102-V Reading Improvement II	2	0	2
	—	—	—
	12	18	18



THIRD QUARTER

AUT 1123 Brakes, Chassis & Suspension Systems	3	9	6
AHR 1101 Automotive Air Conditioning	2	2	3
ENG 1103 Communication Skills	3	0	3
AUT 1203 Automotive Emission Controls	2	3	3
PME 1221 Front Suspension, Alignment & Power Steering	2	4	3
	—	—	—
	12	18	18

FOURTH QUARTER

AUT 1124 Automotive Power Train Systems	3	12	7
AUT 1125 Auto Servicing I	3	9	6
PSY 1101 Human Relations	3	0	3
	—	—	—
	9	21	16

Students may elect to take if offered:
HEA 1101-V Emergency Medical Care

CREDIT HOURS REQUIRED: 71

FIFTH QUARTER

PME 1202 Auto Elec/Electronics	3	12	7
PME 1184 Co-op Experience	0	20	2
	—	—	—
	3	32	9

SIXTH QUARTER

PME 1224 Advanced Auto Transmissions	3	12	7
PME 1185 Co-op Experience	0	20	2
	—	—	—
	3	32	9

SEVENTH QUARTER

PME 1226 Automotive Servicing II	3	12	7
PME 1186 Co-op Experience	0	20	2
	—	—	—
	3	32	9

CREDIT HOURS REQUIRED: 98

AUTOMOTIVE MECHANICS COURSE DESCRIPTIONS

PME 1101 Internal Combustion Engines: Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance, servicing and maintenance



of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication, and methods of testing, diagnosing and repairing. (3-12) 7

MAT 1101 Fundamentals of Mathematics: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

DFT 1101 Schematics and Diagrams: Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. (0-3) 1

PHY 1101 Applied Science I: An introduction to physical principles and their application in industry. Topics include measurement, properties of solids, liquids and gases, basic electrical principles. (3-2) 4

ENG 1101 Reading Improvement I: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

MAT 1102 Applied Math: Plane and solid geometric figures using industrial applications; measurement of surfaces and volumes. Introduction to algebra using formulas applicable to the building trades. PR: MAT 1101. (3-0) 3

PME 1102 Engine Electrical and Fuel System: Study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuel systems, special tools, and testing equipment for the fuel and electrical system. (5-15) 10

WLD 1129 Basic Welding: Basic characteristics of metals, and welding equipment, its construction, and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in

the Welding Shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice in surface welding; bronze welding, silver-soldering, flamecutting and arc welding methods applicable to mechanical repair work. (2-3) 3

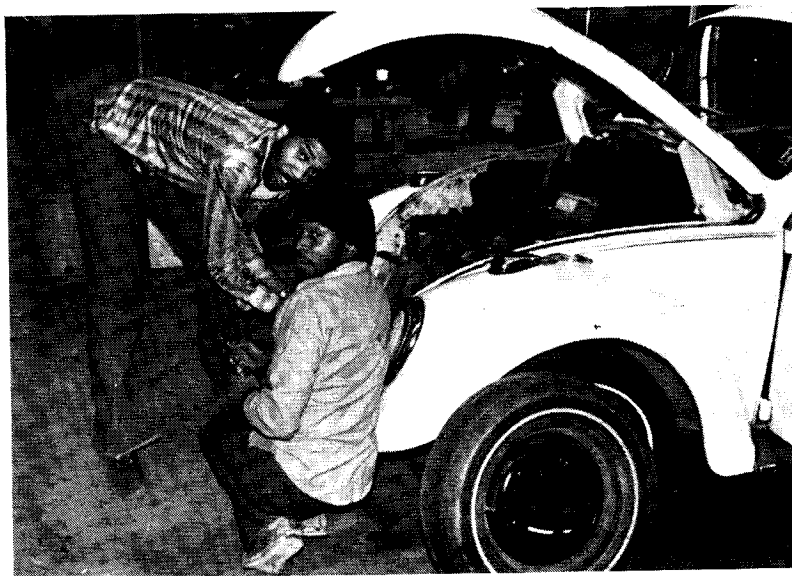
ENG 1102-V Reading Improvement II: Designed to promote effective study skills and to familiarize the student with the library. (2-0) 2

AUT 1123 Brakes, Chassis, and Suspension Systems: Study of various braking systems employed on autos and light weight trucks. Emphasis placed on how brakes operate, proper adjustment, repair and the servicing of parking brakes. Principles and functions of the components of an automotive chassis. Practical job instruction in adjusting and repairing suspension systems. (3-9) 6

AHR 1101 Automotive Air Conditioning: General introduction to the principles of refrigeration: study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests, and general maintenance work. PR: PHY 1101 (2-2) 3

ENG 1103 Communication Skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1102-V (3-0) 3

AUT 1203 Automotive Emission Controls: Complete study of engine operating fundamentals: batteries, basic electricity, fuel pumps, carburetor circuits, crankcase ventilation systems, exhaust emission control systems and their assist units, evaporation emission control systems, complete coverage of charging systems, complete ignition system coverage, and a step-by-step tune-up procedure. Covers theory of operation, testing, diagnosis, and adjustment procedures. PR: PME 1101 (2-3) 3



PME 1221 Front Suspension, Alignment, and Power Steering: Theory of operation, correct disassembly, and mounting of all front suspension parts on various types of cars and light trucks. A thorough understanding of the function and repair of both standard and power steering gears. Theory and application of steering geometry, diagnosis, and correction of steering problems and the proper use of alignment and wheel balancing machines. Analysis and correction of tire wear problems. (2-4) 3

AUT 1124 Automotive Power Train Systems: Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of problems, servicing, and repair. PR: AUT 1123 (3-12) 7

AUT 1125 Auto Servicing I: Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automobile systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained. PR: PME 1102, AUT 1123, AHR 1101 (3-9) 6

PSY 1101 Human Relations: Study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. (3-0) 3

HEA 1101-V Emergency Medical Care: Study and practical application of first aid techniques and practices in the treatment of emergency medical care needs such as: bleeding, breathing, electrical shock, shock, and broken bones. (3-0) 3

PME 1202 Auto Elec/Electronics: Study of the theory and operation of various automobile electrical units and systems. Maintenance and testing of the electrical/electronic components and circuits found in the modern automobile including diagnosis and repair. PR: PME 1102 (3-15) 7

PME 1184 Co-op Experience: Students will be placed in co-operative work experience jobs and will be supervised and evaluated by an on-the-job supervisor and a faculty member. Objectives for each student will be determined prior to job placement. PR: Satisfactory completion of first four quarters (0-20) 2

PME 1224 Advanced Auto Transmissions: Designed to provide a measure of depth in the understanding of automatic transmissions. Included is theory of operation, correct disassembly and assembly procedures, planetary gear systems, diagnosis and repair on live projects. PR: PME 1202 (3-15) 7

PME 1185 Co-op Experience: A continuation of PME 1184. (0-20) 2

PME 1226 Automotive Servicing II: Emphasis placed on "trouble-shooting" and repairing the various systems and components of the modern automobile in a shop situation. The student is given in-depth experience in diagnosis, testing, adjusting, repairing, and replacing component parts. PR: PME 1125 (3-15) 7

PME 1186 Co-op Experience: A continuation of PME 1185. (0-20) 2

CHILD CARE WORKER

The number of pre-school children requiring out-of-home care has been steadily increasing. Children in day care centers, nursery schools, and other such facilities need warm, knowledgeable persons with a sincere interest in the well-being and potential of each child.

The Child Care Worker curriculum provides specific training in prenatal and

infant growth, creative activities and art for the young child, nutrition, health and safety for the pre-school child, nature and scope of day care, personality development, administration and supervision of day care facilities, field experience in child care facilities and business ventures in day care.

Graduates of the one-year program receive vocational diplomas and can look forward to such jobs as nursery school teachers, day care workers, public kindergarten aides, assistants for training exceptional children, and related clinical positions.

Suggested Sequence of Courses for Child Care Worker:

Course Title		Hours Per Week	Quarter
		Class	Credit Hours
		Lab	
FIRST QUARTER			
PSY 150	Interpersonal Relationships	3	0 3
EDU 103	Working & Communicating Effectively with the Young Child	3	3 4
SCI 101	Science in the Early Childhood Program	1	2 2
EDU 104	Prenatal & Infant Growth & Care	3	0 3
EDU 201	Creative Activities & Art for the Young Child	2	3 3
		—	—
		12	8 15
SECOND QUARTER			
ENG 101	Grammar	3	2 4
HEA 100	Nutrition, Health & Safety for the Preschool Child	4	0 4
EDU 102	Programming & Teaching Techniques for Early Childhood Education	2	2 3
EDU 106	Language & Literature in the Early Childhood Program	4	2 5
EDU 105	Music in the Early Childhood Program	1	2 2
HUM 100	Cultural Enrichment	0	3 1
		—	—
		14	11 19
THIRD QUARTER			
EDU 202	Field Experience in Child Care Facilities	0	20 7
SOC 101	Social Problems in the American Culture	2	0 2
EDU 206	Special Problems in Early Childhood	3	0 3
ENG 104	Technical Writing	3	3 4
EDU 107	Nature and Scope of Day Care	3	0 3
		—	—
		11	22 20

FOURTH QUARTER

PSY 102	Personality Development			
	1 Grooming and Personal Appearance			
	2 Discipline and Self-Control	2	0	2
BUS 140	Business Ventures in Day Care	3	0	3
EDU 111	Administration and Supervision of Day Care Facilities	3	2	4
SOC 107	Methods of Community Research	1	3	2
HUM 102	Cultural Enrichment	0	3	1
		—	—	—
		9	8	12

CREDIT HOURS REQUIRED: 66

CHILD CARE WORKER COURSE DESCRIPTIONS

PSY 150 Interpersonal Relationships: Framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. (3-0) 3

EDU 103 Working and Communicating Effectively with the Young Child: Designed to aid the student in the improvement of self-expression in business and technical compositions. (3-3) 4

SCI 101 Science in the Early Childhood Program: Study of basic concepts from the biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. (1-2) 2





EDU 104 Prenatal and Infant Growth and Care: Child development from the fetal stages through the first years of life are discussed. Emphasis is placed on proper nutrition, environment, and medical attention in the prenatal period. Attention is given to developmental activities for the infant. (3-0) 3

EDU 201 Creative Activities and Art for the Young Child: Individual and group exploration of activities and media for promoting the overall development of children, with special emphasis on music, art, science, and oral language development. (2-3) 3

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. Approach is functional. (3-2) 4

HFA 100 Nutrition, Health, and Safety for the Preschool Child: Designed to promote an understanding of factors which influence physical and emotional health during infancy and childhood. Provides understanding in the use of first aid for emergencies. Classroom activities focus on practices and procedures for assuring good health among children in group care. (4-0) 4

EDU 102 Programming and Teaching Techniques for Early Childhood Education: Overview of the methods and materials used by the classroom teacher in presenting information to the students. (2-2) 3

EDU 106 Language and Literature in the Early Childhood Program: Study of means for helping children develop the ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention in language development. Study of the literature for young children, with emphasis on criteria for evaluating the literary value of children's

books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skills in oral reading and in story telling.

(4-2) 5

EDU 105 Music in the Early Childhood Program: Study of music which is appropriate for young children and the ways of integrating music into activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. (1-2) 2

HUM 100 Cultural Enrichment: Designed to promote the students' knowledge of the world around him and his culture. Includes visits to art museums, plays, and concerts.

(0-3) 1

EDU 202 Field Experience in Child Care Facilities: Field experience provided in area day-care centers for participants. Actual working relationships and practices will be experienced. PR: First & Second quarter of academic work (0-20) 7

SOC 101 Social Problems in the American Culture: Study of selected elements of society with emphasis on current social changes and how they affect the young child. (2-0) 2

EDU 206 Special Problems in Early Childhood: Concepts and topics relevant to pre-school age children are discussed, including sibling relationships, marital climate, and consequent effect upon development of the child. Covers the effects of physical and mental handicaps upon peer acceptance. PR: EDU 102, 103, and 106 (3-0) 3

ENG 104 Technical Writing: Compilation of data, organization of material, and thematic styles will be discussed. PR: ENG 101 (3-2) 4





- EDU 107 Nature and Scope of Day Care: Designed to promote an understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. (3-0) 3
- PSY 102 Personality Development: Designed to encourage the student to make the most of attributes. Areas covered are grooming, proper clothing and discipline. (2-0) 2
- BUS 140 Business Ventures in Day Care: Accurate bookkeeping, business laws pertaining to the operation of day-care facilities, and fiscal management of child-care centers are studied. (3-0) 3
- EDU III Administration and Supervision of Day Care Facilities: Students develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for the group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. 3-2) 4
- SOC 107 Methods of Community Research: The student is shown how to collect and evaluate samplings from the community on questions that need supportive information. (1-3) 2
- HUM 102 Cultural Enrichment: A continuation of Humanities 100. (0-3) 1

ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the local economy and the increasing production of ever more sophisticated electrical products assures a continuing demand for qualified electricians. The need for hundreds of thousands of electricians grows each year. Skilled electrical installation workers are needed on construction sites, in factories which use electrically-powered machines and in repair shops.

The Electrical Installation and Maintenance curriculum trains skilled professionals who can enter the job market as electricians or as job trainee apprentices in the field of electrical installation. Students learn to test, wire, and repair actual circuits like those found in homes or factories. They also learn about the nature of electricity, the operation of circuit breakers, and the principles of electric motors.

Graduates of the one-year program receive vocational diplomas and can look forward to employment as construction electricians and maintenance electricians.

