

catalog  
'79-80

vance-granville community college  
henderson, n.c.

Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, sex, or national origin. The college is in compliance with Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination with regard to handicap.

Vance-Granville Community College issues this catalog to furnish information about the college and its programs to prospective students and other interested persons. Announcements contained in the catalog 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



## 1979-80 Catalog

## TABLE OF CONTENTS

	Page
Calendar .....	v
History .....	1
Philosophy .....	3
Purpose and Objectives .....	4
Accreditation .....	5
Admissions .....	7-11
Admission Procedures .....	8
Special Exceptions .....	9
Enrollment Requirements .....	9
Provisional Students .....	9
Special Students .....	9
Transfer from Post-Secondary Institutions .....	10
Adult Education and Extension Students .....	10
Continuing Education Students .....	11
Foreign Students .....	11
Academic Information .....	13-25
Degrees, Diplomas, and Certificates .....	14
Student Classification .....	14
Auditing Courses .....	15
Course Load .....	15
Graduation Requirements .....	15
Grading System and Quality Point Averages .....	15
Computing Quality Point Averages .....	17
Repeating Courses .....	18
Contact Hours and Credit Hours .....	18
Academic Probation .....	19
The Dean's List .....	20
Examinations .....	20
Credit By Examination .....	20
Prerequisites .....	21
Attendance .....	21
Registration and Records .....	22
Registration .....	22
Change of Registration .....	22
Additions and Withdrawals .....	22
Drop/Add Policy .....	22
Change of Name, Address, or Curriculum .....	23
The Official Academic Record .....	23
Release of Information from Official Student Records .....	23
Cooperative Education .....	25
Student Development .....	27-34
Counseling .....	28
Academic Counseling .....	28
Special Services .....	28
Orientation .....	28
Testing .....	29
Student Housing .....	29
Student Health Services .....	29
Emergency Information .....	29
Job Placement .....	29
Identification Cards .....	30
Lost and Found .....	30
Unattended Children on Campus .....	30
Student Conduct .....	30
Dress Code .....	31
Grievance Procedures .....	31
Student Organizations and Activities .....	32
Student Government Association .....	32
Social Life .....	32
Intramural Sports .....	32
Approval of Activities .....	32
Telephones .....	33
Publications .....	33
Bulletin Boards .....	33
Visiting Artist Program .....	33
Vance-Granville Community College Endowment Fund .....	34
Vance-Granville Construction Corporation .....	34
Expenses .....	35-38
Business Office .....	36
Tuition .....	36
Fees .....	36-38
Student Activity Fee .....	36
Insurance .....	36
Graduation Fee .....	37
Car Registration Fee .....	37
Continuing Education and Adult Basic Education Fees .....	37
Class Rings and Graduation Fees .....	37
Refund Policy .....	37
Credit for Unrefunded Tuition and Fees .....	37
Field Trips and Student Transportation .....	38
Textbooks and Supplies .....	38
Financial Aid .....	39-45
Basic Educational Opportunity Grant .....	40
Supplemental Educational Opportunity Grant .....	40
College Work Study .....	41
North Carolina Student Incentive Grant .....	41
Day Care Services .....	42
Harriet and Henderson Yarns, Inc., Scholarship .....	42
Hedrick Scholarship .....	42
Teen Club Scholarship .....	42
Comprehensive Employment and Training Act .....	43
Migrant and Seasonal Farmworkers .....	43
Vocational Rehabilitation .....	43
Indian Affairs .....	43

Social Security .....	43
Veterans Benefits .....	44
Learning Resources Center .....	47-58
The Library .....	48
Audio-Visual-Media Production .....	52
Instructional Unit .....	54
Adult High School Diploma .....	55
High School Equivalency .....	56
Technical, Vocational and College Preparatory Courses .....	56
Veterans Benefits .....	57
Continuing Education .....	59-66
Admissions and Attendance .....	60
Certificates and Diplomas .....	61
Occupational Extension Courses .....	61
New Industry Training .....	62
Management Development Training .....	62
Vocational and Technical Extension Courses .....	62
Adult Basic Education .....	63
High School Equivalency (GED) .....	63
General Interest Education .....	64
Career Development Services .....	65
Human Resources Development .....	65
CETA Class-Size Projects .....	66
Temporary Employment .....	66
Curricula .....	69-158
Accounting .....	70
Automotive Mechanics .....	74
Business Administration .....	79
<del>Clothing Construction and Design</del> .....	84
College Transfer .....	88
Cosmetology .....	93
Criminal Justice Technology .....	95
Early Childhood Specialist .....	98
Electrical Installation and Maintenance .....	101
Electronic Servicing and Maintenance .....	104
General Office Technology .....	106
Heating and Air Conditioning .....	109
Industrial Management .....	113
Light Construction .....	116
Marketing and Retailing .....	119
Nurses' Assistant .....	122
Nursing Education .....	123
Practical Nursing Education .....	127
<del>Plumbing and Pipefitting</del> .....	130
Recreation Associate Technology .....	133
Recreation Therapy Technology .....	137
Secretarial Science—Executive .....	141
Secretarial Science—Legal .....	144

Secretarial Science—Medical .....	147
Special Education Associate .....	150
Teacher Aide Associate .....	153
Welding .....	157
Course Descriptions .....	160-210
Faculty and Staff .....	213-216



## COLLEGE CALENDAR

(For a more detailed calendar, check your Student Handbook and current information publications.)

### FALL QUARTER 1979

Aug. 27-Sept. 11	Mon.-Tues.	Academic Advising/Freshman Orientation Period
Sept. 4	Tues.	Last date to file financial aid application for waiver of tuition for Fall Quarter
Sept. 12, 13, 14	Wed., Thurs., Fri.	Registration
Oct. 1	Mon.	Late Registration and financial aid awards Classes Begin
Oct. 5	Fri.	Last day to drop/add
Oct. 12	Fri.	Last day to withdraw without a penalty
Nov. 13, 14, 15	Tues., Wed., Thurs.	Advisor scheduling of students for Winter Quarter
Dec. 3	Mon.	Last date to file financial aid application for waiver of tuition for Winter Quarter
Dec. 4, 5	Tues., Wed.	Registration for Winter Quarter—Current and New Students
Dec. 18	Tues.	Classes and all exams completed

### WINTER QUARTER 1980

Jan. 2	Wed.	Late Registration Classes Begin
Jan. 8	Tues.	Last day to drop/add
Jan. 15	Tues.	Last day to withdraw without a penalty
Feb. 12, 13, 14	Tues., Wed., Thurs.	Advisor Scheduling of Students
Mar. 3	Mon.	Last date to file financial aid application for waiver of tuition for Spring Quarter
Mar. 5, 6	Wed., Thurs.	Registration for Spring Quarter—Current and New Students
Mar. 18	Tues.	Classes end: All exams completed

### SPRING QUARTER 1980

Mar. 26	Wed.	Late Registration Classes Begin
April 1	Tues.	Last day to drop/add
April 8	Tues.	Last day to withdraw without penalty
April 28, 29, 30	Mon., Tues., Wed.	Advisor Scheduling of Students
May 20, 21	Tues., Wed.	Registration for Summer Quarter—Current and New Students
June 9, 11	Wed., Fri.	Classes end: All exams completed

### SUMMER QUARTER 1980

July 3	Thurs.	Late Registration
July 7	Mon.	Classes begin: Regular and Special Sessions
July 11	Fri.	Last day to drop/add
July 18	Fri.	Last day to withdraw without penalty from regular session
Sept. 19	Fri.	Classes end: All exams completed
Sept. 28	Sun.	Graduation: 3:00 p.m.

### FALL QUARTER 1980

Aug. 25-Sept. 9	Mon.-Tues.	Academic Advising/Freshman Orientation Period
Sept. 3	Tues.	Last date to file financial aid application for waiver of tuition for Fall Quarter
Sept. 10, 11, 12	Wed., Thurs., Fri.	Registration
Sept. 25	Thurs.	Late Registration
Sept. 29	Mon.	Classes Begin
Oct. 3	Fri.	Last day to drop/add
Oct. 10	Fri.	Last day to withdraw without penalty
Nov. 11, 12, 13	Tues., Wed., Thurs.	Advisor Scheduling of Students for Winter Quarter
Dec. 1	Mon.	Last date to file financial aid application for waiver of tuition for Winter Quarter
Dec. 16	Tues.	Classes end: All exams completed



## HISTORY

Vance-Granville Community College was founded in July, 1969, as Vance County Technical Institute by an act of the North Carolina State General Assembly. The action of the Legislature came after a group of local citizens led by Charles F. Blackburn and Senator John T. Church petitioned the State Board of Education to approve a technical institute for the county. The petition was backed strongly by all segments of the community and received endorsement not only from the Vance County Board of Education and the Board of County Commissioners, but also from neighboring county and city governments, local business clubs and nearly all the large industrial firms in Vance County.

Soon after the approval of the Legislature, a Board of Trustees for the institute was appointed and sworn into office. At the first meeting of the board in August, 1969, Charles F. Blackburn was elected chairman, Dr. Donald R. Mohorn was hired to serve as president and the old Maria Parham Hospital Building on Chestnut Street in Henderson was chosen for the temporary quarters of the school.

In November of 1969, the first adult education classes were offered to an enrollment of over five hundred local citizens. Commencement exercises were offered in eight vocational and technical fields. By this time, students could collect benefits from the Veterans Administration under the G.I. Bill to eligible veterans. Harriet-Henderson Cotton Mills has 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 NEW CAMPUS

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.

The new campus was occupied in September, 1976, and was quickly filled to capacity. The growth in students, faculty and programs caused overcrowding in the four buildings. To alleviate this situation and allow room for expansion of programs, the college applied for a construction grant under the Local Public Works Act of 1976. This grant would pay for a Vocational/Technical Building to house vocational shops, a continuing education center, science labs, faculty office space and general classrooms. In December, 1976, Vance-Granville Community College was notified by the Economic Development Administration that its grant application for \$1,480,000 had been approved. Construction on the new building began in April, 1977, and was completed in the fall, 1978.

#### ACCREDITATION

The effort to win accreditation from the Southern Association of Colleges and Schools and the North Carolina State Board of Education began in 1972 when an Accreditation Steering Committee was appointed by the president. This committee guided the college through a series of self-studies and visits by accrediting teams that led to eventual accreditation by both bodies in the fall of 1977.

#### COMMUNITY COLLEGE STATUS

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, former 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 option, 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.