Suggested Sequence of Courses for Electrical Installation and Maintenance:

Course Title	Hours Per Week		Quarter
	Class	Lab	Credit Hours
FIRST QUARTER			
ELC 1112 Direct and Alternating Current	5	13	9
ENG 1101 Reading Improvement	2	0	2
MAT 1101 Fundamentals of Math	5	0	5
PHY 1101 Applied Science I	3	2	4
	—	—	—
	15	15	20
SECOND QUARTER			
ELC 1113 Alternating Current & Direct Current Machine Controls	5	12	9
DET 1110 Blueprint Reading: Building Trades	0	3	1
ENG 1102-V Reading Improvement II	2	0	2
PHY 1102 Applied Science II	3	2	4
ECO 1108 Consumer Economics	3	0	3
	—	—	—
	13	17	19
THIRD QUARTER			
ELC 1124 Residential Wiring	5	9	8
ELN 1118 Industrial Electronics	3	7	5
DFT 1113 Blueprint Reading: Electrical	0	3	1
ENG 1103 Communication Skills	3	0	3
	—	—	—
	11	19	17

FOURTH QUARTER

ELC 1125 Commercial and Industrial Wiring	5	13	9
ELN 1119 Industrial Electronics	3	6	5
PSY 1101 Human Relations	3	0	3
	—	—	—
	11	19	17

CREDIT HOURS REQUIRED: 73

ELECTRICAL INSTALLATION COURSE DESCRIPTIONS

ELC 1112 Direct and Alternating Current: Study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's Law. Study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle power and resonance. Analysis of alternating current circuits. (5-13) 9

ENG 1101 Reading Improvement: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

MAT 1101 Fundamentals of Math: Practical number theory. Analysis of basic operations, addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

PHY 1101 Applied Science I: Introduction to physical principles and their application in industry. Topics include measurement, properties of solids, liquids and gases, and basic electrical principles. (3-2) 4

ELC 1113 Alternating Current and Direct Current Machine Controls: Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. Basic concepts of AC and DC machines and simple system controls. Introduction to the type control used in small appliances such as thermostats, time or sequencing switches. PR: ELC 1112 (5-12) 9

DFT 1110 Blueprint Reading: Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. (0-3) 1

ENG 1102-V Reading Improvement II: Designed to promote effective study skills and familiarize the student with the library. (2-0) 2

PHY 1102 Applied Science II: Second in a series of two courses of applied physical principles. Topics include heat and thermometry, and principles of force, motion, work, energy, and power. PR: PHY 1101 (3-2) 4

ECO 1108 Consumer Economics: Designed to help the student use his time, energy, and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing finances, increasing resources, and better his understanding of the community. (3-0) 3

ELC 1124 Residential Wiring: Provides instruction in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential situations including services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National

Electrical Code regulations in actual building mock-ups. PR: ELC 1112 (5-9) 8

ELN 1118 Industrial Electronics: Basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. PR: ELC 1113 (3-7) 5

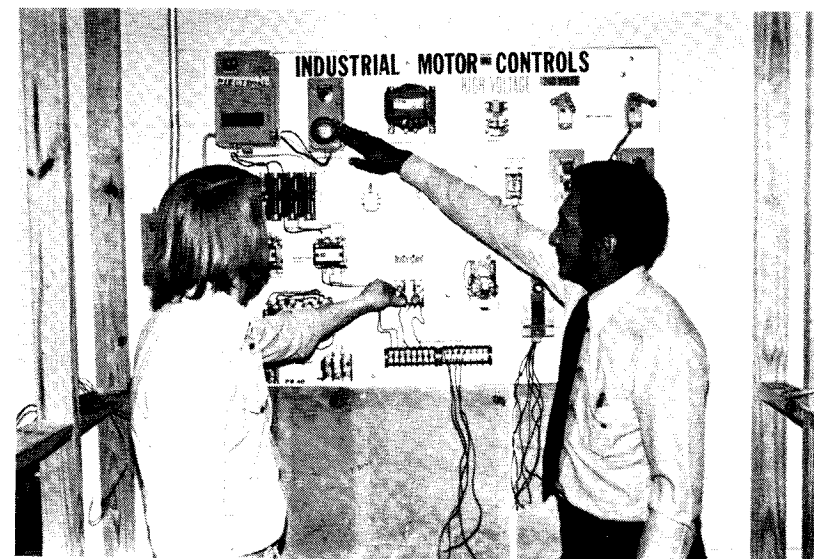
DET 1113 Blueprint Reading-Electrical: Interpretation of schematics, diagrams, and blueprints applicable to electrical installation with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable national electric codes are included. PR: DFT 1110 (0-3) 1

ENG 1103 Communication Skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1102-V (3-0) 3

ELC 1125 Commercial and Industrial Wiring: Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation and installation of simple systems. PR: ELN 1118 and ELEC 1124 (5-13) 9

ELN 1119 Industrial Electronics: Basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes and other basic types of systems commonly found in most industries. PR: ELN 1118. (3-6) 5

PSY 1101 Human Relations. Study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. (3-0) 3



ELECTRONIC SERVICE AND MAINTENANCE

Electronic techniques have provided expanded entertainment and educational facilities such as monochrome and color television, frequency modulated radio, high fidelity amplifiers, and stereophonic and quadrophonic sound equipment. Miniaturization of components, introduction of modules and multi-purpose circuitry have added to the electronics field. All these advanced developments call for skilled, up-to-date servicemen.

Students in the Electronics Service and Maintenance curriculum acquire the ability, knowledge, and experience to install and maintain the advanced electronic devices in business, industry and the home. Intensive training is provided in the application of principles, methods, and techniques used in the electronics field. This knowledge is then combined with practical experience of the construction, properties, operation, and limitations of electrical devices.

Graduates of the one-year program receive vocational diplomas and can look forward to jobs in two primary areas: consumer electronics and industrial electronics. With drive, ambition and a few years of experience, a good technician can make a salary in the five-figure range.

Suggested Sequence of Courses for Electronic Servicing (Radio and Television):

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
MAT 1101 Fundamental Math	5	0	5
ELN 1112 Vacuum Tubes and Circuits	5	6	7
ENG 1101 Reading Improvement I	2	0	2
ELN 1101 Basic Electronics	6	6	9
	—	—	—
	18	12	23
SECOND QUARTER			
MAT 1116 Electrical Mathematics	5	0	5
ENG 1102-V Reading Improvement II	2	0	2
ELN 1122 Solid State Devices & Circuits	8	15	13
	—	—	—
	15	15	20
THIRD QUARTER			
ELN 1135 Radio Receiver & Amplifier Servicing	4	12	8
ELN 1133 Television Theory	5	6	7
ENG 1103 Communication Skills	3	0	3
	—	—	—
	12	18	18

FOURTH QUARTER

ELN 1147 Television Receiver Circuits	5	6	7
ELN 1148 Trouble Shooting Techniques	0	16	5
ECO 1108 Consumer Economics	3	0	3
	—	—	—
	8	22	15

CREDIT HOURS REQUIRED: 76

ELECTRONIC SERVICING COURSE DESCRIPTIONS

MAT 1101 Fundamental Math: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

ELN 1122 Vacuum Tubes and Circuits: Introduction to vacuum tubes and their development; the theory, characteristics, and operation of vacuum diodes, semiconductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits. PR: ELC 1112, and MAT 1115 (5-6) 7

ENG 1101 Reading Improvement I: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

ELN 1101 Basic Electronics: Outlines scientific principals and theories involved in the study of physics and electricity. Introduction to physical properties such as solids, liquids and gases and their uses and effects on electricity. Study of the structure of matter and the electron theory, definition of voltage, current, and resistance. Relationship studies of voltage, current, and resistance in series, parallel, and series-parallel circuits by the use of Ohm's Law. Concepts of alternating current and a study of reactance, impedance, phase angle, power and resonance circuits. Familiarization and utilization of simple test equipment. (6-6) 9

MAT 1116 Electrical Mathematics: In-depth treatment to give a working knowledge of the power of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. PR: MAT 1101 (5-0) 5

ENG 1102-V Reading Improvement II: Designed to promote effective study skills and to familiarize the student with the library. (2-0) 2

ELN 1122 Solid State Devices and Circuits: Introduction to solid state devices and their development; the atomic characteristics and electrical properties of solid state material, "hole-flow" theory, semi conductor diodes, and transistors used as amplifiers and control devices. Precautions in the use of transistors and printed circuitry. Solid state trouble shooting techniques. PR: ELC 1101, ELN 1112, PHY 1101 (8-15) 13

ELN 1135 Radio Receiver and Amplifier: Principles of radio reception and detection by a radio receiver. Operation and familiarization of monophonic and stereophonic high fidelity amplifier systems, servicing techniques. Included are block diagrams, servicing of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods and alignment of AM and FM receivers. PR: ELN 1122 (4-12) 8

ELN 1133 Television Theory: Beginning theory course introducing the study of the television camera, television transmission, block diagram of a television receiver and main functions of each section. PR: ELN 1122 (5-6) 7

ENG 1103 Communication Skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1102-V (3-0) 3

ELN 1147 Television Receiver Circuits: In depth study of monochrome and chroma television circuits. Covers the r-f tuner, intermediate-frequency section, video detector, audio section, video amplifiers, AGC, vertical and horizontal sync and sweep sections, high voltage section, chroma bandpass and amplifier section, chroma sync section, demodulators, and picture tubes. PR: ELN 1133, ELN 1135 (5-6) 7

ELN 1148 Trouble-Shooting Techniques: Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Students learn to align all circuits in monochrome and color receivers using specialized test equipment. Controlled laboratory defects and random problems used to improve efficiency and accuracy of students. PR: ELN 1133, 1135 (0-16) 5

ECO 1108 Consumer Economics: Designed to help the student use his time, energy and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and helping him to better his understanding of the economy. (3-0) 3

LIGHT CONSTRUCTION

The light construction industry needs workers who are skilled in carpentry, masonry and concrete work, especially in the areas of residential construction and the production of small commercial buildings.

The Light Construction curriculum is designed to train students to skillfully use



tools, handle construction materials and to knowledgeably employ the techniques of residential and light commercial construction. Students learn site layout, excavating, form work and foundations. They learn how to frame floors, walls, roofs and windows. The techniques of laying floors, plastering and putting in dry walls, installing windows and handling interior trim are taught. Students learn how to estimate the cost of a particular job and how to follow blueprints and sketches.

Students can complete one year of training and receive vocational diplomas or can continue in a two-year program which leads to advanced diplomas. Graduates can then take positions in the housing and commercial construction industry, often later moving up to supervisory positions as foremen or sub-contractors. Some even acquire the experience and ability to begin their own small contracting firms.

Light construction students get hands-on experience by working on the construction of a house. Beginning in early 1977, the student will begin site preparation for the house and should finish construction in from 9-12 months. Home construction will be an integral part of the work of each light construction class.

Suggested Sequence of Courses for Light Construction:

Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Credit Hours
FIRST QUARTER			
MAT 1101 Fundamentals of Math	5	0	5
ENG 1101 Reading Improvement I	2	0	2
MAS 1101 Masonry I	5	15	10
DFT 1111-V Blueprint Reading: Building Trades I	1	3	2
	<hr/>	<hr/>	<hr/>
	13	18	19

SECOND QUARTER

MAT 1102 Applied Math	3	0	3
ENG 1102-V Reading Improvement II	2	0	2
CAR 1102 Carpentry I	5	15	10
DFT 1112-V Blueprint Reading & Sketching	2	3	3
	—	—	—
	12	18	18

THIRD QUARTER

CAR 1103 Carpentry II	5	15	10
MAS 1103 Masonry II	2	3	3
DFT 1103-V Blueprints & Specifications	2	0	2
ENG 1103 Communication Skills	3	0	3
	—	—	—
	12	18	18

FOURTH QUARTER

CAR 1104 Commercial Construction	0	3	1
CAR 1105 Finish Carpentry	3	18	9
PSY 1101 Human Relations	3	0	3
MAT 1112 Construction Estimating	3	0	3
	—	—	—
	9	21	16

(One Year Diploma) CREDIT HOURS REQUIRED: 71

SECOND YEAR

FIFTH QUARTER

MAS 1105 Finishing & Advanced Masonry	5	15	10
MEC 1105 Mechanical, Electrical & Plumbing Installation & Maintenance	3	3	4
ECO 1108 Consumer Economics	3	0	3
	—	—	—
	11	18	17

SIXTH QUARTER

CON 1106 Construction Planning & Estimating	3	0	3
MAS 1106 Advanced Masonry	1	6	3
CAR 1106 Advanced Carpentry	5	15	10
	—	—	—
	9	21	16

SEVENTH QUARTER

CAR 1107 Finishing & Advanced Carpentry	5	21	12
CON 1107 Construction Cost Determination	1	3	2
	—	—	—
	6	24	14

(Advanced Diploma) CREDIT HOURS REQUIRED: 118

LIGHT CONSTRUCTION COURSE DESCRIPTIONS

MAT 1101 Fundamentals of Math: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry, measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

MAS 1101 Masonry I: History of the bricklaying and the masonry trade, raw materials, basic manufacturing processes and terminology. Covers clay and shell brick, mortar, laying foundations, cutting masonry material, bonding and the use, care and maintenance of tools. Practice in selecting the proper mortars, layout and construction of various building elements. (5-15) 10

ENG 1101 Reading Improvement: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

DFT 1111-V Blueprint Reading-Building Trades: Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. (1-3) 2

MAT 1102 Applied Math: Plane and solid geometric figures using industrial applications: measurement of surfaces and volumes. Introduction to algebra using formulas applicable to the building trades. PR: MAT 1101 (3-0) 3

ENG 1102-V Reading Improvement II: Designed to promote study skills and to familiarize the student with the library. (2-0) 2

CAR 1102 Carpentry I: Brief history of carpentry and present trends of the construction industry. Involves operation, care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, form construction and erection. (5-15) 10

DET 1112-V Blueprint Reading and Sketching: Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. PR: DET 1110 (2-3) 3

CAR 1103 Carpentry II: Study and practical application of the building of residential structures including floor joists, subflooring, wall studding, roof building, door and window installation and rough interior finishing. PR: CAR 1102 and DFT 1112-V (5-15) 10

MAS 1103 Masonry II: Study and practical application of the construction of brick walls, veneers, fireplaces and chimneys. PR: MAS 1101 (2-3) 3

DFT 1103-V Blueprint and Specifications: Study of specifications with correlation to blueprints. Practical application of blueprints and specifications to determine working drawings, cost analysis and materials. PR: DFT 1102-V (2-0) 2

ENG 1103 Communication Skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1102-V (3-0) 3

CAR 1104 Commercial Construction: Study of construction techniques and practices common in commercial building firms. PR: CAR 1103 (0-3) 1

CAR 1105 Finish Carpentry: Study and practical application of finishing carpentry techniques for residential buildings to include wall finishing, floor finishing, ceiling

finishing, cabinetry and other finish carpentry areas. PR: CAR 1103 and CAR 1102 (3-18) 9

PSY 1101 Human Relations: Study of the basic principles of human behavior. The problems of the individual is studied in relation to society, group membership and relationships within the work situation. (3-0) 3

MAT 1112 Construction Estimating: Practical study of quantity "take off" from prints of jobs to be performed by the builder. Practical problems dealing with volumes, weights, ratios, mensuration and basic estimating practices for building materials. PR: MAT 1101 (3-0) 3

MAS 1105 Finishing and Advanced Masonry: Layout of reinforced grouted brick masonry, lintels, fireplaces, glazed tile panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques are presented. Particular emphasis on proper techniques of construction and finishing. Motion saving methods and overall planning of time are presented. PR: MAS 1103 (5-15) 10

MEC 1105 Mechanical, Electrical and Plumbing Installation and Maintenance: Includes basic mechanical, electrical and plumbing installation as related to carpentry and masonry, with emphasis on estimating quantities and principles of electrical and plumbing functions. PR: CAR 1105, MAS 1103, MAT 1112 (3-3) 4

ECO 1108 Consumer Economics: Designed to help the student use his time, energy and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing finances, increasing resources and helping him to better understand the economy. (3-0) 3

CON 1106 Construction Planning and Estimating: Construction planning using plans prepared by an architect for a typical light structure. Quantities of materials and construction labor hours are calculated for each operation. Detailed bar charts and critical path flow charts are prepared from data to establish the order of the construction operations and the time required for the completion of work. (3-0) 3



MAS 1106 Advanced Masonry: Students work with different types of building stones and field stone, learning different methods of fireplace building using heatlators as well as different types of dampers. Clean work and pride in workmanship emphasized. PR: MAS 1105 (1-6) 3

CAR 1106 Advanced Carpentry: Detailed study and practical application of the carpentry concepts involved in the construction of a single family dwelling. PR: CAR 1105 (5-15) 10

CAR 1107 Finishing and Advanced Carpentry: Introduces cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment emphasized. Practical application includes measuring, laying out and constructing base and wall cabinets, built-in desks, door and window frames, stairs and interior and exterior corners and trim. Materials and finishes are studied. Emphasis also placed on adherence to established safety practices and procedures and adherence to the Occupational Safety and Health Act provisions. PR: CAR 1106 (5-21) 12

CON 1107 Construction Cost Determination: Determining the total cost, both material and labor, for a given completed construction project. Course covers methods of cost determination for materials, direct labor, indirect labor, subcontracted costs, overhead costs, depreciation. PR: CON 1105 (1-3) 2

MECHANICAL DRAFTING

Advances in engineering science and production technology call for clear and concise presentation of technical information. A mechanical draftsman is a specialist who can make accurate to-scale instrument drawings of proposed mechanical devices from rough forehand sketches. Completed instrument drawings enable designers and engineers to clearly visualize the actual size and proportion of the finished product.

The Mechanical drafting curriculum prepares students to enter this specialized field. Students learn the proper use of drafting instruments and the techniques necessary in the preparation of intricate blueprints. Human relations and communications skills which enable the draftsman to communicate effectively with designers, engineers, architects and other skilled workers are an integral part of the course work.

Graduates of the one year program receive vocational diplomas and can look forward to jobs in a wide range of industrial areas.

Suggested Sequence of Courses for Mechanical Drafting:

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
DFT 1121 Drafting I	3	12	7
ECO 1108 Consumer Economics	3	0	3
MAT 1101 Fundamentals of Math	5	0	5
ENG 1101 Reading Improvement I	2	0	2
PHY 1101 Applied Science I	3	2	4
	—	—	—
	16	14	21

SECOND QUARTER

MEC 1113	Basic Shop Processes	2	2	3
DFT 1122	Drafting II	3	12	7
MAT 1103	Algebra	5	0	5
ENG 1102	Reading Improvement II	2	0	2
PHY 1102	Applied Science II	3	2	4
		—	—	—
		15	16	21

THIRD QUARTER

DFT 1131	Mechanical Drafting III	3	11	7
MAT 1104	Geometry	3	0	3
ENG 1103	Communication Skills	3	0	3
DFT 1125	Descriptive Geometry	2	4	4
		—	—	—
		11	15	17

FOURTH QUARTER

DFT 1132	Mechanical Drafting IV	3	11	7
MAT 1105	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
MEC 1115	Fundamentals of Materials	3	2	3
		—	—	—
		12	13	16

CREDIT HOURS REQUIRED: 75

DESCRIPTION OF MECHANICAL DRAFTING COURSES

DFT 1121 Drafting I: An introduction to graphic language, design, and basic drafting practices. Students learn the selection, use and care of instruments, single-stroke lettering, geometric constructions, freehand sketching of orthographic and pictorial drawings, orthographic projection, reading and instrument drawing of practical views, sectioning, dimensioning, and note practices in compliance with American Standards Association practices. Also included in the course are the reproduction and control of drawings. (3-12) 7

ECO 1108 Consumer Economics: Designed to help the student use his time, energy and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources and helping him to better understand the economy. (3-0) 3

MAT 1101 Fundamentals of Math: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

ENG 1101 Reading Improvement I: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

PHY 1101 Applied Science I: Introduction to physical principles and their application in industry. Topics include measurement; properties of solids, liquids and gases; basic electrical principles. (3-2) 4

DFT 1122 Drafting II: Study of single auxiliary views (primary), double auxiliary views (oblique), and simple and successive revolutions with applications to practical problems. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Construction paper models of the assigned drawings will be made as proof of solution to problems. Methods of drawing and projecting axonometric, oblique, and perspective drawings with an emphasis on practical application of pictorial drawings. Shading, dimensioning and sectioning of axonometric and oblique pictorials. (3-12) 7

MEC 1113 Basic Shop Processes: Study of practices used in metalworking shops: introduction to the processes of shaping, forming and fabricating of metals. Demonstration of metalworking lathes, grinders, drills, milling machines, shapers, saws, broaches, gear cutting machines, cast forging and allied processes, welding, sheetmetal processes and finishing machines. Study of the capabilities of such machines and processes. (2-2) 3

MAT 1103 Algebra: Basic concepts and operations of algebra: historical background of base-10 number system, algebraic operations: addition, subtraction, multiplication and division, fractions, letter representation, grouping, factoring, ratio and proportion, variation, graphical and algebraic solution of first degree equations, solution of simultaneous equations by addition and subtraction, substitution, graphing, exponents, logarithms, tables and interpolation. PR: MAT 1101 (5-0) 5

ENG 1101-V Reading Improvement II: Designed to promote effective study skills and to familiarize the student with the library. (2-0) 2

PHY 1102 Applied Science II: Second in a series of two courses concerning applied physical principles. Topics introduced include heat and thermometry, principles of force, motion, work, energy and power. PR: PHY 1101. (3-2) 4

DFT 1131 Mechanical Drafting III: An introduction to mechanical drafting beginning with problems concerning precision and limit dimensioning. Methods of fastening materials, and fasteners: keys, rivets, springs, welding, nuts and bolts. Symbols will be studied and drawings will be made involving these items. Introduction to cams and gears and methods of specifying and calculating their dimensions. Principles of design, sketching, design drawings, layout drawings, detailing from layout drawings, production drawings, assembly and detail drawings from actual machine parts, and simplified drafting practices form the major areas of concentrations. Specifications, parts list and bill of materials are also emphasized. (3-12) 7

MAT 1104 Geometry: Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures, dihedral angles, areas of plane figures, volumes of solids, geometric principles as applied to shop operations. PR: MAT 1103 (3-0) 3

DFT 1125 Descriptive Geometry II: Graphical analysis of space problems dealing with practical design elements involving points, lines, planes, connectors and a combination of these. Problems dealing with solid geometry theorems. PR: DFT 1121 (2-4) 4

ENG 1103 Communication skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1102-V (3-0) 3

MAT 1105 Trigonometry: Trigonometric ratios, solving problems with right triangles, using tables, interpolating, solution of oblique triangles using sines and law of cosines, graphs of the trigonometric functions, inverse functions, trigonometric equations. PR: MAT 1104 (3-0) 3

DFT 1132 Mechanical Drafting IV: Brief introduction to other specialized areas in the drafting profession: electrical drawings, piping drawings, structural drawings and graphs. Major emphasis on the student's development of a complete set of working drawings for a

tool, jig, fixture or simple machine and learning principles of design, handbook and manual usage. Preparation of drafting portfolio to be used in job interviews. PR: DFT 1131 (3-11) 7

PSY 1101 Human Relations: Study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. (3-0) 3

MEC 1115 Fundamentals of Materials: Study and testing of the properties and characteristics of ferrous and non-ferrous metals and other materials: inorganic materials, cement, plastics, rubber and wood. (3-2) 3

PRACTICAL NURSING

Licensed practical nurses are important members of the health team. Demand for such skilled professionals far exceeds the supply of available trained people. Most students in Vance-Granville Community College's practical nursing program have been offered jobs as they complete graduation and licensing procedures.

The work of the practical nurse is an integral part of nursing. The student practical nurse learns to give nursing care under the supervision of the registered nurse or physician in simple nursing situations. In more complex situations, she learns to function as an assistant to the registered professional nurse. Students acquire knowledge and understanding related to nursing practice, communications, interpersonal relationships and use of good judgement. They learn



the fundamentals of basic science, health, nutrition, medical-surgical nursing, maternal and child care, drug therapy and first aid.

Graduates receive vocational diplomas and are eligible to take the State Board Licensure Examination. The Licensed Practical Nurse is qualified to function in hospitals, nursing homes, clinics, doctors' offices, private duty nursing and in health programs.

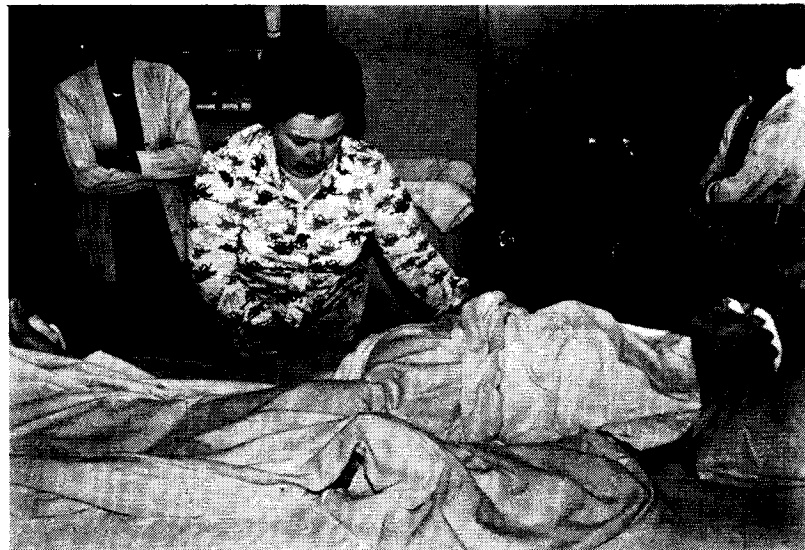
Suggested Sequence of Courses for 4-Quarter Practical Nurse Education:

Course Title	Hours Per Week			Quarter Credit Hours
	Class	Lab	Clinic	
FIRST QUARTER				
NUR 1110 Voc. Adj. I				4
NUR 1112 Basic Science	3	3	0	4
NUR 1113 Nursing Fundamentals	6	6	0	9
NUR 1111 Health, Nutri., Mater., Child Care	4	2	0	5
ENG 1101 Reading Improvement	2	0	0	2
	—	—	—	—
	17	11	0	22
SECOND QUARTER				
NUR 1120 Med.-Surg. I	6	2	0	7
NUR 1121 Mater. & Child Care II (Obstetrics)	3	0	0	3
(Pediatrics)	3	2	0	4
NUR 1122 Clinical	0	0	14	5
MAT 1120 Math for Nurses	0	2	0	1
	—	—	—	—
	12	6	14	20
THIRD QUARTER				
NUR 1130 Med.-Surg. II	6	2	0	7
NUR 1131 Drug Therapy	2	2	0	3
NUR 1132 Clinical	0	0	21	7
	—	—	—	—
	8	4	21	17
FOURTH QUARTER				
NUR 1140 Med.-Surg. III	6	2	0	7
NUR 1141 Voc. Adj. II	2	0	0	2
NUR 1142 Clinical	0	0	21	7
	—	—	—	—
	8	2	21	16
Elective:				
NUR 1133 Advanced Pharmacology	2	0	0	2

CREDIT HOURS REQUIRED: 75

Suggested Sequence of Courses for 8-Quarter, Part-time Practical Nurse Education:

Course Title	Hours Per Week			Quarter Credit Hours
	Class	Lab	Clinic	
FIRST QUARTER				
NUR 1110 Voc. Adj.	2	0	0	2
NUR 1111 Health, Nutr., Maternal, Child Care (Part I)	3	2	0	4
ENG 1101 Reading Improvement	2	0	0	2
	—	—	—	—
	7	2	0	8
SECOND QUARTER				
NUR 1111 Nutrition (Part II)	1	0	0	1
NUR 1112 Basic Science (Part I)	2	1	0	2
NUR 1113 Nursing Fundamentals (Part I)	3	2	0	4
NUR 1122 Clinical (Part I)	0	0	8	3
	—	—	—	—
	6	3	8	10



THIRD QUARTER

NUR 1112 Basic Science (Part II)	1	2	0	2
NUR 1113 Nursing Fundamentals (Part II)	2	4	0	4
NUR 1122 Clinical (Part II)	0	0	6	2
NUR 1132 Clinical (Part I)	0	0	2	1
	—	—	—	—
	3	6	8	9

FOURTH QUARTER

NUR 1113 Nursing Fundamentals (Part III)	1	0	0	1
NUR 1121 Maternal & Child Care (Part I)	4	2	0	5
MAT 1110 Math for Nurses	0	2	0	1
NUR 1132 Clinical (Part II)	0	0	8	3
	—	—	—	—
	5	4	8	10

FIFTH QUARTER

NUR 1120 Med.-Surg. I (Part I)	1	0	0	1
NUR 1121 Maternal & Child Care (Part II)	2	0	0	2
NUR 1131 Drug Therapy	2	2	0	3
NUR 1132 Clinical (Part III)	0	0	8	2
	—	—	—	—
	5	2	8	8

SIXTH QUARTER

NUR 1120 Med.-Surg. I (Part II)	5	2	0	6
NUR 1130 Med.-Surg. III (Part I)	2	0	0	2
NUR 1132 Clinical (Part IV)	0	0	3	1
NUR 1142 Clinical (Part I)	0	0	4	2
	—	—	—	—
	7	2	7	11

SEVENTH QUARTER

NUR 1130 Med.-Surg. II (Part II)	4	2	0	5
NUR 1140 Med.-Surg. III (Part I)	3	0	0	3
NUR 1142 Clinical (Part II)	0	0	8	3
	—	—	—	—
	7	2	8	11

EIGHTH QUARTER

NUR 1140 Med. Surg. III (Part II)	3	2	0	4
NUR 1141 Voc. Adj. II	2	0	0	2
NUR 1142 Clinical (Part III)	0	0	8	2
	—	—	—	—
	5	2	8	8

CREDIT HOURS REQUIRED: 75

PRACTICAL NURSE COURSE DESCRIPTIONS

NUR 1110 Vocational Adjustments: Study of the principles of good personal and vocational behavior to enable the student to work ethically with other health workers.

(2-0) 2

NUR 1112 Basic Science: Includes basic information on the normal structure and function of the body, with discussion on various systems of the body and their special parts.

(3-3) 4

NUR 1113 Nursing Fundamentals: Introduction to the basic nursing principles underlying good nursing care in meeting the needs of patients during observation, ambulatory or mildly ill stages. Emphasis placed on the development of essential skills and attitudes needed for adequate performance within the practical nursing role.

(6-6) 9

NUR 1111 Health, Nutrition, Maternal & Child Care: Two-part study of personal, physical and mental health, including basic concepts of bacteriology as it relates to family and community health. First section deals with principles of good nutrition and application to the needs of normal individuals including some modifications for diet therapy. Second section presents information concerning normal pregnancy, labor and delivery with emphasis on the newer concepts of maternity nursing. Nursing principles for newborn and premature infants covered.

(6-6) 9

ENG 1101 Reading Improvement: Designed to improve the student's ability to read rapidly and accurately.

(2-2) 2

NUR 1120 Med. Surg. I: Helps students develop understanding and skills necessary to meet the needs of patients with selected medical-surgical conditions, including related diet therapy. PR: NUR 1113

(6-2) 7

NUR 1121 Maternal and Child Care II: Continuation of nursing in maternal care followed by study presenting information concerning the needs of the normal child in various stages of growth and development. Emphasis placed on developing skills and attitudes necessary for the adjustment of the child and family to the hospital situation. Basic principles of communicable diseases fundamental to nursing for individuals, family and the community are included. PR: NUR 1111

(6-2) 7

NUR 1122 Clinical Practice: Actual nursing experience with selected patients to enable the student to learn to meet the needs of patients while performing bedside care. PR: NUR 1113.

(0-14) 5

MAT 1120 Math for Nurses: Study of the basic mathematics concepts with particular emphasis upon ratio and proportions. Practical application of mathematics in determining medication dosage is stressed.

(0-2) 1

NUR 1130 Medical-Surgical Nursing II: Designed to provide the student with additional knowledge in causes, symptoms and treatment of more common diseases emphasizing the development of skills necessary in meeting the needs of the more dependent patient. PR: NUR 1120

(6-2) 7

NUR 1131 Drug Therapy: Study emphasizing the methods of administering, the main effects, the uses and the toxic symptoms of the more common drugs. Safety precautions and legal limitations are stressed. PR: MAT 1120

(2-2) 3

NUR 1132 Clinical Practice: Actual nursing care experiences with selected patients correlated with classroom theory. Experiences provided to enable the student to meet the needs of the more dependent patient in the medical, surgical, obstetrical and pediatric departments. PR: NUR 1120, 1121 and 1122.

(0-21) 7

NUR 1140 Med. Surg. III: Covers care of the more critically and seriously ill patient with

special emphasis on developing the role of the practical nurse as an assistant in complex situations. Basic principles of emergency and disaster nursing. PR: NUR 1130 (6-2) 7

NUR 1141 Vocational Adjustments II: Study of the legal and ethical responsibilities of the Licensed Practical Nurse with discussions centered around opportunities for employment and the obligations assumed upon employment. PR: NUR 1110 (2-0) 2

NUR 1142 Clinical Practice: Nursing care experiences with the more critically and seriously ill patients. Students participate in team conferences with R.N.'s and L.P.N.'s to help formulate nursing care plans to meet the needs of special patients. PR: NUR 1122 and 1132 (0-21) 7

NUR 1133 Advanced Pharmacology: Study in depth of medications used in treating diseases. Students are taught the uses, side effects and proper method for administration of current medicines. PR: NUR 1110 (2-0) 2

NURSES' ASSISTANT

A program designed to help the student develop awareness and understanding of the role the nurse's assistant plays in the health field. Emphasis is on current trends related to division of responsibility among various types and levels of health workers, and on understanding the common effects of illness on the patient, family and community. The student is encouraged to set personal standards for quality performance as a member of the nursing team and as a responsible citizen of the community.

The course is one quarter in length and graduates will receive certificates on satisfactory completion of the course.

NURSES' ASSISTANT

	LEC	LAB	CREDIT
NUR 1150-V Basic Nursing	4	0	4
NUR 1151-V Basic Nursing Laboratory	0	4	1
NUR 1152-V Basic Nursing Clinical Practice	0	21	7
	—	—	—
	4	25	12
Elective: HEA 1101-V Emergency Medical Care	3	0	3

NURSES' ASSISTANT

FIRST QUARTER

NUR 1150-V Basic Nursing: Developing specific skills related to patient care. Bedside nursing procedures, as well as simple procedures ordered by the physician are studied. Emphasis is on developing skilled observation of patients and on accurate reporting to appropriate nursing personnel. (4-0) 4

NUR 1151-V Basic Nursing Laboratory: To develop skills related to patient care in a simulated health facility setting. Emphasis is on understanding medical asepsis, safety and protection of patients and personnel from infections and accidents. (4-0) 1



NUR 1152-V Basic Nursing Clinical Practice: Provides opportunities for the student to apply classroom understanding and knowledge in a hospital setting, with supervision by a registered nurse. Prerequisite: NUR 1150 V or Permission of Department Head.

(0-21) 7

Elective:

HEA 1101-V Emergency Medical Care: Study and practical application of first aid techniques and practices in the treatment of emergency medical needs as, bleeding, breathing, electrical shock, shock and broken bones.

(3-0) 3

WELDING

There is a tremendous need for welders in North Carolina. A recent Manpower Survey shows that many welders will be needed annually to fill present and projected vacancies within the State.

The Welding curriculum provides a sound background in the principles, methods and techniques of welding. Students receive practical shop experience in oxyacetylene cutting, arc welding, pipe welding and inert gas welding. They are taught how to safely handle tools and machines used in their trade.

Graduates of the one-year program receive vocational diplomas and can look forward to steady advancement in almost any industry, including shipbuilding, automotive shops and factories, aircraft industries, railroads, construction trades, pipe fitting enterprises, production shops and job shops.

Suggested Sequence of Courses for Welding:

Course Title	Hours Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
WLD 1110 Beginning Oxyacetylene & Arc Welding	5	15	10
MAT 1101 Fundamentals of Math	5	0	0
DFT 1104 Blueprint Reading-Mechanical	0	3	1
ENG 1101 Reading Improvement I	2	0	2
	—	—	—
	12	18	18
SECOND QUARTER			
WLD 1120 Arc Welding	5	15	10
MAT 1102 Applied Math	3	0	3
DFT 1117 Blueprint Reading-Welding	0	3	1
ENG 1102-V Reading Improvement II	2	0	2
ECO 1108 Consumer Economics	3	0	3
	—	—	—
	13	18	19
THIRD QUARTER			
WLD 1131 Mech. Testing & Inspection	1	3	2
WLD 1130 Pipe Welding	5	15	10
ENG 1103 Communications Skills	3	0	3
DFT 1118 Pattern Development & Sketching	0	3	1
	—	—	—
	9	21	16
FOURTH QUARTER			
PSY 1101 Human Relations	3	0	3
WLD 1140 Inert Gas Welding	5	12	9
WLD 1141 Certification Practices	4	6	6
	—	—	—
	12	18	18

CREDIT HOURS REQUIRED: 71

WELDING COURSE DESCRIPTIONS

WLD 110 Beginning Oxyacetylene and Arc Welding: Introduction to the history of oxyacetylene and arc welding; the principles of welding and cutting, nomenclature of the equipment, assembly of units. The operation of various AC transformers, AC and DC rectifiers and DC motor generated arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. (5-15) 10

MAT 1101 Fundamentals of Math: Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. (5-0) 5

DFT 1104 Blueprint Reading-Mechanical: Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes (0-3) 1

ENG 1101 Reading Improvement: Designed to improve the student's ability to read rapidly and accurately. (2-0) 2

WLD 1120 Arc Welding: Operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. PR: WLD 1110 (5-15) 10

MAT 1102 Applied Math: Plane and solid geometric figures using industrial applications. measurement of surfaces and volumes. Introduction to algebra using formulas applicable to the building trades. PR: MAT 1101 (3-0) 3

DFT 1117 Blueprint Reading-Welding: Thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations and specifications. PR: DFT 1104 (0-3) 1

ENG 1102-V Reading Improvement II: Designed to promote effective study skills and to familiarize the student with the library. (2-0) 2

ECO 1108 Consumer Economics: Designed to help the student use his time, energy and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing finances, increasing resources and helping him to better understand the economy. (3-0) 3

WLD 1131 Mechanical Testing and Inspection: Standard methods for mechanical testing of welds. Student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered include bend, tee-bend, nondestructive, V-notch and Charpy impact. PR: WLD 1110 and WLD 1120 (1-3) 2

WLD 1130 Pipe Welding: Designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. PR: WLD 1120 (5-15) 10

ENG 1103 Communication Skills: Designed to promote effective communication through correct language usage in speaking and writing. PR: ENG 1101 (3-0) 3

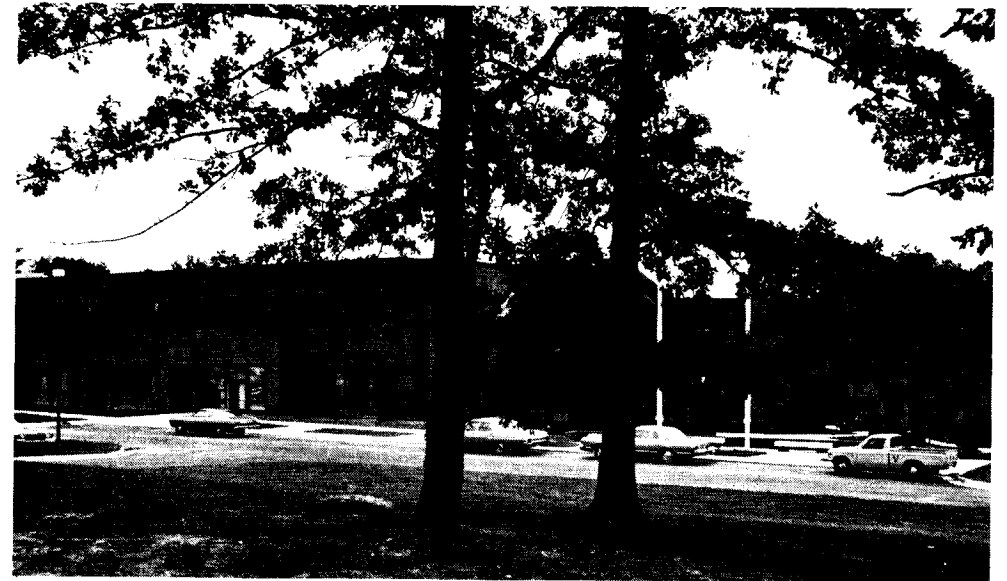
DFT 1118 Pattern Development and Sketching: Continued study of welding symbols: methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis placed on developing pipe and angle layouts by the use of patterns and templates. (0-3) 1

PSY 1101 Human Relations: Study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership and relationships within the work situation. (3-0) 3

WLD 1140 Inert Gas Welding: Introduction and practical operations in the use of inert-gas-shield arc welding. Study made of the equipment, operation, safety and practice in the various positions. Thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. PR: WLD 1120 and WLD 1130 (5-12) 9

WLD 1141 Certification Practices: Involves practice in welding the various materials to meet certification standards. Student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis placed on attaining skill in producing quality welds. PR: WLD 1130 and WLD 1110 (4-6) 6

VANCE- GRANVILLE COMMUNITY COLLEGE



COLLEGE TRANSFER PROGRAM

**VANCE-GRANVILLE
COMMUNITY
COLLEGE**

College Transfer Program

1977 - 78

COLLEGE TRANSFER PROGRAM

The college-transfer program provides an economical and convenient opportunity for local citizens to receive their freshman and sophomore levels of college education. It is important for a student who plans to transfer to a four-year college or university to decide as early as possible the senior institution to which he plans to transfer. He can then obtain a catalog and a check sheet from the institution of his choice and seek assistance from VGCC counselors and faculty advisers in planning his first two years of study in order to meet the requirements for transfer without loss of time or credit.