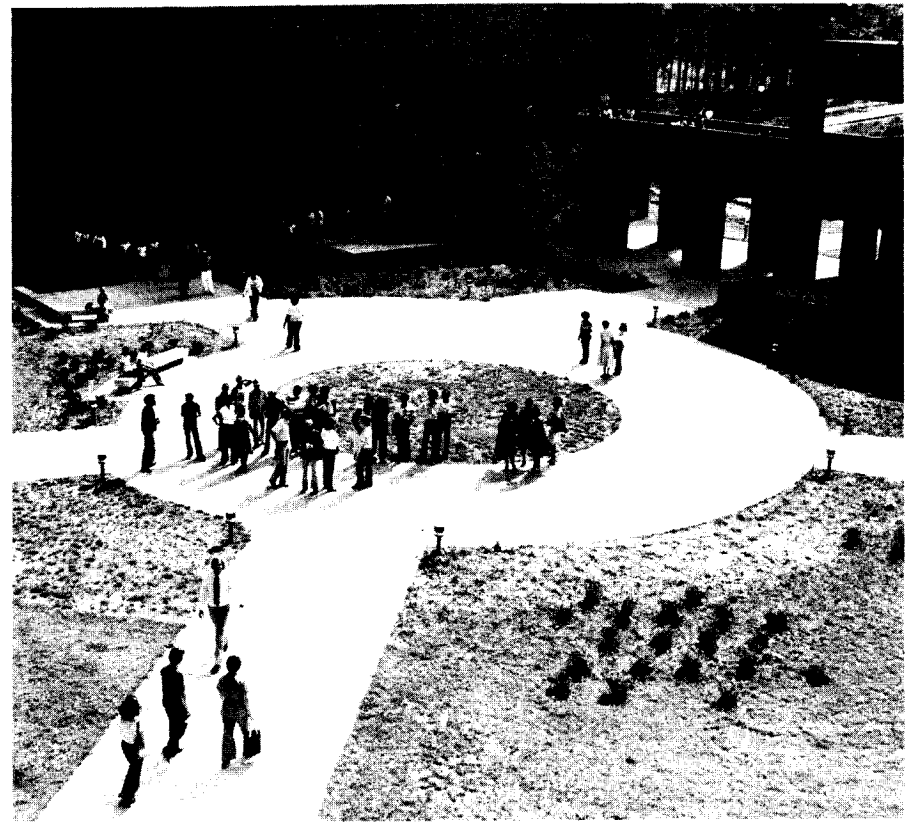
- (11) Continually evaluate objectives, programs, and administrative organization and adapt them to meet the needs of the individual and our technological society.

## ACCREDITATION AND MEMBERSHIPS

Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education. The college was accredited by both bodies in 1977.

VGCC is a member institution of the American Association of Community and Junior Colleges.

# ADMISSIONS



## ADMISSIONS

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 admissions policy for all applicants who are high school graduates or high school leavers, 18 years of age or older.

### ADMISSIONS PROCEDURES

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

(1) Submit an Application—

Applications are available in the Office of Admissions at Vance-Granville Community College or from any high school counselor in Vance, Granville, Franklin, or Warren Counties. A portion of the application includes the necessary health form and residency information.

(2) Submit Transcripts—

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. Once applications and transcripts are received, the student is accepted for admission.

(3) Complete the Placement Tests—

After admission to the college, but before completing his registration, each applicant must complete the placement tests. The student will be notified as to the date, time and place of the testing, and the results will be used in developing the applicant's program of study, as well as in accurately placing him in his courses.

(4) Make an Appointment for an Interview—

Although an interview is not required for admission, it is suggested that each applicant make an appointment for an interview so that he may get acquainted with the school, its educational programs and extra-curricular activities, and receive counseling concerning his educational endeavors.

(5) Participate in Academic Advising—

Once a student is accepted for admission and has completed the placement tests, he will be assigned an advisor, and will be notified of a date, time, and place to meet with his advisor for scheduling. The

advisor will assist the student in selecting courses and arranging hours of attendance. Students will also be sent specific information regarding registration and payment of fees.

**SPECIAL EXCEPTIONS—Nursing Programs . . .** Enrollment for these programs is limited; applicants must undergo an admissions test and departmental interview following the receipt of the application and transcripts. Students who are selected for the programs are also required to have a complete physical examination by a licensed physician.

**ENROLLMENT REQUIREMENTS—**Students entering programs which offer either the Associate of Arts Degree, the Associate of Applied Science Degree, the Vocational Diploma or Certificate are required to:

- (1) Be a high school graduate or have a state-approved equivalent education.
- (2) Take the placement tests.
- (3) In some cases, furnish a physician's statement on mental and physical capability to function in a given program.
- (4) Complete all Admissions Procedures.

**Note:** Students entering programs which offer the Vocational Diploma or certificate should be high school graduates, but exceptions may be made for adults who have been out of school for some time. This exception does not apply to the Nursing programs—Applicants for this program must be high school graduates.

### 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.

### SPECIAL STUDENTS

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 curricular programs.

#### TRANSFER FROM POST-SECONDARY INSTITUTIONS

Vance-Granville Community College welcomes transfer applicants from accredited institutions. Applicants who plan to transfer to VGCC and enroll in a course of study that is the same as (or is similar to) their field at the previous institution must have an overall "C" average, otherwise, enrollment will be based on a one-quarter probation period. This information must be received by the Admissions Office on a signed, dated and sealed transcript. Vance-Granville Community College will consider credits earned at another school while a student is under academic or social suspension. The Admissions Office will review applications from non-accredited institutions.

The student who has successfully completed courses at other institutions must adhere to the same procedures as an incoming freshman. The student is responsible for submitting his application and requesting all supporting documents. A catalog of the college attended or an official statement giving descriptions of the courses completed would be beneficial.

Courses completed at other institutions for which transfer credit is requested will be evaluated by the Division Head or Program Head of the specified curriculum in accordance with Vance-Granville Community College academic and curriculum regulations. No student may receive transfer credit for more than 60 quarter hours.

Credit for work taken ten or more years prior to the application for admission to Vance-Granville Community College must be approved by the appropriate Program Head or Division Head.

#### 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.

#### 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.

CONTINUING EDUCATION STUDENTS—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.

#### FOREIGN STUDENTS

Students from other countries are admitted in the same manner as other applicants with these exceptions: Before being considered for admission, a foreign student must (1) present an acceptable score on the Test of English as a Foreign Language or take and pass the high school equivalency examination or present other acceptable proof of ability to speak, write and understand the English language; (2) submit official transcripts of high school or college records; and (3) submit a statement from a bank or other appropriate official certifying that the applicant has sufficient funds to cover all expenses incurred while attending Vance-Granville Community College including tuition, fees, incidental expenses, food, housing and transportation. For tuition purposes, a foreign student is classified as an out-of-state student and will therefore be charged out-of-state fees.

# ACADEMIC INFORMATION





## 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 or Associate in Science 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 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.

3. The Advanced Diploma is awarded to students completing the second year of a vocational curricula.

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

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

6. A High School Diploma is awarded to students qualifying through the Learning Resources Center program. The diploma is awarded by The Vance County Board of Education in cooperation with Vance-Granville Community College.

7. 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.

### 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.

### AUDITING COURSES

A student may elect to audit a course or courses, and is responsible for informing the instructor he wishes to audit. Those students who audit receive no credit and do not have to take any examination; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. However, no Veterans Assistance, Social Security Benefits, or financial aid will be computed on credit hours paid for an audited course. The student who enrolls for a course cannot change from audit to credit or credit to audit after the drop-add period.

### COURSE LOAD

A student's normal load will be from 15 to 19 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 19 hours per quarter must obtain the approval of their academic advisor and the Dean of Student Affairs.

### GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

1. Successfully complete his course of study.
2. Earn a cumulative quality point average of 2.0 on all work attempted that is applicable toward graduation.
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 Counseling Center. This checklist must be completed with the student's advisor within three weeks of the beginning of the student's last quarter.
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.

### 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 within the six week period will result in a failing (F) grade.	
F	Failure	Below 60 0
P	For specified courses, students who meet basic course requirements will be awarded a grade of P (Pass). This is not counted in computing quality point averages.	
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. This is not counted in computing quality point averages.	
X	Audit—An audit grade indicates that a student is enrolled for noncredit. This is not counted in computing quality point averages.	

WP	Withdrew Passing—A student withdrawing after the first two weeks of the course will be awarded a WP if his academic grades at the time of the withdrawal indicates that he is passing the course. This grade is not computed in the quality point average.
WF	Withdrew Failing—This grade is awarded to students who withdraw after the first two weeks of the class, and who are failing at the time of withdrawal. This grade is computed into the quality point average.
T	Transfer credit. This signifies that credit for a course was accepted from another institution. No quality points are awarded and the grade is not used in the computation of the quality point average.
EX	Credit by examination. This signifies that the student has met the course objectives as demonstrated by a proficiency examination. No quality points are awarded and the grade is not used in the computation of the quality point average.

#### COMPUTING QUALITY-POINT AVERAGES

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 awards and probation. 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 of courses attempted to obtain the quality-point average.

Example:

Class	Grade	Quality Points Per Credit Hour	Quarter Credit Hours	Quality Points
ENG 102	A	4	X 3	= 12
MAT 102	B	3	X 5	= 15
BUS 120	D	1	X 4	= 4
ECO 104	C	2	X 3	= 6
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.

### REPEATING COURSES

A student who repeats a course previously taken will have both grades counted in his graduation quality point average. The credit for the course will be counted only once toward the required number of credits for graduation. A veteran cannot receive educational benefits by repeating courses in which he has made a D or above.

### CONTACT HOURS AND CREDIT HOURS

Quarterly credit hours are awarded to students on the following arrangements:

*Class Work* is lecture and other instruction.

Credit of one quarter hour for each hour of class work per week for eleven weeks. The average hour of class will require two hours of assigned homework, for an average student.

*Laboratory* involves demonstration by instructor, experimentation and practice by students.

Credit of one quarter hour for each two hours of laboratory work per week for eleven weeks. One hour of assigned homework will accompany an average laboratory period of two hours.

*Manipulative Laboratory* involves development of manual skills and job proficiency.

Credit of one quarter hour for each three hours of manipulative lab for eleven weeks. No outside work will ordinarily be assigned to accompany this shop period.

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### ACADEMIC PROBATION

Each student at Vance-Granville Community College is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter a student's quality point average for that quarter and his cumulative quality point average are examined. For purposes of identifying students on academic probation, quality point averages will be computed upon the basis of all credit hours attempted. Minimum cumulative quality point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Quality Point Average)	Degree Program (Quality Point Average)
3-31	1.60	1.50
32-47	1.75	1.65
48-63	1.90	1.75
64-79	2.00	1.85
80-95		1.95
96-113		2.00

Any student who falls below these minimum requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probational status. The counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curricular student on probation who fails to make satisfactory improvement in his quality point average during the quarter he is on probation will be suspended from his program at Vance-Granville Community College unless the Dean of Student Affairs grants special permission for the student to continue.