Vance-Granville Community College maintains an "open door" policy for all applicants who are high school graduates or who are eighteen years of age or older. The College serves all students regardless of race, creed, sex, color, or national origin.

Tuition for North Carolina residents who enroll on a full-time basis (12 quarter hours or more) is \$33 per quarter. Part-time students pay \$2.50 per quarter hour. In addition, a student activity fee of \$5 is charged each quarter for full-time students. Part-time students pay a prorated activity fee.

Textbooks and supplies, which may be purchased at the college bookstore, are other expenses for which students should plan. The cost varies with each program.

It is the desire of Vance-Granville Community College that no person who has the ability and motivation should be deprived of the advantage of an education due to lack of funds. There are a variety of financial aids, including scholarships, loans, grants, and the work-study program. Veterans attending the college are assisted by a Veterans Counselor who helps veterans and wives or husbands and children of deceased or disabled veterans, MIA's or POW's, to obtain the benefits they are due.

Professionally trained counselors under the direction of the Student Affairs Office are available to assist students with educational, occupational, or personal problems. Every student can count on counseling services from pre-admission through graduation. While the college does not guarantee job placement, the Student Affairs Office offers assistance in finding suitable jobs for every student.

The new VGCC campus offers a pleasant and modern background for education. The Student Center Building features the Learning Resources Center (LRC), game rooms, and meeting areas. The LRC is an attractive, relaxed place for studies, research, browsing, and self-improvement. Students have access to almost 14,000 books, over 250 magazines and periodicals, phonograph and tape recordings, and a variety of audio-visual aids. The Individualized Instruction Laboratory offers programmed materials in almost any program of study. Students can learn at their own rates in a non-competitive environment.

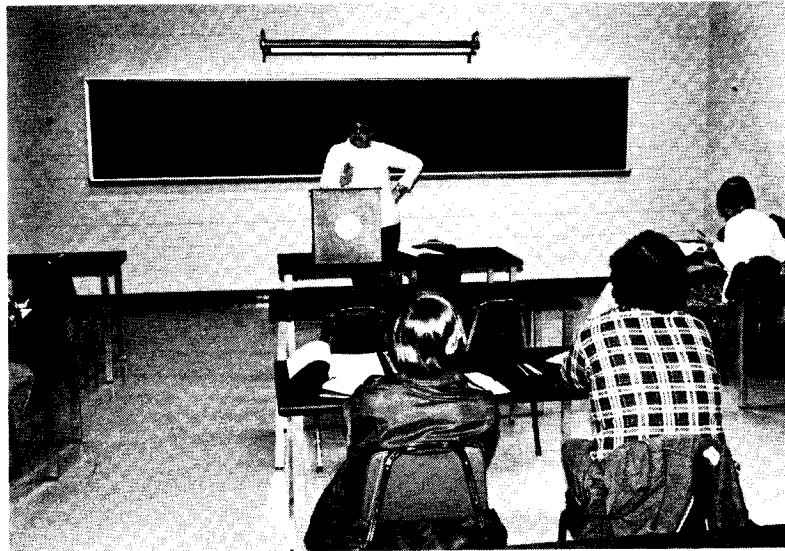
VGCC's student activity program offers a variety of meaningful educational, cultural, and social experiences. Students can participate in a variety of intramural sports. They can relax in the friendly atmosphere of the Student Center.

The Student Government Association, class-related activities, publications, and clubs give students the opportunity to develop leadership skills and to pursue individual needs.

At Vance-Granville Community College, the college transfer program is specifically designed to parallel the freshman and sophomore years of undergraduate study at four-year colleges and universities in North Carolina and throughout the United States. Students are offered a wide variety of courses in liberal arts, general education, and specialty programs. Some students may prefer to work toward an Associate in Arts for the purpose of personal enrichment and satisfaction while others may plan to transfer to senior colleges and universities in order to continue their education.

Vance-Granville Community College is strongly committed to a comprehensive educational program. Each curriculum is designed to insure that each student who graduates with an Associate Degree possesses the understanding, skills, and appreciation necessary for informed citizenship and continued growth and effectiveness as an educated person. Vance-Granville Community College requires all students to take courses in English, mathematics and natural sciences, social sciences, humanities and fine arts. These courses, in addition to physical education, constitute a solid educational foundation on which to build. Major course requirements and/or variations and options will be listed in the specific curriculum chosen by the student.

Students planning to graduate from Vance-Granville Community College with a degree must meet the following course requirements and complete a minimum total of 97 quarter hours with an overall 2.0 [c] average.



Special Attention should be paid to the following factors:

1. The transferability of courses and credits taken at Vance-Granville Community College is determined *solely* by the institution to which the student transfers. Even though curricula and courses are in accordance with recommended state guidelines, some institutions may have requirements which demand special attention.
2. The student is responsible for meeting the entrance requirements of the institution to which he transfers. Faculty advisors will work with students in planning a course of study transferable to the designated institution.

Beginning with the Fall Quarter, 1976, Vance-Granville Community College will offer the following curricula to college transfer students: Liberal Arts, Business Administration, Business Education, and Education (elementary, secondary, early childhood).

Details pertaining to each curriculum are as follows:

GENERAL CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

	Quarter Hours	Credit
<i>Orientation & Study Skills</i>		1
<i>Communications</i>		
Composition and Speech	9-10	
<i>Humanities</i>		
Literature, Modern Language or Music, Art or Philosophy	14-18	
<i>Mathematics</i>		
Two to three courses are generally required	6-9	
<i>Science</i>		
Biological or Physical Science	9-12	
<i>Social Science</i>		
History, Psychology, Sociology	12-15	
<i>Health & Physical Education</i>		3-6
<i>Electives</i>	24-43	
	—	97

Any substitutions or changes in the listed program of study must have the approval of the Director of College Transfer Education and the Faculty Advisor.

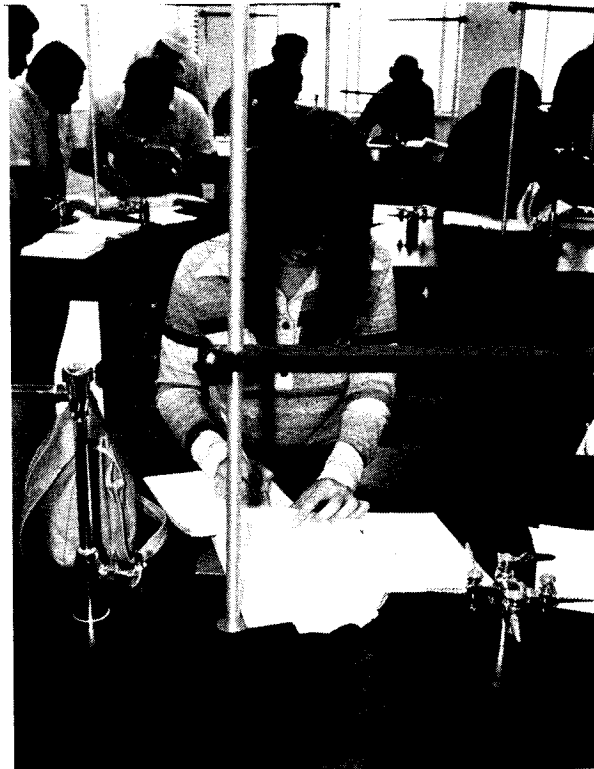
LIBERAL ARTS

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for persons who plan to transfer to a four-year college or university to complete requirements for a Bachelor's Degree. Students in this program may wish to pursue majors in the following areas:

Biological Science	Library Science
Botany	Literature
Economics	Philosophy
English	Pre-Dentistry
Foreign Language	Pre-Law
Government (Political Science)	Pre-Medicine
History	Psychology
Humanities	Sociology
Journalism	Zoology



SUGGESTED COURSE SEQUENCE:

	LEC	LAB	CREDIT
FIRST QUARTER			
College Composition I	3	0	3
College Math or College Algebra	5	0	5
Western Civ. or American History	5	0	5
Elective or Foreign Language	3-5	0	3-5
Orientation & Study Skills	1	0	1
	—	—	—
	17-19	0	17-19
SECOND QUARTER			
College Composition II	3	0	3
College Algebra or Elective	3-5	0	3-5
Western Civilization or American History	5	0	5
Elective or Foreign Language	3-5	0	3-5
	—	—	—
	14-18	0	14-18
THIRD QUARTER			
College Composition III	3	0	3
Political Science	5	0	5
Social Science Elective	3	0	3
Elective or Foreign Language	3-5	0	3-5
Personal/Community Health	3	0	3
	—	—	—
	17-19	0	17-19
FOURTH QUARTER			
English or American Literature	5	0	5
Biology or Physics	3	2	4
Fine Arts Elective	3-5	0	3-5
Elective or Foreign Language	3-5	0	3-5
	—	—	—
	14-18	0-2	15-19
FIFTH QUARTER			
English or American Literature	5	0	5
Biology or Physics	3	2	4
Fine Arts Elective	3-5	0	3-5
Elective or Foreign Language	3-5	0	3-5
	—	—	—
	14-18	2	15-19



SIXTH QUARTER	LEC	LAB	CREDIT
Biology or	3	2	4
Physics	4	0	4
Speech	3	0	3
Elective or Foreign Language	3-5	0	3-5
Elective	3-5	0	3-5
First Aid/Safety	3	0	3
	---	---	---
	15-20	2	16-20

BUSINESS ADMINISTRATION

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for those persons who plan to transfer to a four-year college or university to complete requirements for a Bachelor's Degree. These individuals may wish to pursue majors in the following areas: *Accounting, Business Administration, Economics, Marketing, and Quantitative Methods.*

SUGGESTED COURSE SEQUENCE:

FIRST QUARTER	LEC	LAB	CREDIT
English Composition I	3	0	4
College Math	5	0	5
Western Civ. or Am. History	5	0	5
Introduction to Business	3	0	3
Orientation & Study Skills	1	0	1
	---	---	---
	17	0	17

SECOND QUARTER	LEC	LAB	CREDIT
English Composition II	3	0	3
College Algebra	5	0	5
Western Civilization	5	0	5
Economics	3	0	3
	---	---	---
	16	0	17

THIRD QUARTER	LEC	LAB	CREDIT
English Composition III	3	0	3
Linear Algebra for Business	3	0	3
Economics	3	0	3
Political Science	5	0	5
Personal/Community Health	3	0	3
	---	---	---
	17	0	17

FOURTH QUARTER	LEC	LAB	CREDIT
English or American Literature	5	0	5
Biology or	3	2	4
Physics	3	2	4
Economics	3	0	3
Accounting	3	2	4
	---	---	---
	14	2-4	16

FIFTH QUARTER	LEC	LAB	CREDIT
English or American Literature	5	0	5
Biology or	3	2	4
Physics	3	2	4
Calculus for Business I	3	0	3
Accounting	3	2	4
Principles of Management	3	0	3
	---	---	---
	17	4-6	19

SIXTH QUARTER	LEC	LAB	CREDIT
Biology or	3	2	4
Physics	4	0	4
Speech	3	0	3
Calculus for Business II	3	0	3
Accounting	3	2	4
First Aid/Safety	3	0	3
	—	—	—
	15-16	2-4	17

BUSINESS EDUCATION

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for individuals who plan to teach business education at the secondary or post-secondary level after completion of the Bachelor's Degree.

SUGGESTED COURSE SEQUENCE:

FIRST QUARTER	LEC	LAB	CREDIT
College Composition I	3	0	3
College Math	5	0	5
Western Civ. or	5	0	5
American History			
Orientation & Study Skills	1	0	1
Introduction to Typewriting	2	3	3
	—	—	—
	16	3	17

SECOND QUARTER	LEC	LAB	CREDIT
College Composition II	3	0	3
College Algebra	5	0	5
Western Civ. or American	5	0	5
History			
Economics	3	0	3
Intermediate Typewriting	2	3	3
	—	—	—
	18	3	19

THIRD QUARTER	LEC	LAB	CREDIT
College Composition III	3	0	3
Economics	3	0	3
Personal/Community Health	3	0	3
Advanced Typewriting	2	3	3
Introduction to Business	3	0	3
	—	—	—
	14	4-6	17

FOURTH QUARTER	LEC	LAB	CREDIT
English or American Literature	5	0	5
Biology or	3	2	4
Physics			
Accounting	3	2	4
Introduction to Shorthand	3	2	4
	—	—	—
	14	4-6	17

FIFTH QUARTER	LEC	LAB	CREDIT
English or American Literature	5	0	5
Biology or	3	2	4
Physics	3	2	4
Accounting	3	2	4
Intermediate Shorthand	3	2	4
	—	—	—
	14	6-8	17

SIXTH QUARTER	LEC	LAB	CREDIT
Biology or	3	2	4
Physics	4	0	4
Speech	3	0	3
Accounting	3	2	4
First Aid/Safety	3	0	3
Advanced Shorthand	3	2	4
	—	—	—
	15-16	4-6	19





EDUCATION (EARLY CHILDHOOD)

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for individuals who plan to transfer to a four-year college or university in order to complete preparations for a career in the care of infants and young children. Such an individual may choose to work as a nursery school teacher, day care worker, or as a kindergarten teacher. The Early Childhood Educator may choose to organize and operate a private child care enterprise.