All veterans and eligible dependents of veterans, who have applied for V.A. educational benefits, must maintain satisfactory progress. If satisfactory progress is not maintained during the probationary quarter, V.A. educational benefits are terminated for academic reasons. The student may be allowed, with permission of the Dean of Student Affairs, to continue training for a trial quarter without benefits in order to establish progress toward a degree or diploma.

A student will not be allowed to continue in the nursing program with a grade of D in the laboratory component of the nursing courses and/or with an overall grade of D in two nursing courses.

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## DEAN'S LIST

At the close of each quarter, 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.

## 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 chairperson and the instructor of the class.

## CREDIT BY EXAMINATION

Vance-Granville Community College recognizes that prior learning experiences should be a fundamental part of the total academic program. Regularly enrolled students who have reason to believe that previous educational studies, training programs or work experiences may entitle them to an adjustment in their graduation requirements may request credits by examination. The college's policy on credit by examination is as follows:

- A. Vance-Granville Community College will allow up to forty-five (45) quarter hours credit by examination.
- B. Only regularly enrolled students may receive credit by examination.
- C. Credit will be assessed and matched with graduation requirements.
- D. Credit will be treated the same as transfer credit.
- E. All credit must be evaluated on the basis of one of the following methods:
  1. Successful completion of the general and/or subject examination of the college level examination program (CLEP).
  2. Advanced Placement Program, College Entrance Examination Board (CEEB).
  3. Subject standardized tests of the United States Armed Forces Institute (USAFI).
  4. American College Testing Proficiency Examinations.
  5. Departmental examinations as established and approved by the Academic Council and filed with the Records Office.
  6. Departmental examinations may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency. This credit will be based on examination under the

direction of the chairperson of the department in which the course is offered. Hours credit may count toward graduation or be used to waive a course requirement.

## PREREQUISITES

Prerequisites are indicated for many courses offered at Vance-Granville Community College. These are intended to give the student some measure of the proficiency expected for those beginning a given course. In the event other courses and/or experiences might qualify the student to take a course without the prescribed prerequisite, a student may request permission to exempt the prerequisite course by proficiency examination. This exam must be satisfactorily completed prior to entering the higher level course. Students failing to meet prerequisites prior to entering a course may be dropped from the class.

## ATTENDANCE

Vance-Granville Community College is committed to the principle that class attendance is an essential part of an 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 the course's attendance requirements in accordance with departmental attendance regulations, and within institutional regulations, which require that a student who has not made contact with the instructor for two consecutive weeks be dropped. 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. Instructors have a right to officially withdraw a student from class any time they feel the student is jeopardizing the progress of the class. 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 22 contact hours per week to receive full benefits.

## REGISTRATION AND RECORDS

### REGISTRATION

The academic year consists of four quarters. Students who are pursuing a curriculum must register each quarter as they proceed toward their educational objectives. All students will register during the prescribed registration period.

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 10th 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.

### 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 two weeks after the beginning of a quarter. No grade will be recorded for official withdrawal during this time period. All withdrawals after the tenth (10th) day of classes will be recorded as WP or WF grade. The following steps should be followed in dropping and adding courses:

1. Obtain Drop/Add Form from Counseling Center or advisor.
2. Obtain approval from faculty advisor and instructors involved.
3. Return completed form to Records Office for processing through the Business Office.

### POLICY ON DROP/ADD PERIOD

A student may drop a course in which he has enrolled, subject to the following procedures:

1. The student must go to his advisor in order to get permission to drop a course.
2. After permission has been granted the advisor will complete a drop-add form with the student stating which courses are to be dropped. The advisor and student must both sign the drop-add form.
3. After the drop-add form has been signed by both the advisor and the student, the student must go to the instructor who is teaching the

course that is to be dropped. The student will then obtain his class card only after the instructor has written on the card "withdrawn passing" or "withdrawn failing."

4. The student will take his class cards and drop-add form to the Records Office where the drop-add process will be completed.
5. The Records Office will then notify the instructor that the student has officially withdrawn.

A student is not officially withdrawn from a course until all of the above steps have been completed. If a student discontinues attending class without officially withdrawing from the class, the student will receive an "F" for the course.

A student may add a course to his schedule only during the drop-add period. The procedures that must be followed when adding a course are as listed:

1. The student must go to his advisor in order to get permission to add a course.
2. After permission has been granted, the advisor will complete a drop-add form with the student stating which courses are to be added.
3. After the drop-add form has been signed by the advisor and the student, the student will take his drop-add form to the Records Office where the drop-add process will be completed.

Unless a student has officially registered for a course, he will not be able to attend classes for the course.

### 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 student concerned is required before a transcript 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 staff members of Vance-Granville Community College whose responsibilities require this information.
  - b. The Records Office may honor appropriate requests for directory-type information from student records.
  - 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 Records Technician. 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.

#### RELEASE OF INFORMATION: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personally identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined by law as "directory information".

The Directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Dean of Student Affairs that it not be released. This written request must be made during the first two weeks of the student's initial enrollment.

## COOPERATIVE EDUCATION

Cooperative Education is an educational program developed by an arrangement between the school and employers in the community to provide students with alternating academic and vocational instruction with entry-level employment in an occupational field. The student's total experience is planned, coordinated and supervised by the school and the employer.

On-the-job career training and school attendance may occur on alternate half-days, full days, weeks, quarters, or other periods of time, depending on the occupation and the desired learning experience. Upon initial employment, all employers pay the students minimum wage; some pay more than the minimum wage. Cooperative Education improves the educational program by taking advantage of the available industrial expertise and permits the school to offer a wide range of programs that meet community, industrial and student needs. Because of industrial contact, faculty members keep up to date in their area of specialization to ensure the transmission of current ideas. Therefore, the students themselves will possess current knowledge and be up-to-date on the latest technological advances. The expertise of the skilled craftsman provides an invaluable learning source other than classroom learning.

Cooperative Education develops total community support, and therefore industry, business, and citizens are involved with the school in producing employees that meet community needs.

VGCC offers Cooperative Education as an integral part of some of its programs and as an option in others. This opportunity to "earn and learn" helps the student gain a better understanding of the world of work, industrial organizations and operations, economics, and labor-management relations. It further helps develop maturity, responsibility and independence toward work and the art of human relations in the work setting.

# STUDENT DEVELOPMENT



## STUDENT DEVELOPMENT

### 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 exists.

### 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.

### SPECIAL SERVICES

The Special Services Program provides free counseling, tutoring, and instruction in self-improvement, group dynamics, and career development. The Program is available to a limited number of students who feel that they may need these support services during their adjustment period to college life.

Special Services students are given special assistance with financial aid, child care, transportation and community service agencies. The main purpose of the Special Services Program is to assist any interested students in attaining their goals of achieving a good education by providing any support services needed to meet this goal.

### 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. Placement Tests will be administered to all new students planning to enter degree or diploma programs. In addition, other tests and interest inventories are available in the Counseling Center or Learning Resources 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 Testing Coordinator or Student Affairs Office for application procedures.

### STUDENT HOUSING

The college does not have dormitory facilities nor does it assume any responsibility for student housing. If the student attending Vance-Granville Community College must secure housing, it will be his or her responsibility to investigate possible sources and make the necessary financial arrangements. The student is urged to do this well in advance of his anticipated enrollment date.

### STUDENT HEALTH SERVICES

Since Vance-Granville Community College is a commuter institution, 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 Sheriff's Office 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 medical 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 Dean of Student Affairs. 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 Counseling Center or Office of Student Affairs. Students are encouraged to use this service.

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

#### I.D. CARDS

All students taking six or more hours will be issued I.D. cards during registration. Individuals in the LRC Learning Lab and in HRD classes will be issued quarter passes. Continuing Education students and those taking special credit classes should maintain their validated registration receipts as proofs of enrollment.

I.D. Cards issued to students taking six or more hours will be numbered and validated. Only validated ID cards will be recognized as official identification.

A student may be required to show identification and identify himself anytime he or she is on campus. All student activities will admit only those students who have validated I.D. cards, or quarter passes in the case of Learning Lab or HRD students, or validated registration receipts in the case of Continuing Education or special credit students.

#### LOST AND FOUND

A lost and found service is maintained through the main information desk in the event you have misplaced something. You may also check in the Dean of Student Affairs Office and the Student Government Office. Unclaimed items may be disposed of if not claimed in two weeks.

#### UNATTENDED CHILDREN ON CAMPUS

The recreational facilities, classrooms, and other areas of the college are designated primarily for the student population. In order to insure that these facilities are available for the student body, children must be accompanied by parents. The college cannot assume responsibility for unattended dependents of students or other individuals who are accompanying students while attending Vance-Granville Community College.

#### 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 student conduct are published in the Student Handbook and/or Code of Conduct. Enrolling students are responsible for acquainting themselves with all regulations.

College regulations which serve to control such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed. Students may be suspended or dismissed for conduct which is considered incompatible with standards of propriety and good judgement while on campus and/or participating in school-sponsored activities either on campus or off campus.

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Dean of Student Affairs after consultation with appropriate personnel.

#### DRESS CODE

It is not the intent of the college to impose upon individual style and creativity. Rather, it would encourage all students to dress in keeping with the serious academic intent of the college and in a manner acceptable to the community.

In light of this, Vance-Granville Community College students are expected to use their own judgement in appropriate dress. Because of hazards created in the building, bare feet are prohibited. Safety clothing and equipment must be worn in the shops as required.

#### SAFETY GLASSES

Industrial-quality eye protection devices, when necessary, will be issued to students free of charge by the instructor. Students will be responsible for wearing safety glasses and returning same to the instructor. Lost glasses must be replaced by the student.

It is a requirement of North Carolina General Statutes that students wear protective safety glasses in shops and laboratories when in the area or vicinity of:

- A. Hot solids, liquid or molten metals; or
- B. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials; or
- C. Heat treatment, tempering, or kiln firing of any metal or other materials; or
- D. Gas or electric arc welding; or
- E. Repair or servicing of any vehicle; or
- F. Caustic or explosive chemicals or materials.

#### 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 to counsel chosen by the accused, etc. The results of the hearing are presented in writing.

All academic grievances should be referred to the Department Chairperson, divisional head, and/or Dean of Instruction. Grievances should be in writing or through personal visits with the officials concerned.

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.

#### 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 the Administrative Council. 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, age, or handicap.

#### 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 government 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 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.

#### APPROVAL OF ACTIVITIES

All extra-curricular or co-curricular activities—doughnut sales, car washes, field trips, intramural sports, off-campus trips, etc.—must be approved by the Dean of Student Affairs Office. The activities are to be recorded on a college activity calendar to insure that they are coordinated throughout the entire college.

Solicitations and sales, both on campus and off-campus, must be authorized prior to such activity. No organization, department or class may sell, solicit, or carry on any extra-curricular activities without prior authorization.

This procedure is required for students enrolled at VGCC and for any activities carried out in the name of the college, a department of the college, or a specific class within the college.