SUGGESTED COURSE SEQUENCE: (Early Childhood Education) in preparation. Contact the Director of College Transfer for information.

EDUCATION (ELEMENTARY)

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for individuals who plan to transfer to a four-year college or university in order to complete preparations for a professional career in teaching at the elementary level.

SUGGESTED COURSE SEQUENCE:

FRESHMAN YEAR

FIRST QUARTER	LEC	LAB	CREDIT
College Composition I	3	0	3
Basic Concepts of Math I	3	0	3
Biological Science	2	4	4
Western Civ. or Am. History	5	0	5
Orientation and Study Skills	1	0	1
	—	—	—
	14	4	16

SECOND QUARTER

College Composition II	3	0	3
West Civ. or Am. History	5	0	5
Physical Science I	2	4	4
Basic Concepts of Math II	3	0	3
	—	—	—
	13	4	15

THIRD QUARTER

College Composition III	3	0	3
Basic Concepts of Math III	3	0	3
Physical Science II	2	4	4
American Federal Government	5	0	5
Personal/Community Health	3	0	3
	—	—	—
	16	4	18

SOPHOMORE YEAR

FOURTH QUARTER

English Literature I	5	0	5
Fundamentals of Speech	3	0	3
Elective	5	0	5
Library Science	2	0	2
	—	—	—
	15	0	15

FIFTH QUARTER

English Literature II	5	0	5
Music Appreciation	3	0	3
General Psychology	5	0	5
Elective	3	0	3
	—	—	—
	16	0	16

SIXTH QUARTER	LEC	LAB	CREDIT
Introduction to Education	5	0	5
Art Appreciation	3	0	3
Introduction to Sociology	5	0	5
First Aid/Safety	3	0	3
	—	—	—
	16	0	16

EDUCATION (SECONDARY)

DEGREE OFFERED: Associate in Arts

LENGTH OF PROGRAM: Six Quarters (two years)

PURPOSE: This curriculum is designed for individuals who plan to transfer to a four-year college or university in order to complete preparations for a professional career in teaching at the secondary level.

SUGGESTED COURSE SEQUENCE:

FRESHMAN YEAR

FIRST QUARTER	LEC	LAB	CREDIT
College Composition I	3	0	3
College Math	5	0	5
Biology I	3	2	4
Western Civilization or American History	5	0	5
Orientation and Study Skills	1	0	1
	—	—	—
	17	2	18



SECOND QUARTER	LEC	LAB	CREDIT
College Composition	3	0	3
West. Civ. or American History	5	0	5
Biology II	3	2	4
College Algebra	5	0	5
	—	—	—
	16	2	17

THIRD QUARTER	LEC	LAB	CREDIT
College Composition III	3	0	3
Biology III	3	2	4
American Federal Government	5	0	5
Personal/Community Health	3	0	3
Elective	3	0	3
	—	—	—
	17	2	15

FOURTH QUARTER	LEC	LAB	CREDIT
American Literature	5	0	5
Library Science	2	0	2
General Sociology	5	0	5
Elective	5	0	5
	—	—	—
	17	0	17

FIFTH QUARTER	LEC	LAB	CREDIT
English Literature	5	0	5
Music Appreciation	3	0	3
General Psychology	5	0	5
Speech	3	0	3
	—	—	—
	16	0	16

SIXTH QUARTER	LEC	LAB	CREDIT
Introduction to Education	5	0	5
Art Appreciation	3	0	3
Child Psychology	3	0	3
First Aid/Safety	3	0	3
	—	—	—
	14	0	14

COURSE DESCRIPTIONS

Each course listing begins with three capital letters and a number. This is the abbreviation of the course name, and the number is the position in the curriculum. Following the number is the name of the course and a brief description of the course. Following the description may be a PR, meaning that there is a course required before the described course may be taken. The numbers in parentheses indicate the number of lecture and laboratory hours.

The last number indicates the number of credit hours for completion of the course.

ART

ART 205 History and Appreciation of Art: Establishes an understanding of art, develops an appreciation for the relation between art and man, and studies art in a cultural environment. (3-0) 3

BIOLOGY

BIO 101 Fundamentals of Biology I: Physical and chemical basis of life with emphasis on bioenergetics; cellular control mechanisms; cellular reproduction. (3-3) 4

BIO 102 Fundamentals of Biology II: Sexual reproduction; classical and molecular genetics; animal behavior, ecology. PR: BIO 101. (3-3) 4

BIO 103 Fundamentals of Biology III: Advanced discussion of topics covered in BIO 101 and 102. PR: BIO 101, 102. (3-3) 4

SCI 101 Science in the Early Childhood Program: Study of basic concepts from the biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development. (1-2) 2

BIO 105 Biological Science for Elementary Majors: General study of the most fundamental concepts of biology as applicable to elementary school teachers and their pupils. (2-4) 4

BIO 210 Fundamentals of Microbiology: study of microscopic units of the human body as well as microorganisms. Emphasis placed on the etiology of pathogens, with special considerations given to pathogenicity, virulence, resistance, control, and immunity. (2-4) 4

BUSINESS

BUS 101 Introduction to Business: survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management. (5-0) 5

BUS 102 Typing I (Waiver by Testing): Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. (3-4) 5

BUS 103 Typing II: Emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques to be applied in tabulation, manuscript, correspondence, and business forms. Speed requirement: 30 words per minute for five minutes. PR: BUS 102 or equivalent. (3-4) 5

BUS 104 Typing III: Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Speed requirement: 40 words per minute for five minutes. PR: BUS 103 or equivalent. (3-4) 5

BUS 105 Advanced Typing: Emphasis placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study, including review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents. Speed requirement: 50 words per minute for five minutes. PR: BUS 104. (2-3) 3



BUS 106 Shorthand I: Beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. (3-2) 4

BUS 107 Shorthand II: Continued study of theory with greater emphasis on dictation and elementary transcription. PR: BUS 106 or the equivalent. (3-2) 4

BUS 108 Shorthand II: Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. PR: BUS 107. (3-2) 4

BUS 112 Filing: Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides, alphabetic, triple checks, automatic geographic, subject, soundex, and dewey decimal filing. (3-0) 3

BUS 110 Office Machines (Ten-Key Printing Calculator): General survey of business and office machines. Students receive training in techniques, processes, operations, and applications of ten-key adding machines, full keyboard adding machines, and printing calculators. (1-2) 2

BUS 111 Office Machines (Electronic Calculator): General survey of business and office machines. Students receive training in techniques, processes, operations, and applications of the electronic calculator, both electronic element and electronic tape machines. (1-2) 2

BUS 211 Office Machines—Duplicating: Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, and dictating and transcribing machines. PR: BUS 110. (2-2) 3

BUS 115 Business Law I: General course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (3-0) 3

BUS 116 Business Law II: Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. PR: BUS 115. (3-0) 3

BUS 120 Accounting I: Introduction to the principles, techniques, and tools of accounting including collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. PR: MAT 110. (5-2) 6

BUS 121 Accounting II: Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis placed on the recording, summarizing, and interpreting of data for management control. Accounting services are shown as they contribute to the recognition and solution of management problems. PR: BUS 120, MAT 110. (5-2) 6

EDP 104 Introduction to Data Processing: An introduction of the fundamental concepts and operational principles of data processing systems as an aid to developing a basic knowledge of computers. Course is a prerequisite for all programming courses. (3-2) 4

BUS 123 Business Finance I: Financing of business units as individuals, partnerships, corporations, and trusts. Detailed study made of short-term, long-term, and consumer financing. (3-0) 3

BUS 229 Taxes: Application of federal and state taxes to various businesses and business conditions. Study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. PR: BUS 121. (3-2) 4

BUS 191 Payroll Procedures: Designed to acquaint the individual with all aspects of payroll procedures including state and federal requirements, regulations, and laws. Begins with the computation of hourly wages, salaries, and payrolls, and includes preparation of payroll summaries, calculation of payrolls from incentives, and measured work day systems. Introduction to EDP systems, forms, and statements. Numerous practical case problems. (3-0) 3

BUS 271 Office Management: Presents the fundamental principles of office management. Emphasis is on the role of office management including office automation, planning, controlling, organizing, and actuating office problems. (3-0) 3

BUS 293 Small Business Enterprises: Introduction to the business world, problems of small 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. (3-0) 3

ECONOMICS

ECO 102 Economics I: Fundamental principles of economics including the institutions and practices by which people gain a livelihood. Study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. (3-0) 3

ECO 104 Economics II: Greater depth in the principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. PR: ECO 102. (3-0) 3

ECO 108 Consumer Economics: Designed to help the student use his time, energy, and money to get the most out of life. Gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and bettering his understanding of the economy. (3-0) 3

ECO 203 Economics III: Continuation of Economics 104 with emphasis upon the economics of the individual firm and resource allocation. (TBA) (3-0) 3

EDUCATION

EDU 101 Introduction to Education: Study of education as an institution in society.

Emphasis on the educational system in the United States, its function, organization, and history. (5-0) 5

EDU 104 Prenatal and Infant Growth and Care: Child development from the fetal stages through the first year of life are discussed. Emphasis is placed on proper nutrition, environment, and medical attention in the prenatal period. Attention given to developmental activities for the infant. (3-0) 3

EDU 103 Working and Communicating Effectively with the Young Child: Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence, paragraph, and whole composition. (3-3) 4

EDU 106 Language and Literature in the Early Childhood Program: Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention in language development. Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skills in oral reading and in story telling. (4-2) 5

EDU 107 Nature and Scope of Day Care: Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustments, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of adult-child relationship emphasized throughout the course. (3-0) 4

EDU 108 Directing the Early Childhood Program: Designed to help students develop a philosophy of preschool education which can serve as a guide in establishing policies and





procedures for the operation of a center for the group care of young children. Emphasis given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. PR: EDU 107. (3-0) 3

EDU 110 Reporting and Observing: Designed to enhance the students' understanding of how to observe pupils and record observations in well-kept files.

EDU 201 Creative Activities and Art for the Young Child: Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specified activities and media to a variety of age levels. PR: EDU 101. (2-3) 3

EDU 202 Field Experience in Child Care Facilities: Field experience provided in area day-care centers for participants. Actual working relationships and practices experienced. PR: One Quarter of Academic Work. (0-20) 7

EDU 203 The Exceptional Child: Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development. PR: EDU 101 (3-0) 3

EDU 204 Parent Education: Study of how to conduct interviews with parents, learning tact, and the importance of having the support of parents. Also includes procedures for interviewing job applicants. (3-0) 3

EDU 206 Special Problems in Early Childhood: Concepts and topics relevant to pre-school age children. Among the topics covered are sibling relationships and the marital climate, and consequent effect upon development of child, and the effects of physical and mental handicaps upon peer acceptance. PR: EDU 102, 103, 106 (2-0) 3

EDU 207 Cultural Survey — The Family: Study of the family as a social unit, with primary focus on the influence of family relationships on the infant and child. (1-3) 2

EDU 208 Awareness of Fears of Children: Advanced study into the fears of children, the role of the teacher in approaching and at times overcoming these fears. Primary fear areas such as death, darkness, divorce, and the devil included. (2-0) 2

EDU 209 Advanced Art and Creative Activities: A continuation of EDU 201. PR: EDU 201 (2-2) 2

EDU 201 Conceptual and Mathematical Development for the Young Child: Study of the methods children use to learn basic concepts and their application to methods of teaching. Emphasis placed on how to teach children basic math concepts. PR: EDU 101 (2-3) 4

ENGLISH

ENG 101 Grammar: Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students to apply the basic principles of English grammar in their day-to-day situation. (3-2) 4

ENG 104 Technical Writing: Compilation of data, organization of material, and thematic styles. Original report writing stressed. PR: ENG 101 (3-2) 4

ENG 105 Audio-Visual Aides & Library Research Tech: Relevant techniques for retrieval of information and preparation of audio-visual material provided. Participants learn the dewey classifications and have opportunities to develop illustrative audio-visual aids for selected projects. (3-0) 3

ENG 110 Composition I: Study of grammar and composition. Review of the parts of speech, sentence structure and development, vocabulary, note-taking, outlining, exposition. Outside reading and writing assignments. (5-0) 5

ENG 111 Composition II: Continuation of ENG 110. Introduction to essay and research methods. Increased emphasis on the writing process. PR: ENG 110 (5-0) 5

ENG 112 Communication Skills I: Study of the basic concepts and principles of oral and written communications. Emphasis placed on correct language usage in speaking and writing. PR: ENG 111 (5-0) 5

ENG 204 Oral Communications: Study of the basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentations. Particular attention given to conducting meetings, conferences, and interviews. PR: ENG 101 (3-2) 4

ENG 206 Business Communication: Develops skills and techniques in writing business communications. Emphasis placed on action writing including sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections adjustments, complaints, orders, acknowledgements, remittances, and inquiries. PR: ENG 102. (3-2) 4

ENG 210-V Diction and Articulation: Designed to aid the student in correct diction, articulation, pronunciation, enunciation, and projection of voice. Difficult speech patterns and dialects are reviewed. Informal practice sessions are conducted in voice control and emphasis is placed on clear, correct speech. Reading with expression and feeling is covered. (3-2) 4

ENG 221 World Literature: Survey of the tempers of western thought from 1600 to the present, stressing the relationship between literature and other arts. (3-0) 3

ENG 222 English Literature: Study of major writers from the beginning of English literature through Milton. PR: ENG 221. (3-0) 3

ENG 223 American Literature: Study of the development of American literature from the Civil War through the Nineteen Sixties. Writers emphasized are Emerson, Thoreau, Whitman, Sandburg, Frost, Henry James, Eugene O'Neil, Hemingway, Albee, Steinbeck. PR: ENG 222.