#### TELEPHONES

Public telephones are located on campus for student use. Students are not permitted to use telephones located in faculty or staff offices. Only emergency calls to the administration with sufficient justification such as serious illness, death in the family, would warrant paging a student from class. Other messages received will not be delivered to students.

#### PUBLICATIONS

*The Bright Leaf*—This newspaper is published by the students at Vance-Granville Community College. The paper provides coverage of campus news events, publicity for activities, and other news of special interest to the student body. All staff members work under the supervision of an advisor.

*The Student Handbook*—Published through the Student Affairs Office, the handbook provides information of concern to students, including student regulations, policies, student government, and student activities.

#### BULLETIN BOARDS

Posters of any type are not permitted on walls, doors, windows or exterior surfaces of the building. Important announcements concerning student activities, meetings, pre-registration, job openings and special events are posted on the bulletin boards in the lounge by the Student Affairs Division or the Student Government Association. Students are held responsible for notices which are properly posted.

Ads (books for sale, rental, items for sale, etc.) may be posted on bulletin boards. All ads must be typed or printed on 3 x 5 cards (or the cards available at the bulletin board) and dated. Permission to mount posters or notices on bulletin boards must be obtained from the Student Affairs Office.

#### VISITING ARTIST PROGRAM

Vance-Granville Community College participates each year in the Visiting Artist Program, a cooperative venture of the National Endowment for the Arts, the N. C. Arts Council, and the N. C. Department of Community Colleges. Each year, the college employs an accomplished artist to live, work, and demonstrate his art form to the people in the area.

Visiting Artists at Vance-Granville Community College perform for classes, both at the college and at area public schools, conduct lectures and demonstrations, and give recitals. They appear at concerts, perform at civic organizations, industrial firms, businesses and churches.

The program has been very successful in expanding the cultural opportunities available in the community.

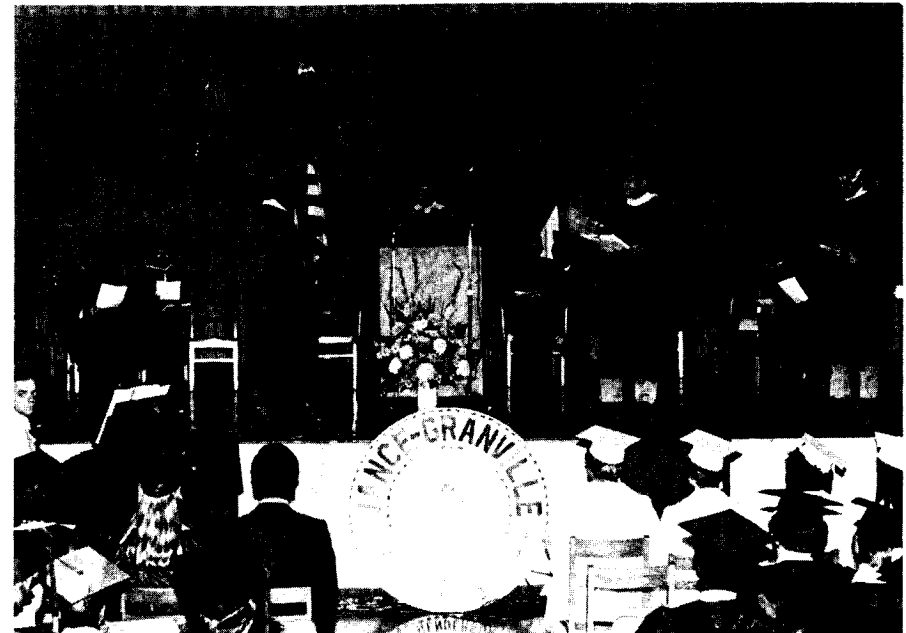
#### **VANCE-GRANVILLE COMMUNITY COLLEGE ENDOWMENT FUND**

The Vance-Granville Community College Endowment Fund was established in December, 1976, to receive gifts, bequests, and property to further the educational purposes of the college. Much of the credit for beginning the Endowment Fund goes to Mr. Dermont Hedrick of Oxford who suggested the idea to the college and who generously made the first donation to the fund.

#### **VANCE-GRANVILLE CONSTRUCTION CORPORATION**

The Vance-Granville Construction Corporation is the non-profit "holding company" for the house built each year by students in the Light Construction Department at Vance-Granville Community College. The corporation is authorized to finance the land, building materials and services necessary to enable Light Construction students to build the house. After completion, the houses are sold and the proceeds go toward the next house. The Vance-Granville Construction Corporation is a non-profit organization. It was established in January, 1977.

## **EXPENSES**



## EXPENSES

### BUSINESS OFFICE

The receipt of tuition and fees, collection of parking fines, disbursement of financial aid funds, and the payment of refunds are responsibilities of the Business Office. Students may use the services of the Business Office between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays.

### TUITION

Vance-Granville Community College receives financial support from local, state, and federal sources. These funds allow each student to continue his education 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:

### CURRICULAR PROGRAMS

(Vocational, Technical, and College Transfer)

	IN-STATE	OUT-OF-STATE
12 quarter hours or more	\$ 39.00 per quarter	\$198.00 per quarter
Less than 12 quarter hours	\$ 3.25 per qtr. hr.	\$ 16.50 per qtr. hr.
Activity Fee	\$ 5.00 per quarter	\$ 5.00 per quarter
Insurance (minimum)	\$ 5.00 annually	\$ 5.00 annually
Graduation Fee	\$ 19.00	\$ 19.00
Parking Fee	\$ 4.00 annually	\$ 4.00 annually
Late Registration Fee	\$ 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.

#### 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. Nursing students are required to purchase a special insurance for clinical training in hospitals.

### GRADUATION FEE

A graduation fee of \$19.00 will be due and payable to the Business 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.

### CAR REGISTRATION FEE

Students who park vehicles on campus are required to pay a parking fee of \$4.00 annually. Fees will be reduced \$1.00 at the end of each quarter. Evening students will be charged \$1.00 for the academic year or a remaining portion thereof.

### CONTINUING EDUCATION 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. Adult Education students taking classes on campus will also be required to purchase a \$1.00 parking sticker.

### CLASS RINGS AND GRADUATION FEE

All orders for class rings, caps and gowns, and graduation invitations will be coordinated by the Bookstore. 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 refunds for students shall not be made unless the student is, in the judgement of the college, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar and officially withdraws through the Registrar's Office. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions for five dollars (\$5.00) or less, unless a course or curriculum fails to materialize. Insurance premium fees, graduation fees, and special fees such as late registration are not refundable.

### CREDIT FOR UNREFUNDED TUITION AND FEES

When a student, having paid the required tuition and fees for a quarter, withdraws from the college and is eligible for a refund, the refund may be credited towards the next quarter's account provided the individual makes a written request to the Business Office.

## FIELD TRIPS AND STUDENT TRANSPORTATION

Students will be expected to pay any expenses, including transportation charges, for participation in field trips associated with their classes.

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.

## TEXTBOOKS AND SUPPLIES

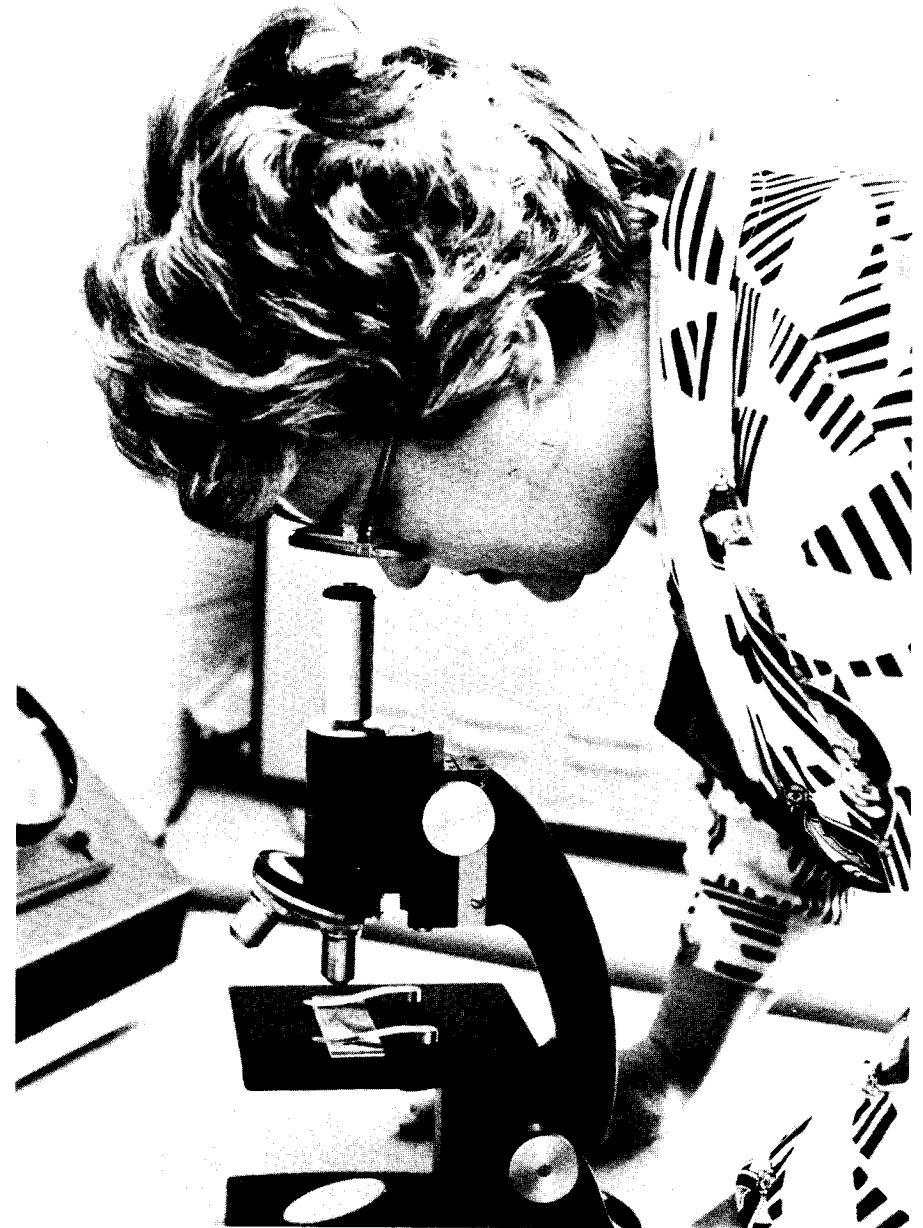
Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study but average about \$75.00 per quarter.

## 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.



# FINANCIAL AID



## FINANCIAL AID

Vance-Granville Community College makes every effort within the limitations of its available financial aid resources to assure that no qualified student will be denied the opportunity to attend the college. Financial assistance is available to help students who meet the eligibility requirements. Scholarships, grants, and part-time employment may be used singly or in combination to meet a student's total financial need.

Financial aid is awarded on the basis of a demonstrated need for financial assistance. Since the purpose of financial assistance is to supplement the resources of the student, the primary responsibility for meeting college expenses resides with the student and his family. Because the amount of a financial aid award reflects the financial situation of the student, it is considered confidential information which will only be released with the approval of the individual student. It is necessary that all students receiving any type of financial aid, whether federal, state or local, maintain satisfactory progress. Those students who fail to maintain satisfactory progress will not be eligible to continue to receive financial assistance from the college.

All inquiries concerning student aid should be directed to the Financial Aid Office. Applications for financial aid should be submitted by the following dates:

- September 1—Fall Quarter
- December 1—Winter Quarter
- March 1—Spring Quarter
- May 15—Summer Quarter

### TYPES OF AID AVAILABLE

*Basic Educational Opportunity Grant (BEOG)*—The Financial Aid Office requires that all students seeking assistance apply for the BEOG. Application forms are available in the Financial Aid Office. The two-page application form is filled out by the student and sent to Iowa City for processing. In approximately six weeks the results (Student Eligibility Report) are sent to the student who then brings them to the Financial Aid Office. There is no charge for applying for the BEOG and students may apply through the 15th of March of each year. Students must reapply for this grant each fiscal year (July 1-June 30). Grants range from \$200 to \$838 annually. Those students who fail to maintain satisfactory progress will not be eligible to continue to receive financial aid.

*Supplemental Educational Opportunity Grant (SEOG)*—The SEOG is reserved for students who have exceptional financial need. All students receiving BEOG awards are considered and thus there is no special application form. Awards range from \$200 to \$275 annually. Those students who fail to maintain satisfactory progress will not be eligible to continue to receive financial aid.

*College and Vocational Work Study Program*—The Work Study Program provides funds for the part-time employment of a limited number of students by the college. Students demonstrating financial need through the BEOG may be employed in the library, offices, bookstore, laboratories, shops, and building maintenance services and will receive minimum wages.

Vance-Granville Community College uses the analyses of the American College Testing Program (ACT) for work-study applicants. These forms may be obtained from the Financial Aid office. There is a charge of \$3.50 per student.

Work Study application forms are available in the Financial Aid Office. Students must reapply each year (July 1-June 30), and priority is given to those applications received prior to July 1. It is necessary that all students receiving any type of financial aid, whether federal, state or local, maintain satisfactory progress. Those students who fail to maintain satisfactory progress will not be eligible to continue to receive financial assistance from the college.

*North Carolina Student Incentive Grant (NCSIG)*—Legal residents of North Carolina accepted for enrollment or enrolled full time and in good standing may apply for the NCSIG to help pay their educational expenses. The grants are based on need and the NCSIG Program uses the analyses of the American College Testing Program (ACT) and the College Scholarship Services (CSS) in determining need. The amount of each grant is based on an individual student's demonstrated financial need after subtracting the student's resources from the educational cost. NCSIG awards may not exceed one-half of a student's unmet need, or \$1,500 per academic year, whichever is less.

To apply for NCSIG, the student's parents and/or the student and spouse must complete a family financial statement required to determine financial need and forward either the Financial Aid Form (FAF) to the College Scholarship Service or the Family Financial Statement (FFS) to the American College Testing Program with the proper processing fee. The NCSIG code numbers are: 0742 for FAF, 6666 for FFS. All NCSIG applicants are required to apply for a BEOG. Students can apply for a BEOG by properly marking the FAF or FFS. Students should see that the completed financial statement is sent to ACT or CSS as soon after January 1 as possible, but not later than March 31. Those applications received after that date will be considered if funds are available.

For more information, contact:

College Foundation, Inc.  
1307 Glenwood Avenue  
Raleigh, North Carolina 27605

**DAY CARE SERVICES**—The college operates a full-time Day Care Center as a training laboratory for the Early Childhood Specialist Program. Children of students, staff and others are eligible for admittance to the center. Full-time students at Vance-Granville Community College are encouraged to use this resource for placement of their children. Financial aid is available to offset the cost for students. The center opens at 7:30 A.M. and closes at 6:00 P.M. Breakfast, lunch, and snack are served. The center is staffed with trained persons and provides each child with an educational, loving, and individual atmosphere.

#### HARRIET-HENDERSON SCHOLARSHIP

Harriet-Henderson Yarns, Inc., of Henderson provides scholarships to cover tuition and activity fees for deserving students. Students wishing to be considered for this scholarship should contact the Financial Aid Office. Priority is given to those students who demonstrate financial need and academic promise, through interview, and do not have other sources of financial aid through the college. Students making satisfactory progress are reconsidered for this scholarship each quarter. Students should contact the Financial Aid Officer prior to registration for the next quarter.

#### HEDRICK SCHOLARSHIP

The Hedrick Scholarship is awarded in the name of Mr. H. Dermont Hedrick's wife and son, Robbie Gilliam Hedrick and Robert Jerome Hedrick. This scholarship covers the costs of tuition and activity fees for students desiring to learn a skill or job improvement or upgrading which will permit the individual the opportunity to be employed locally.

Students wishing to be considered for this scholarship should contact the Financial Aid Office. Priority is given to students in the health professions who do not have other sources of financial aid through the school. An interview with the Financial Aid Officer is necessary to establish eligibility. Students making satisfactory progress are reconsidered for this scholarship each quarter. Students should contact the Financial Aid Officer prior to registration for the next quarter.

#### HENDERSON-VANCE COUNTY TEEN CLUB SCHOLARSHIP

The Henderson-Vance County Teen Club established two scholarships in March, 1978, which will be used to sponsor two deserving Vance County students each year. Students making satisfactory progress are chosen through interview and are reconsidered each quarter. Students should contact the Financial Aid Officer prior to registration for the next quarter.

#### COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (C.E.T.A.)

Through the Comprehensive Employment and Training Act of 1973, students may be sponsored to attend Vance-Granville Community College and receive career training. The majority of the costs of attending Vance-Granville Community College, including tuition, fees, books, insurance, and a stipend for hours in class attendance are paid through CETA funds. For more information, contact the nearest Job Service Office (Employment Security Commission).

#### MIGRANT AND SEASONAL FARMWORKERS ASSOCIATION, INC.

The Migrant and Seasonal Farmworkers Association sponsors qualified students, through the Comprehensive Employment and Training Act of 1973, whose families are employed in migrant or seasonal work. Most of the costs of attending VGCC (tuition, fees, books, transportation, and a stipend for hours in class attendance) are covered through this Association. For more information, contact the nearest Migrant and Seasonal 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 VGCC for eligible handicapped persons. If a person has a physical disability or is limited in his activity because of his disability, he should contact the nearest Division of the Vocational Rehabilitation Office.

#### BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs provides scholarships for qualified students. For more information, contact the nearest Bureau of Indian Affairs.

#### SOCIAL SECURITY

Benefits may be paid for students, under 22 years of age, who have one (or more) deceased parent(s) who was (were) covered by Social Security. For more information, contact the nearest Social Security Office.

## VETERANS AND WAR ORPHANS

Veterans and war orphans in any curricular program offered by Vance-Granville Community College may qualify for benefits from the Veterans Administration under Chapter 35, Title 38, United States Code. Individuals who served in the Armed Forces for 180 days or longer 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 .....	$\frac{3}{4}$ Time
6-8 .....	$\frac{1}{4}$ 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:

22 or more .....	Full Time
16-21 .....	$\frac{3}{4}$ Time
11-15 .....	$\frac{1}{2}$ Time

Full details on veterans training programs may be obtained from the Veterans Office at Vance-Granville Community College.

Monthly benefits for students attending under the "G.I. Bill" are as follows:

<i>Institutional</i>	<i>No Dependents</i>	<i>One Dependent</i>	<i>Two Dependents</i>	<i>Each Additional Dependent</i>
Full Time	\$311	\$370	\$422	\$26
$\frac{3}{4}$ Time	\$233	\$277	\$317	\$19
$\frac{1}{2}$ Time	\$156	\$185	\$211	\$13
Less than $\frac{1}{2}$ Time	Only tuition and fees			

Veterans educational benefits are only applicable within ten years of the date of separation from service. Individuals must apply through the Veterans Administration and receive their eligibility within the designated time period or lose their eligibility.

## EXTENSION OF DELIMITING DATE

For educational assistance allowance, the law provides for a limited extension beyond the delimiting date for certain eligible veterans, spouses, and surviving spouses who were prevented from beginning or completing their chosen program of education because of a physical or mental disability. The length of extension will be for that amount of time the claimant was prevented from beginning or completing his or her education.



# Learning Resources Center



## 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. 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 is typed from this information and is kept on file at the circulation desk. Each borrower must ask for his/her card when ready to check out any media.

## 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 curricular areas. Subject encyclopedias available include *McGraw-Hill Encyclopedia of Science 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 some 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 *Rand McNally Road Atlas*.

Fourteen 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 materials 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 and Allied Health Literatures* 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 *Wall Street Journal Index* is an alphabetically-arranged index to corporate news and general news appearing in the *Wall Street Journal*.

The *Humanities Index* covers such areas as language, archaeology, classical studies, folklore, history, language and literature, literary and political criticism, performing arts and theology.

The *Social Sciences Index* covers such areas as economics, environmental sciences, geography law and criminology, medical sciences, political science, psychology and related areas. *Criminology Index* is a systematic assessment of all research in Criminology conducted over the past quarter century.

#### PERIODICALS

The library subscribes to 17 newspapers and over 275 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 of some titles 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 two reader-printers 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		Specimen	DS
Instruction	II	Study Print	PS
Kinescope	MP	Tape Recordings	RT
Kit	KT	Transparency	TR
Map	PC	Vertical File Materials	VF
Microcard	PM	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 unit 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, projector screens, slide sync, and laminator.

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 tape programs can be developed for instructional and informational purposes. 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 development services are available for faculty and staff. These services may be arranged through the Media Coordinator.

## 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 students study and progress at their own rate in a non-competitive environment, and have the option of pursuing almost any program of study which fulfill their 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. In addition to the successful completion of the course requirements, the student must be able to demonstrate competency in high school work as defined by the State of North Carolina.

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.

#### TRANSFER CREDITS

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).

To receive a transfer credit, the student must attend for a minimum of 150 hours per unit and complete all materials assigned. The final test may not be taken prior to completion of assigned course work. The final test, if standardized, must be passed at twentieth percentile or the score specified by the institution receiving the credit (whichever is higher).

#### GENERAL EDUCATION DEVELOPMENT TESTS HIGH SCHOOL EQUIVALENCY PREPARATION

Any person who is 18 years of age or older may prepare for the GED test in the Individual 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: writing skills, social studies, science, reading skills, and mathematics. 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. These courses do not earn credit in the student's curriculum area.