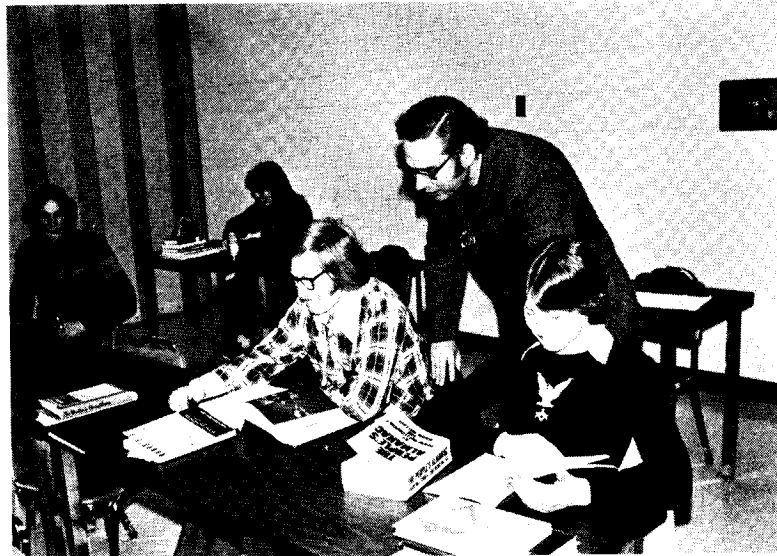
FOREIGN LANGUAGES

SPA 101, 102, 103 Elementary Spanish I, II, III: Study of the basic elements of Spanish. Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. Designed for students with less than two units of high school Spanish. (TBA) (3-3) 4

SPA 201, 202, 203 Intermediate Spanish I, II, III: An intermediate Spanish sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with Spanish Civilization. PR: SPA 103 or two high school units of Spanish. (TBA) (2-3) 4

SPA 211, 212, 213 Advanced Spanish I, II, III: A sequence of courses conducted in the language, stressing the culture and history of Spain, principally as reflected in the literature. Emphasis on advanced composition and reading of selections from Spanish literature. PR: SPA 203 (TBA) (3-3) 4

FRE 101, 102, 103 Elementary French I, II, III: Study of the basic elements of French.



fundamentals of grammar, drills in pronunciation, reading, and special emphasis on oral expression in the language. Designed for students with less than two units of high school French. (TBA) (3-3) 4

FRE 201, 202, 203 Intermediate French I, II, III: An intermediate sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with French Civilization. PR: FRE 103 or two high school units of French. (TBA) (3-3) 4

FRE 211 Advanced French I, II, III: Sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis on advanced composition and reading of selections from French Literature. PR: FRE 203. (TBA) (3-3) 4

HEALTH EDUCATION

HEA 100 Nutrition, Health and Safety for the Preschool Child: Designed to promote an understanding of the factors which influence physical and emotional health during infancy and childhood. Provides understanding in the use of first aid for emergencies. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and the methods of teaching health habits emphasized throughout the course. (4-0) 4

HEA 101 Personal Hygiene and Health: Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices. (1-2) 2

HEA 102 Physical Education: Study in the practical application of childhood recreation, basic physiology, and organization of activities for children. (1-3) 2

HEA III Personal and Community Health: Development of all aspects of personal and community health with underlying science to clarify and support health education. (TBA) (3-0) 3

HEA 112 First Aid and Safety: Basic course in health education designed to teach the fundamentals of administering first aid. Emphasis placed on accident prevention and practical applications. (TBA) (3-0) 3

HISTORY

HIS 207 American History: Survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War. (3-0) 3

HIS 208 American History: Continuing survey of the development of the American Nation from the outbreak of the Civil War to the present. (3-0) 3

HIS 101 Western Civilization I: Study of the forces responsible for the making of modern Europe from 1500 to 1815, with background drawn from the ancient and medieval western world. Among the forces considered: the Renaissance, Reformation, Commercial, Agricultural, and Industrial Revolutions, Constitutional Government in England, Imperialism, the French Revolution, and the Congress of Vienna. (TBA) (3-0) 3

HIS 102 Western Civilization II: Study of the European civilization since the Congress of Vienna. Special attention given to the rise and fall of nazism and fascism, to the development of communism and capitalism, and the cold war. (TBA) (3-0) 3

HIS 201 North Carolina History: Survey of North Carolina from the time of European colonization to the present. (TBA) (5-0) 5

HIS 203 Native American History: Survey of the history of the American Indian in America from the colonial period to the present. (TBA) (5-0) 5

HIS 202 Black History: Survey of the history of the Negro in America from the colonial period to the present. (TBA) (5-0) 5

HUMANITIES

HUM 100 Cultural Enrichment: Designed to promote the students' knowledge of the world around him and his culture. Includes visits to art museums, plays, and concerts. (0-3) 1

LIBRARY SCIENCE

LIB 100 Orientation and Study Skills: All entering students. Introduction to all phases of campus life with emphasis on the development of good study habits. (TBA) (1-0) 1

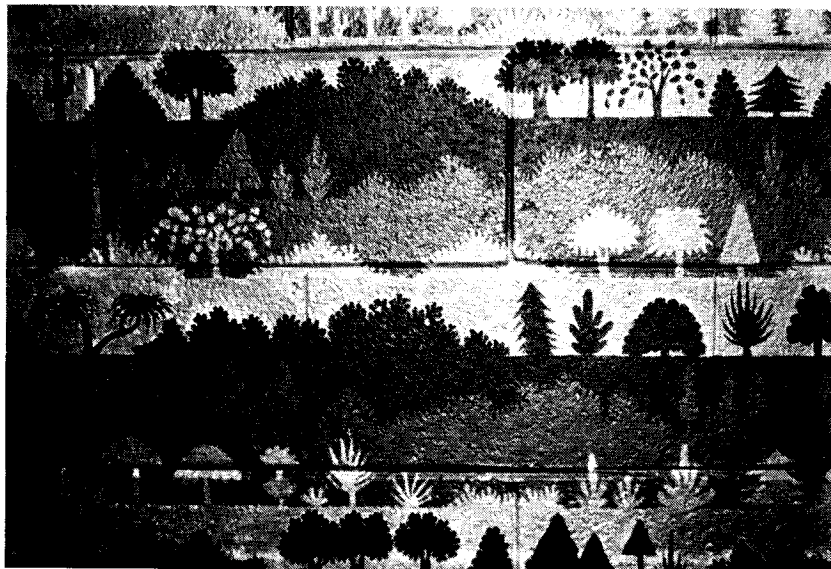
LIB 101 Library Orientation: Designed to introduce college freshmen to the Learning Resources Center. Basic research tools are introduced and skills are developed in the use of resource materials in the library. (TBA) (1-0) 1

MATHEMATICS

MAT 105 Introduction to College Math: Fundamental principles of mathematics including a study of elementary set theory and mathematical logic. (3-0) 3

MAT 107 College Algebra: Basic operations of algebra, linear and quadratic functions, exponents, logarithms, tables and interpolation. Introduction to trigonometry and techniques of mensuration. PR: MAT 105. (5-0) 5

MAT 108 College Geometry & Trigonometry: Study of the theory and application of geometric and trigonometric concepts to include triangles, circles, prisms, cylinders, spheres, pyramids, cones, frustums, trigonometric functions, tables, and graphical representations. PR: MAT 107. (5-0) 5



MAT 110 Business Math I: Stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. (5-0) 5

MAT 111 Business Math II: Continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, and the analytics of finance. Also included is perpetuity, capitalization, depletion, annuities, and compounded depreciation. The course is oriented to preparation for advanced management in industry and banking. PR: MAT 110. (5-0) 5

MAT 91 Preparatory Mathematics: For students lacking an adequate background in algebra, for those who have less than two units of high school algebra, or whose placement test scores indicate a need for review. The instructor designs a program of instruction to meet the needs of the individual. Stress is placed on the development of competence in the fundamental operations of counting numbers, integers, and rational numbers; simplification of algebraic expressions; solutions of equations; linear graphs; simultaneous linear equations; solving quadratic equations by factoring. (5-0) 5

MAT 127 Basic Concepts of Mathematics I for Elementary Majors: Designed for elementary teachers. Covers the system of the real numbers and its subsystems, and their properties from an algebraic and geometric point of view. (TBA) (3-0) 3

MAT 128 Basic Concepts of Mathematics II for Elementary Majors: Continuation of MAT 127. The system of real numbers and its subsystems, and their properties from an algebraic and geometric point of view. (TBA) (3-0) 3

MAT 129 Basic Concepts of Mathematics for Elementary Majors II: Relates general concepts and methods in statistics to situations in contemporary life. Topics include introduction to statistical thought, descriptive statistics, problems of sampling and inference, testing of hypotheses, regression, correlation, and selected basic statistical techniques. PR: MAT 102. (TBA) (3-0) 3

MAT 120 Linear Algebra for Business Application: Provides knowledge of certain aspects of linear algebra important to business, industry, and the financial world, including the basic theories of matrices and vectors with emphasis on manipulative skills. PR: MAT 103. (5-0) 5

MAT 121 Calculus for Business Applications I: Acquaints the student with basic skills in selected topics in differential and integral calculus as limits, differentiation and some of its applications, integration and its applications, and in introduction to first order differential and difference equations. PR: MAT 120. (TBA) (5-0) 5

MAT 122 Calculus for Business Application II: Continuation of MAT 121. PR: MAT 121. (TBA) (5-0) 5

MUSIC

MUS 101 Music Appreciation: Study of the basic fundamentals of music with a survey of forms, styles, and composers, giving reference to cultural background and the integration of music with the other arts. (TBA) (3-0) 3

PHYSICS

SCI 102 Physical Science for Elementary Majors: Study of the fundamental principles and concepts of chemistry and earth science as applicable to elementary school teachers and their pupils. Laboratory exercises designed to illustrate the process of change in chemistry and earth science. (TBA) (2-4) 4

SCI 103 Physical Science for Elementary Majors II: Study in astronomy, different kinds of energy, and conservation and conversion of energy as applicable to elementary school teachers and their pupils. PR: SCI 102. (TBA) (2-4) 4

PHS 101 Man and His Physical Environment: Integrated perspective of the physical sciences, study of selected topics such as systems of measurement, the expanding universe, structure of the earth, kinetic molecular theory of elements and compounds, and the structure of atoms. The role of science in the development of civilization is covered. (3-3) 4

PHY 110, 111, 112 General Physics (each): Three-quarter sequence on the basic principles of physics, including mechanics, heat, thermodynamics, electricity and magnetism, light, wave motion, and modern developments. PR: College Algebra. (TBA) (3-3) 4

POLITICAL SCIENCE

POL 103 State and Local Government: Study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches, problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina. (3-0) 3

POL 201 American Federal Government: Study of the origins, development, structure, and functioning of the Federal Government. (TBA) (5-0) 5

PSYCHOLOGY

PSY 101 General Psychology: Study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. Attention given to application of these topics to self-understanding and adjustment to the demands of society. (3-0) 3

PSY 150 Interpersonal Relationships: Framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. Each student will do a self-analysis and, if he wishes, set up a goal to accomplish for himself during the course. The primary focus of the course is personal growth with some attention given to communication between the student and his clients. (3-0) 3

PSY 202 Psychological Testing and Counseling: Designed to train students to observe and test the young child. Interpretation of the results of tests is stressed. (2-2) 3

PSY 201 Psychology of Childhood: Study of the basic principles of physiological and psychological growth states from conception through adolescence. Emphasis is placed on personality development theories and the influence of family size and structure. (3-0) 3

PSY 202 Mental Hygiene: Introduction to behavior pathology—descriptions, dynamics, and modifications of abnormal behavior, including neuroses, psychoses, and character disorders. Psychosomatic reactions are included as well as the behavior modification approaches to each disorder. Mental health maintenance is stressed. PR: PSY 102, PSY 201. (TBA) (3-0) 3

PSY 205 Abnormal Psychology: Etiology, diagnosis, and prognosis of abnormal behaviors. (TBA) (3-0) 3

SOCIOLOGY

SOC 101 Introduction to Sociology: Introductory course to the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions, and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior. (3-0) 3

SOC 105 Social Problems in the American Culture: Study of selected elements of society with emphasis on current social changes and how they affect the young child. PR: SOC 101. (2-0) 2

SOC 202 Working with the Community: Study of the types of child care facilities and their roles in the community. Analysis of child needs which can be met through community planning with identification of local, state, and national resources. PR: SOC 101. (3-0) 3

SOC 208 Ethno Religions: Study of the different religions in the world and their effect on children. Students learn creative techniques to teach these differences. (3-0) 3

GEO 201 Introduction to Geography: Introduction to the field of geography. Emphasis placed on the methods and concepts used by the geographer and in the application to the study of physical, cultural, political, and economic aspects of world regions. (TBA). (5-0) 5

SPEECH

SPE 110 Fundamentals of Speech: Preparation and delivery of speeches. Formal and informal speech problems emphasized. PR: ENG 110, ENG 111. (5-0) 5



**VANCE-
GRANVILLE
COMMUNITY
COLLEGE**



**CONTINUING
EDUCATION**

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Continuing Education

1977 - 78

ADULT EDUCATION AND OCCUPATIONAL EXTENSION PROGRAMS

CONTINUING EDUCATION

The Continuing Education Program at Vance-Granville Community College provides an opportunity for adults to meet the following objectives:

1. To obtain pre-employment training in order to find a job.
2. To upgrade and to update skills used in a present job in order to increase abilities and future opportunities.
3. To improve the ability to speak, read and write the English language.
4. To finish high school.
5. To improve personal and family life.
6. To learn new hobbies and skills for greater enjoyment of leisure time.
7. To engage in a special program for persons 60 years of age or older.