#### 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

Veterans and war orphans in the Adult High School Program and the General Educational Development Test (GED) Preparatory Program may qualify for veteran benefits from 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 35 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.

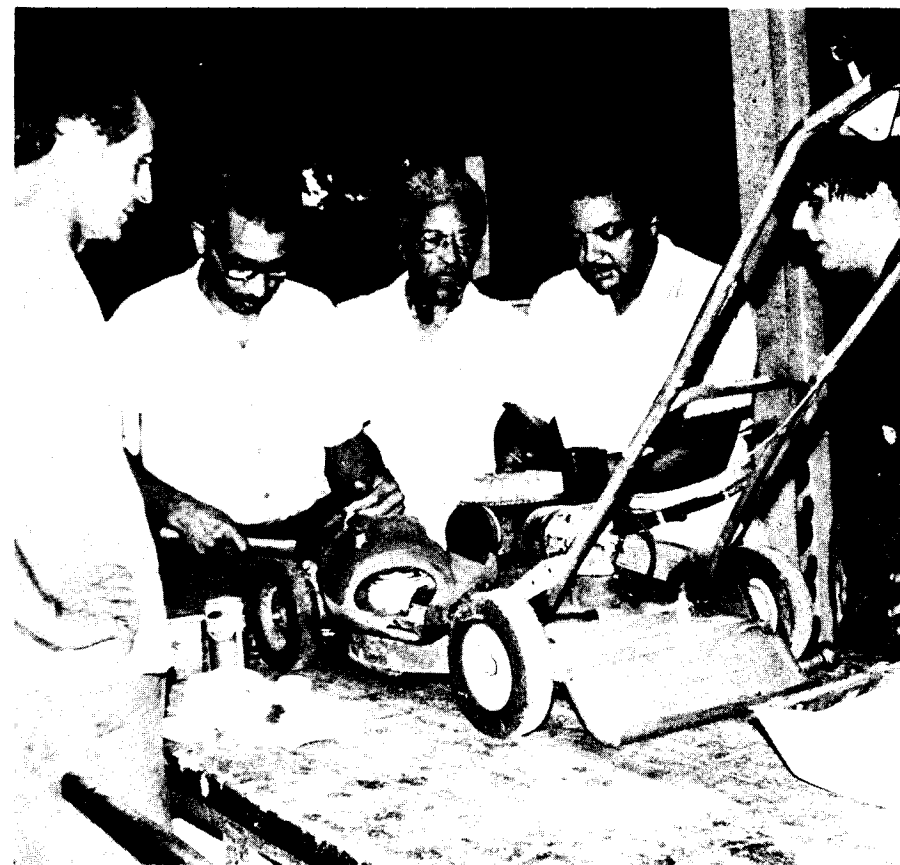
Veterans receiving benefits must show progress while enrolled in the laboratory. Each course assignment must be completed in a reasonable length of time as determined by the Coordinator.

#### CURRICULAR COURSES

An instructor may work with the Coordinator to schedule regularly enrolled curricular 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.

## Continuing Education



## ADULT EDUCATION AND OCCUPATIONAL EXTENSION PROGRAMS

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.

Additional information concerning any program in this section may be obtained by contacting the Division of Continuing Education.

### ADMISSIONS

Any adults who have reached their eighteenth birthday, or whose regular high school classes have graduated, are 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 curricular 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.

### CREDITS

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.

Certificates of completion are normally awarded to certain programs.

### 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
Employee Evaluation and Interviewing	Job Analysis Training
Supervision in Hospitals Transportation and Traffic Management	Management Primer
Labor Laws for Supervisors	Job Instruction Training
Pre-Supervisory Training	Motivation and Time study (for supervisors)
Noise Abatement	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	Boiler Operations
Mechanical Maintenance	Basic Electricity and Electronics
Welding	Air Conditioning
Drafting	

Blueprint Reading  
Production Scheduling  
Small Engine Repair

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 upgrading 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	Physics: Industrial Options
Civil Engineering Methods	Physics: Electrical/Electronics Option
Physics: Mechanical 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.

## HIGH SCHOOL EQUIVALENCY PROGRAM (GED)

The General Education Development (GED) Program helps adults earn the equivalent of a high school diploma. The students are guided to the areas of study needed to pass the high school equivalency test, including reading comprehension, mathematics, history, and general science. When students are ready, they 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 students pass the test, they 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

### HOME ECONOMICS

Cake Decorating  
Crocheting  
Drapery Making  
Flower Arrangement  
Hat Making  
Interior Design  
Knitting  
Sewing I, II & III  
Tailoring I & II  
Upholstery

### JOURNALISM

Communications

### LANGUAGE

German  
French  
English  
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

The Career Development Services program (CDS) offers pre-vocational training through Human Resources Development and vocational skills training through Comprehensive Employment and Training Act Class-Size projects to area disadvantaged adults. CDS also coordinates temporary employment on campus for area disadvantaged adults.

### HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is a jobs orientation and motivation program designed to equip its participants with survival skills in employment and daily activities.

### CLASSES OFFERED

1. Adult Education—designed to prepare participants who are non-high school graduates to pass the high school equivalency examination (GED), and for those who are already high school graduates or equivalent, to broaden individual perspectives by exposure to unfamiliar subjects.
2. Career Explorations—an overview of occupations in both the public and private sector, along with an introduction to business practices and office skills.
3. Human Resources Development—a human relations approach in developing effective inter-personal communication, social adjustment, and good salable skills for the world of work.

#### SUPPORTIVE SERVICES PROVIDED

1. Individual Counseling
2. Job Development and Placement
3. Educational Placement
4. Follow-up Counseling After Placement

#### CETA CLASS-SIZE PROJECTS

Special federally-funded programs which emphasize vocational skills training designed to meet the immediate employment needs of public and private employers and disadvantaged adults as well. These are generally tuition-exempt programs which also provide weekly training allowances. Classroom training averages 35 hours per week for not more than 52 weeks. Human Services Aide, woodworking, and bricklaying are examples of Class Size projects sometimes sponsored through VGCC.

#### TEMPORARY EMPLOYMENT

As a community service effort, VGCC provides rewarding work experience to eligible citizens from Region K on a temporary basis. These are temporary positions funded by the Comprehensive Employment and Training Administration (CETA), and are designed to train or retrain unemployed adults for new careers. The positions are generally sponsored by local units of government or public service agencies.



# Curricula



## 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.

Minimum Credit Hours Required for Degree: 108

Area I	Core	41
Area II	Major	61
Area III	General Studies	6

### Prerequisites

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*RDG 100C	Reading III	3	0	3
*MAT 100A	Arithmetic	5	0	5
*MAT 100B	Fundamentals of Math	5	0	5
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5

### Area I—Core

		Lec	Lab	Credit
*BUS 102	Typing I	3	4	5
*BUS 110	Office Machines I	1	2	2
*BUS 111	Office Machines II	1	2	2
*BUS 115	Business Law I	3	0	3
*BUS 117	Business Math I	5	0	5
*BUS 118	Business Math II	5	0	5
*ENG 103	Technical Report Writing	3	0	3
*ENG 105	Library Services	3	0	3
*ENG 120	Grammar and Composition I	3	0	3
*ENG 206	Business Communication	5	0	5
*ENG 220	Speech	5	0	5

### Area II—Major

BUS 101	Introduction to Business	5	0	5
*BUS 116	Business Law II	3	0	3
*BUS 120	Accounting I	5	2	6
*BUS 121	Accounting II	5	2	6
BUS 123	Finance I	3	0	3
*ECO 102	Economics I	3	0	3
ECO 104	Economics II	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
*BUS 222	Intermediate Accounting I	5	2	6
*BUS 223	Intermediate Accounting II	5	2	6
BUS 224	Advanced Accounting	3	2	4
*BUS 225	Cost Accounting	3	2	4
*BUS 229	Taxes	3	2	4
*BUS 269	Auditing	3	2	4

### Area III—General Studies

*BUS 233	Personnel Management	3	0	3
*BUS 271	Office Management	3	0	3
**BUS 235	Business Management	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
POL 110	State and Local Government	3	0	3
POL 201	20th Century History and Politics	3	0	3
ISC 112	Fundamentals of Management	3	2	4
ISC 228	Industrial Supervision	3	0	3
ISC 212	Labor Relations	3	2	4
BUS 280	Co-op			Variable
BUS 281	Co-op			Variable
*MAT 100C	Introduction to Algebra	5	0	5

Minimum Required Hours: 6

\*Waiver by Proficiency—Waiver proficiency testing shall be administered by appropriate department.

\*\*Only one of the three management courses is required. General Studies may be substituted for a management course in order to fulfill the 108 credit hour requirement for graduation.

No more than 60 credit hours may be transferred from any school not in the State Community College System.

Suggested Sequence of Courses for Accounting

Course No. Course Title

FIRST QUARTER

ENG 105 Library Services  
 BUS 102 Typing or Elective ~  
 BUS 117 Business Math I ~  
 BUS 101 Introduction to Business ~  
 BUS 110 Office Machines I ~

SECOND QUARTER

BUS 120 Accounting I ~  
 BUS 118 Business Math II ~  
 ENG 220 Speech  
 BUS 111 Office Machines II ~  
 ECO 102 Economics I ~

THIRD QUARTER

ENG 120 Grammar and Composition I ~  
 BUS 115 Business Law I ~  
 ECO 104 Economics II ~  
 BUS 121 Accounting II

FOURTH QUARTER

BUS 116 Business Law II ~  
 ENG 103 Technical Report Writing  
 EDP 104 Introduction to Data Processing ~  
 BUS 222 Intermediate Accounting I

FIFTH QUARTER

ENG 206 Business Communications ~  
 BUS 223 Intermediate Accounting II  
 BUS 123 Finance I ~  
 BUS 229 Taxes ~

SIXTH QUARTER

BUS 235 Business Management ~  
 BUS 269 Auditing  
 BUS 225 Cost Accounting  
 BUS 224 Advanced Accounting  
 Elective

Evening Curriculum

Suggested Sequence of Courses for Accounting

Course No. Course Title

FIRST QUARTER

ENG 105 Library Services  
 BUS 117 Business Math I  
 ECO 102 Economics I  
 BUS 115 Business Law I

SECOND QUARTER

BUS 116 Business Law II  
 ECO 104 Economics II  
 BUS 118 Business Math II  
 BUS 110 Office Machines I

THIRD QUARTER

BUS 101 Introduction to Business  
 BUS 120 Accounting I  
 BUS 111 Office Machines II

FOURTH QUARTER

ENG 220 Speech  
 BUS 121 Accounting II  
 BUS 235 Business Management

FIFTH QUARTER

ENG 120 Grammar & Composition I  
 BUS 222 Intermediate Accounting I  
 BUS 123 Business Finance I

SIXTH QUARTER

ENG 103 Technical Report Writing  
 EDP 104 Introduction to Data Processing  
 BUS 223 Intermediate Accounting II ~

SEVENTH QUARTER

ENG 206 Business Communication  
 BUS 224 Advanced Accounting ~  
 BUS 102 Typing I

EIGHTH QUARTER

BUS 229 Taxes  
 BUS 269 Auditing ~  
 BUS 225 Cost Accounting ~

NINTH QUARTER

Elective

## AUTOMOTIVE MECHANICS

This curriculum provides training in the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on vehicles in the shop.

The complexity of automobiles increases each year because of new scientific discovery and engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Students entering the Automotive Mechanics curriculum may:

1. pursue a four-quarter vocational diploma, or
2. pursue a seven-quarter vocational diploma (subject to fifth quarter entrance requirements stated below)

High school graduation, or possession of a high school equivalency certificate, is preferred; however, persons beyond high school age with eight or more high school units will be considered. Applicants must have one or more units of high school mathematics.

Students who wish to enter the fifth quarter may do so upon satisfactory completion of the first four quarters with at least a 3.0 average on all of their major subjects. Exceptions may be made only upon recommendation of the department chairman and Dean of Instruction.

Minimum Credit Hours Required for Diploma: 73

Area I	Core	4
Area II	Major	45
Area III	General Studies	24

Prerequisites		Lec	Lab	Shop	Credit
*MAT	100A Arithmetic	5	0	—	5

### Area I—Core

Course No.		Lec	Lab	Shop	Credit
*AUT 1101	Schematics and Diagrams	—	3	—	1
1129	Basic Welding	2	—	3	3

### Area II—Major

1101	Internal Combustion Engines	3	—	12	7
1102	Basic Electrical and Fuel Systems	5	—	15	10
1123	Brakes, Chassis and Suspension Systems	3	—	9	6
1101	Automotive Air Conditioning	2	—	2	3
1203	Automotive Emission Controls	2	—	3	3
1221	Front Suspension, Alignment, and Power Steering	2	—	4	3
1124	Automotive Power Train Systems	3	—	12	7
1125	Auto Servicing I	3	—	9	6
<del>*PME 1202</del>	<del>Auto Elec/Electronics</del>	<del>3</del>	<del>—</del>	<del>12</del>	<del>7</del>
<del>*PME 1224</del>	<del>Advanced Automatic Transmissions</del>	<del>3</del>	<del>—</del>	<del>12</del>	<del>7</del>
<del>*PME 1226</del>	<del>Auto Servicing II</del>	<del>3</del>	<del>—</del>	<del>12</del>	<del>7</del>
<del>*PME 1184</del>	<del>Co-op Experience</del>	<del>0</del>	<del>—</del>	<del>20</del>	<del>2</del>
<del>*PME 1185</del>	<del>Co-op Experience</del>	<del>0</del>	<del>—</del>	<del>20</del>	<del>2</del>
<del>*PME 1186</del>	<del>Co-op Experience</del>	<del>0</del>	<del>—</del>	<del>20</del>	<del>2</del>

### Area III—General Studies

100B	Fundamentals of Mathematics	4	—	—	4
1120	Applied Mathematics	4	—	—	4
100A	Reading I	3	—	—	3
*100B	Reading II	3	—	—	3
1101	Applied Science	3	2	0	4
*PSY 114	Human Relations	3	—	—	3
ENG 100A	Basic Writing I	3	—	—	3
SOC 101	General Sociology	3	—	—	3
PSY 101	Psychology	3	—	—	3
HEA 112	First Aid and Safety	3	—	—	3
ENG 120	Grammar and Composition I	3	—	—	3
BUS 117	Business Math	5	—	—	5
PSY 115	Human Growth I	3	—	—	3
MAT 100C	Introduction to Algebra	5	—	—	5
SOC 112	Modern Social Problems	3	—	—	3

Students may also elect from math courses 101, 102, 103, 204, 214, 120, 121, 122.

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

No more than 60 hours may be transferred from schools not in the state system of community colleges.

## Suggested Sequence of Courses for Automotive Mechanics

Minimum Credit Hours Required for Diploma: 73

Course No. Course Title

### FIRST QUARTER

PME	1101	Internal Combustion Engines
*MAT	100B	Fundamentals of Mathematics I
AUT	1101	Schematics and Diagrams
PHY	1101	Applied Science
*RDG	100A	Reading I or approved elective

### SECOND QUARTER

PME	1102	Basic Electrical & Fuel Systems
*MAT	1102	Applied Mathematics or Approved Elective
WLD	1129	Basic Welding
*RDG	100B	Reading II or approved elective

### THIRD QUARTER

AUT	1123	Brakes, Chassis & Suspension Systems
AHR	1101	Automotive Air Conditioning
HEA	112	First Aid and Safety
AUT	1203	Automotive Emission Controls
PME	1221	Front End Suspension, Alignment and Power Steering

### FOURTH QUARTER

AUT	1124	Automotive Power Train Systems
AUT	1125	Auto Servicing I
*PSY	114	Human Relations or approved elective

Electives may be taken from Area III General Studies courses approved for this curriculum.

### Optional Second Year

#### FIFTH QUARTER

PME	1202	Auto/Elec Electronics
PME	1184	Co-op Experience

#### SIXTH QUARTER

PME	1224	Advanced Automatic Transmissions
PME	1185	Co-op Experience

#### SEVENTH QUARTER

PME	1226	Automotive Servicing II
PME	1186	Co-op Experience

Credit Hours Required — 100

## Evening Curriculum

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed on practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobiles comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Students entering the Automotive Mechanics curriculum may:

1. pursue an eight quarter vocational diploma, equivalent to one year's training.

High school graduation, or possession of a high school equivalency certificate, is preferred; however, persons beyond high school age with eight or more high school units will be considered. Applicants must have one or more units of high school mathematics. Exceptions may be made upon recommendation of the Department Chairman.

## Suggested Sequence of Courses for Automotive Mechanics

Course No. Course Title

### FIRST QUARTER

PME	1101	Internal Combustion Engines
*MAT	100B	Fundamentals of Mathematics I or approved elective
*RDG	100A	Reading I or approved elective

### SECOND QUARTER

PME	1101	Internal Combustion Engines
*MAT	1120	Applied Math or approved elective
*RDG	100B	Reading II or approved elective
AUT	1101	Schematics & Diagrams



THIRD QUARTER

PME 1102 Basic Electrical & Fuel Systems  
 PHY 1101 Applied Science

FOURTH QUARTER

PME 1102 Basic Electrical & Fuel Systems  
 WLD 1129 Basic Welding

FIFTH QUARTER

AUT 1123 Brakes, Chassis & Suspension System  
 HEA 112 First Aid and Safety

SIXTH QUARTER

AHR 1101 Automotive Air Conditioning  
 AUT 1203 Automotive Emission Controls  
 PME 1221 Front Suspension, Alignment  
 and Power Steering

SEVENTH QUARTER

AUT 1124 Automotive Power Train Systems

EIGHTH QUARTER

AUT 1125 Auto Servicing I  
 \*PSY 114 Human Relations

\*Approved Electives may be taken

HEA 1101 Emergency Medical Care  
 ENG 103 Technical Report Writing  
 SOC 101 General Sociology  
 PSY 101 General Psychology  
 HEA 112 First Aid and Safety  
 ENG 120 Grammar and Composition I  
 BUS 117 Business Math I  
 PSY 115 Human Growth I  
 SOC 112 Modern Social Problems

Credit Hours Required — 73

BUSINESS ADMINISTRATION

Wherever 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 manufacturing concerns, banks, insurance companies, transportation firms, retail or wholesale merchandising companies, shipping firms, real estate companies, government offices, educational institutions, and hospitals.

Minimum Credit Hours Required for Degree: 108

Area I	Core .....	41
Area II	Major .....	58
Area III	General Studies .....	9

Prerequisites

			Lec	Lab	Credit
*RDG	100A	Reading I	3	0	3
*RDG	100B	Reading II	3	0	3
*RDG	100C	Reading III	3	0	3
*MAT	100A	Arithmetic	5	0	5
*MAT	100B	Fundamentals of Arithmetic	4	0	4
*ENG	100A	Basic Writing	5	0	5
*ENG	100B	Basic Writing	5	0	5

Area I—Core

Course No.	Course Title	Lec	Lab	Credit
BUS 110	Typing I	3	4	●
<del>BUS 111</del>	<del>Office Machines I</del>	●	2	●
<del>BUS 112</del>	<del>Office Machines II</del>	●	2	●
<del>BUS 113</del>	<del>Business Law</del>	●	0	●

<del>Business Math I</del>	0	0
<del>Business Math II</del>	0	0
<del>Technical Report Writing</del>	0	0
<del>Library Services</del>	0	0
<del>Grammar &amp; Composition I</del>	0	0
<del>Business Communications</del>	0	0
<del>Speech</del>	0	0

Area II—Major

<del>Introduction to Business</del>	0	0
<del>Accounting I</del>	2	0
<del>Economics I</del>	0	0
<del>Accounting II</del>	2	0
<del>Business Finance I</del>	3	0
<del>Economics II</del>	3	0
<del>Sales Development</del>	3	0
<del>Business Law I</del>	0	0
<del>Intermediate Accounting I</del>	2	0
<del>Introduction to Data Processing</del>	3	2
<del>Taxes</del>	2	0
<del>Marketing</del>	0	5
<del>Advertising</del>	2	0
<del>Business Insurance</del>	0	0

Area III—General Studies

<del>BUS 235</del>	<del>Personnel Management</del>	0	3
<del>**BUS 235</del>	<del>Office Management</del>	0	0
<del>**BUS 235</del>	<del>Business Management<sup>†</sup></del>	3	0
<del>PO 110</del>	<del>General Psychology</del>	3	0
<del>PO 110</del>	<del>General Sociology</del>	3	0
<del>POL 201</del>	<del>State and Local Government</del>	3	0
<del>POL 201</del>	<del>20th Century History and Politics</del>	3	0
<del>ISC 112</del>	<del>Fundamentals of Management</del>	3	2
<del>ISC 228</del>	<del>Industrial Supervision I</del>	3	0
<del>ISC 212</del>	<del>Labor Relations</del>	3	2
<del>BUS 280</del>	<del>Co-op</del>	Variable	0
<del>BUS 281</del>	<del>Co-op</del>	Variable	0
<del>MAT 100C</del>	<del>Introduction to Algebra</del>	0	5

MINIMUM REQUIRED HOURS—9

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

\*\*Only one of the three management courses is required. General Studies may be substituted for a management course in order to fulfill the 108 credit hour requirement for graduation.

No more than 60 credit hours may be transferred from any school not in the State Community College System.

Suggested Sequence of Courses for Business Administration

Course No.	Course Title
FIRST QUARTER	
<del>ENG</del>	<del>Library Services</del>
<del>BUS</del>	<del>Typing I</del>
<del>XBUS</del>	<del>Business Math I</del>
<del>XBUS</del>	<del>Introduction to Business</del>
<del>XBUS</del>	<del>Office Machines I</del>
SECOND QUARTER	
<del>ENG</del>	<del>Speech</del>
<del>BUS</del>	<del>Business Math II</del>
<del>XBUS</del>	<del>Accounting I</del>
<del>ECO</del>	<del>Economics I</del>
<del>BUS</del>	<del>Office Machines II</del>
THIRD QUARTER	
<del>ENG</del>	<del>Grammar &amp; Composition I</del>
<del>XBUS</del>	<del>Business Law I</del>
<del>XBUS</del>	<del>Accounting II</del>
<del>ECO</del>	<del>Economics II</del>
<del>BUS</del>	<del>Sales Development</del>
FOURTH QUARTER	
<del>XENG</del>	<del>Technical Report Writing</del>
<del>XBUS</del>	<del>Business Law II</del>
<del>XBUS</del>	<del>Intermediate Accounting I</del>
<del>EDP</del>	<del>Introduction to Data Processing</del>
FIFTH QUARTER	
<del>XENG</del>	<del>Business Communication</del>
<del>XBUS</del>	<del>Business Finance I</del>
<del>XBUS</del>	<del>Taxes</del>
<del>BUS</del>	<del>Personnel Management</del>
<del>XBUS</del>	<del>Marketing</del>
SIXTH QUARTER	
<del>XBUS</del>	<del>Advertising</del>
<del>XBUS</del>	<del>Office Management</del>
<del>XBUS</del>	<del>Business Insurance or Elective</del>
<del>XBUS</del>	<del>Business Management</del>

## Evening Curriculum

### Suggested Sequence of Courses for Business Administration

Course No. Course Title

#### FIRST QUARTER

ENG 105 Library Services  
BUS 117 Business Math I  
ECO 102 Economics I  
BUS 115 Business Law I

#### SECOND QUARTER

BUS 116 Business Law II  
ECO 104 Economics II  
BUS 118 Business Math II  
BUS 110 Office Machines I

#### THIRD QUARTER

BUS 101 Introduction to Business  
BUS 120 Accounting I  
BUS 111 Office Machines II

#### FOURTH QUARTER

ENG 120 Grammar & Composition I  
BUS 121 Accounting II  
BUS 232 Sales Development

#### FIFTH QUARTER

ENG 103 Technical Report Writing  
BUS 222 Intermediate Accounting I  
BUS 123 Business Finance I

#### SIXTH QUARTER

ENG 206 Business Communications  
EDP 104 Introduction to Data Processing  
Elective

#### SEVENTH QUARTER

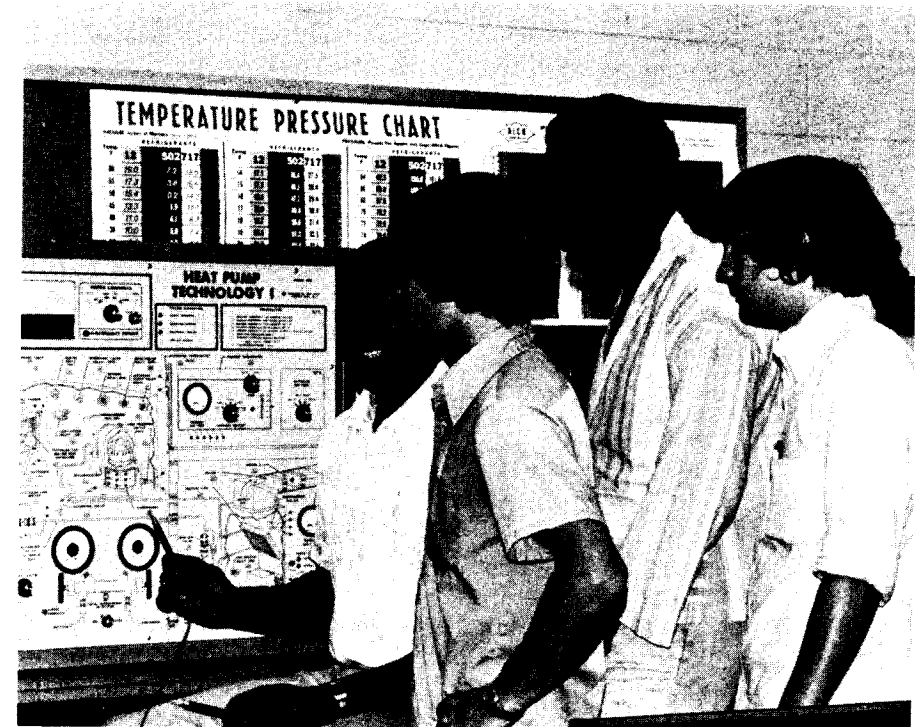
ENG 220 Speech  
BUS 239 Marketing  
BUS 233 Personnel Management

#### EIGHTH QUARTER

BUS 229 Taxes  
BUS 102 Typing I  
BUS 235 Business Management

#### NINTH QUARTER

BUS 271 Office Management  
BUS 247 Business Insurance or Elective  
BUS 243 Advertising  
Elective



## CLOTHING CONSTRUCTION AND DESIGN

(Subject to approval/revision by the Department of Community Colleges and the State Board of Education.)

This program is designed as a vocational curriculum and addresses itself to three areas of specialization in the field of fashion. First, it provides instruction to those who derive personal pleasure from sewing and wish to go into business, working out of their homes. Second, it provides training to those interested in pursuing an extensive career in the clothing design and construction field. Third, it provides instruction for those interested in employment in related fields.

General courses provide students with the essential knowledge of clothing service while laboratory activities provide opportunities for developing manipulative skills.

This program has been tailored to provide opportunities for individuals of various ages, backgrounds and abilities to prepare for a career in clothing service occupations. Graduates of this program will receive a diploma.

Applicants should have an interest in the fashion industry, a practical knowledge of basic mathematics and the ability to develop the manipulative skills necessary to perform basic fabric construction tasks.

Minimum Credit Hours Required for Degree: 75

Area I	Core	.....	0
Area II	Major	.....	54
Area III	General Studies	.....	21

### Prerequisites

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*ENG 100A	Basic Writing I	5	0	5
*ENG 100B	Basic Writing II	5	0	5
*MAT 100A	Arithmetic	5	0	5

### Area I—Core

None

### Area II—Major

HEC 1101	Clothing Construction I	2	8	6
HEC 1104	Art and Clothing Design	3	0	3
ART 100	Fundamentals of Art	1	2	2
HEA 1101	Grooming and Modeling	2	2	3
HEC 1102	Clothing Construction II	2	8	6
HEC 1113	Textiles and Merchandising	3	0	3
HEC 1108	Clothing for the Family	2	4	4

HEC 1103	Clothing Construction III	2	8	6
HEC 1114	Alterations and Pattern Making I	1	4	3
HEC 1117	Introduction to Tailoring	1	4	3
HEC 1116	Clothing Construction IV	2	8	6
HEC 1115	Alterations and Pattern Making II	1	4	3
HEC 1120	Fashion Show Preparation and Presentation	0	6	3
HEC 1118	Tailoring	1	4	3

### Area III—General Studies

*BUS 245	Retailing	3	0	3
*BUS 232	Sales Development	3	0	3
*BUS 262	Fashion in Retailing	3	0	3
*ENG 120	Grammar & Comp I	3	0	3
*HEA 112	First Aid & Safety	3	0	3
BIO 101	Biology I	3	3	4
BIO 102	Biology II	3	3	4
BIO 103	Biology III	3	3	4
BIO 104	Principles of Ecology	3	3	4
BIO 106	Human Anatomy & Physiology I	4	2	5
BIO 107	Human Anatomy & Physiology II	4	2	5
BIO 108	Microbiology	3	2	4
BIO 200	General Botany	4	2	5
BIO 205	Horticulture	4	2	5
BUS 101	Introduction to Business	5	0	5
BUS 102A	Typing I (Non-Business Majors)	2	3	3
BUS 102	Typing I	3	4	5
BUS 103	Typing II	3	4	5
BUS 104	Typing III	3	4	5
BUS 106	Shorthand I	3	2	4
BUS 107	Shorthand II	3	2	4
BUS 108	Shorthand III	3	2	4
BUS 110	Office Machines I	1	2	2
BUS 112	Filing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 116	Business Law II	3	0	3
BUS 117	Business Math I	5	0	5
BUS 118	Business Math II	5	0	5
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 123	Finance	3	0	3
BUS 127	Consumer Economics	3	0	3
BUS 191	Payroll Procedures	3	0	3
BUS 229	Taxes	3	2	4
BUS 239	Marketing	5	0	5
BUS 243	Advertising	3	2	4
BUS 247	Business Insurance	3	0	3
ECO 102	Economics I	3	0	3
ECO 104	Economics II	3	0	3

EDP	104	Introduction to Data Processing	3	2	4
ENG	103	Technical Report Writing	3	0	3
ENG	121	Composition II	3	0	3
ENG	122	Composition III	3	0	3
ENG	206	Business Communication	5	0	5
ENG	220	Speech	5	0	5
ENG	222	English Literature I	5	0	5
ENG	223	English Literature II	5	0	5
ENG	224	American Literature I	5	0	5
ENG	225	American Literature II	5	0	5
FRE	101, 102, 103	Beginning French I, II, III	4	0	4
FRE	201, 202, 203	Intermediate French I, II, III	4	0	4
GEO	110	Introduction to Geography	3	0	3
HEA	100	Health & Safety	3	0	3
HEA	111	Personal & Community Health	3	0	3
HIS	101	Western Civilization I	3	0	3
HIS	102	Western Civilization II	3	0	3
HIS	103	Western Civilization III	3	0	3
HIS	207	American History I	5	0	5
HIS	208	American History II	5	0	5
HIS	209	Afro-American History	5	0	5
HIS	210	North Carolina History	5	0	5
HUM	114	Art History	5	0	5
HUM	115	Art Appreciation	5	0	5
HUM	116	Music Appreciation	5	0	5
HUM	117	Appreciation of Literature	5	0	5
MAT	120	College Math I: Basic Concepts	5	0	5
MAT	121	College Math II: Finite Mathematics	5	0	5
MAT	122	College Math III: Calculus	5	0	5
PED	105	Table Tennis	0	2	1
POL	102	National Government	3	0	3
POL	110	State and Local Government	3	0	3
POL	201	20th Century History & Politics	3	0	3
PSY	101	General Psychology	3	0	3
PSY	114	Human Relations	3	0	3
PSY	209	Abnormal Psychology	3	0	3
PSY	212	Child