Additional information concerning any program in this section may be obtained by contacting the Division of Continuing Education.

ADMISSIONS

Any adult who has reached his eighteenth birthday, or whose regular high school class has graduated, is eligible to participate.

Any individual having special high school education needs, who does not meet the admission requirements, may enroll with written permission of the superintendent and principal of his public school.

SCHEDULES

Adult education classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs normally begin and conclude on a quarterly schedule in conjunction with the curricula programs, but variations may occur as needs exist.

ATTENDANCE

Regular attendance and class involvement are important for effective teaching and learning. Students are required to be present at least 80 percent of the instructional time in order to have Continuing Education Units (CEUs) entered on their record or to obtain a certificate.

One CEU is defined as ten contact hours of participation in an organized Continuing Education class. The CEU serves as a unit of measure to give recognition for participation in non-credit activities as well as an accounting unit of the College's total non-credit courses, programs, and activities.

CERTIFICATES AND DIPLOMAS

Continuing Education Units (CEUs) will be awarded for all extension courses approved by the College.

An Adult High School Diploma is awarded to students completing required courses.

EXTENSION EDUCATION

Occupational education extension courses are job-related, part-time studies designed to serve adults who are employed or who are seeking employment at the skilled, technical, and sub-professional levels. Persons in professional occupations may also profit from instruction by learning new developments in their fields.

TYPES OF OCCUPATIONAL EXTENSION CLASSES

Some of the special occupational extension courses sponsored by Vance-Granville Community College and the Department of Community Colleges include:

1. Ambulance Training Courses and Emergency Medical Technician Training
2. Fire Service Training
 - a. Fire Brigade
 - b. Introduction to Firefighting
 - c. Rescue Practices, etc.
3. Management Development Programs
4. Forensic Science Education
5. Law Enforcement Training Courses
 - a. Introduction to Police Science
 - b. Computerized Speed Detection & Radar
 - c. Firearms, etc.
6. Hospitality Courses
 - a. Equipment Use and Care
 - b. Food Service Supervision
 - c. Nutrition and Menu Planning, etc.
7. Job Safety Training
8. Nurses Aide
 - a. Care for the Elderly
 - b. Cardiopulmonary Assistant
 - c. Activity Coordinator Training, etc.



NEW INDUSTRY TRAINING

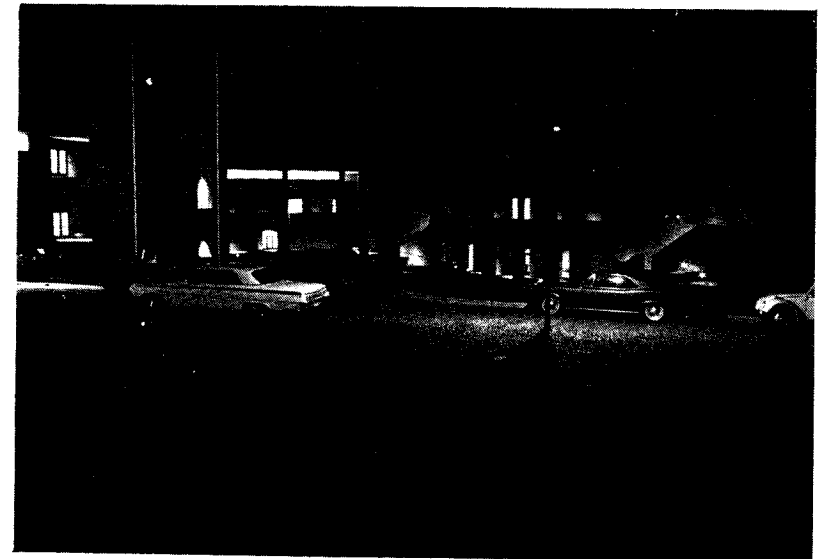
The New Industry Training Program works exclusively with new and expanding industry with the purpose of providing a custom training program tailored to fit the needs of a particular company. The programs are of a short-term nature and terminate when the immediate needs of employment have been met. The design is flexible in order to accommodate the training of workers for highly specialized jobs or for mass training for lesser-skilled tasks.

MANAGEMENT DEVELOPMENT TRAINING

The Management Development Program has been designed to provide instruction to prepare supervisors at various levels of management for advancement.

Courses available to supervisory personnel include:

- | | |
|---|--------------------------------|
| Principles of Supervision | Job Relations Training |
| Science of Human Relations | Art of Motivating People |
| Economics in Business and Industry | Effective Communications |
| Effective Writing | Effective Speaking |
| Speed Reading | Work Measurement |
| Job Methods | Conference Leadership Training |
| Instructor Training | Creative Thinking |
| Industrial Safety and Accident Prevention | Industrial First Aid |
| | Job Analysis Training |





Employee Evaluation and
Interviewing
Supervision in Hospitals
Transportation and Traffic
Management
Labor Laws for Supervisors
Pre-Supervisory Training
Noise Abatement

Management Primer
Job Instruction Training
Motivation and Time Study
(for supervisors)
Principles of Business and Industrial
Management
Alcoholism in Business and Industry

VOCATIONAL EXTENSION COURSES

The Vocational Extension classes conducted by Vance-Granville Community College are developed to fit the needs of industry and business and to provide training for employed individuals in the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys. Some of the courses offered include:

Bricklaying
Mechanical Maintenance
Welding
Drafting
Blueprint Reading
Production Scheduling
Small Engine Repair

Boiler Operations
Basic Electricity and
Electronics
Air Conditioning
TV and Radio Repair
Auto Mechanics

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Division of Continuing Education.

Vance-Granville Community College offers, in addition to its other programs, a variety of vocational extension courses through its evening program and at various facilities throughout Vance, Granville, Franklin, and Warren counties. These courses afford the opportunity for up-grading and up-dating employment skills and for acquiring pre-employment training.

TECHNICAL EXTENSION COURSES

Technical Extension courses are also available to meet the needs of the communities which Vance-Granville Community College serves. Examples of program areas offered include:

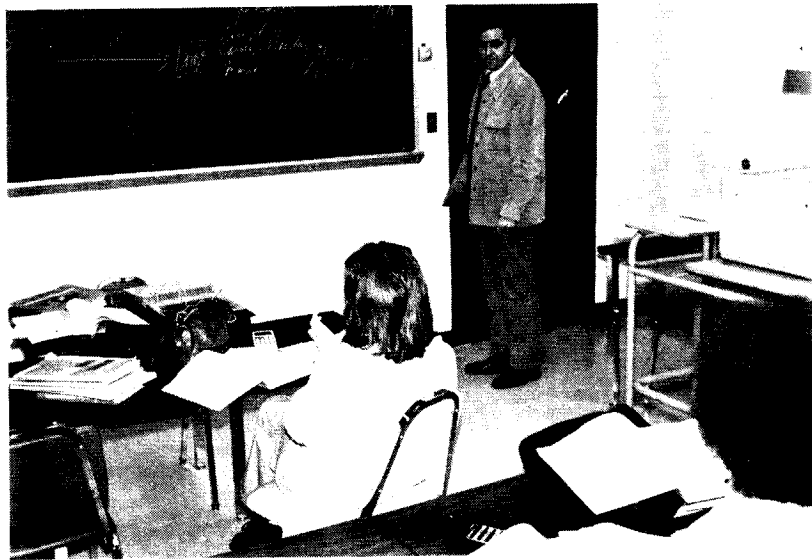
Applied Chemistry
Civil Engineering Methods
Physics: Mechanical Options

Physics: Industrial Options
Physics: Electrical/Elec-
tronics Options

ADULT BASIC EDUCATION

The Adult Basic Education program is designed to provide the adult with the basic skills necessary to function, with relative ease, in the mainstream of society. Areas of emphasis include reading, writing, consumer economics, health, community resources, basic mathematics, government and law, occupational knowledge, and problem solving. Efforts are also made to provide the student with competencies sufficient to enter and be successful in the GED (high school equivalency) program.





ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Adult High School Diploma Program is for adults who want to finish high school studies. The program is offered in cooperation with local public schools. Students in the program must be at least eighteen years old and not currently enrolled in any public school. Those between the ages of sixteen and eighteen may enter the program by obtaining a release slip from the principal and superintendent of their school system. They must not have attended school for at least six months.

HIGH SCHOOL EQUIVALENCY PROGRAM (GED)

The General Education Development (GED) Program helps adults earn the equivalent of a high school diploma. The student is guided to the areas of study (s)he needs to pass the high school equivalency test, including reading comprehension, mathematics, history, and general science. When a student is ready, (s)he can take the General Education Development Tests at Vance-Granville Community College by contacting Student Services. There is no fee for the exam. If the student passes the test, (s)he will receive a nationally-recognized High School Equivalency Diploma from the state of North Carolina.

GENERAL INTEREST EDUCATION

General Interest Education serves the aspirations of the more mature for learning new and remunerative skills. The College offers through General Interest Education an opportunity for an individual to attain skills for personal use

and general education. Variation of course offerings are limited only by community interest and available instructors.

Classes will be organized any time fifteen or more individuals register for a course. Adults should call the Division of Continuing Education to express their areas of interest. All General Interest courses are non-credit, though CEU's (Continuing Education Units) are awarded for most courses.

A sampling of the types of courses offered through General Interest Education includes:

ACADEMIC

- Special Remedial Courses
- College Preparatory Courses
- Advanced Courses

ART

- Art I, II, & III
- Ceramics
- Creative Arts
- Decoupage
- Oil Painting
- Plaster Craft
- Porcelain
- Tole Painting

BUSINESS

- Basic Shorthand
- Review Shorthand
- Speedwriting
- Basic Typing
- Review Typing

DRIVER EDUCATION

- Driver Education I
- Driver Education II

ECONOMICS

- Consumer Economics
- Estate Planning
- Job Applications
- Retirement Planning
- Stocks and Bonds

GEOGRAPHY

- Environmental Sciences
- Rural Geography
- United States Geography

HISTORY

- Local History
- Regional History
- State History
- World History



JOURNALISM

Communications

HOME ECONOMICS

Cake Decorating

Crocheting

Drapery Making

Flower Arrangement

Hat Making

Interior Design

Knitting

Sewing I, II & III

Tailoring I & II

Upholstery

LANGUAGE

German

French

English

Phonics

Spanish

MATH

Algebra

Basic Math

Business Math

Consumer Math

MUSIC

Guitar

Piano

Voice

POLITICS

Current Events

Great Decisions

Law for the Layman

Local Government

State Government

United States Government

SCIENCE

Biology

Ecology

General Science

Health

Psychology

SOCIOLOGY

Social Change

Sociology

WOODWORKING

Caning

Wood Carving

Woodworking



CAREER DEVELOPMENT SERVICES

Career Development Services is a jobs orientation and motivation program designed to equip area unemployed or underemployed residents who are 18 years of age or older with necessary job seeking and job retention skills.

Participants in CDS are involved in a six point program:

1. Human Resource Development — a human relations course which emphasizes the attitudes, motivations, and specific skills needed to find and hold a job.
2. Adult Education — designed to assist participants who are non-high school graduates to pass the high school equivalency examination. (GED)
3. Career Explorations — an overview of careers in the business world and an introduction to office skills.
4. Individual Counseling
5. Job Development and Placement
6. Follow-up Counseling after Placement

The CDS Program operates in ten-week cycles and is aimed at making available to local employers a reservoir of capable and highly motivated potential employees whose job interests and qualifications have already been assessed and refined.

VISITING ARTIST

Vance-Granville Community College participates in the Visiting Artist Program, a cooperative venture of the North Carolina Arts Council, and the North Carolina Department of Community Colleges. Artists with a wide variety of talents are available to perform in the communities served by technical institutes and community colleges throughout the state.

Although the Visiting Artists are members of their respective institutional faculties, they do not teach a regular series of classes. Instead, they seek to serve the entire college and its surrounding community, to bring their art to the people. In this capacity, they perform for classes, conduct lectures and demonstrations, and give recitals. They appear at concerts, perform for civic organizations, schools, industrial firms, businesses, and churches.

Vance-Granville began its participation in the Visiting Artist Program in 1975. John Winchester, a classical guitarist, was the first Visiting Artist.

OFFICE OF AGING AFFAIRS

The Continuing Education Division of Vance-Granville Community College is sponsoring the Office of Aging Affairs, which provides services for persons 60 years of age or older through a basic grant from the Kerr-Tarr Regional Council of Governments. The program is designed to provide outreach services.

transportation, continuing education, and information about agencies which can aid older citizens.

The main purpose of the program is to link older people with services they need.

Four outreach workers, one each from Vance, Granville, Franklin, and Warren counties, are available to visit the homes of those who request services or aid from the Office. The outreach workers also coordinate with all service agencies within their county which are concerned with the problems of older citizens.

Telephone calls, newsletters, brochures, and personal contacts are used to establish the needs of older people and to match them with the services available from agencies in the county, region, and state.

The project office also makes travel arrangements for those who need to visit a service agency. Transportation is provided by volunteers with their own vehicles, who are reimbursed on a mileage basis.

Classes of interest to older people are being developed by the College's Continuing Education Division. The classes will include such possible subjects as income tax preparation, consumer economics, ceramics, music, or art.

Interested organizations and clubs may contact the Office to arrange for a speaker to discuss the goals and progress of the Office of Aging Affairs.

Residents of Vance County can contact the Office of Aging Affairs at 492-4170. Franklin County residents can telephone 496-2001. Those in the Granville County area can telephone 693-1421. Warren County residents can contact 257-2774.

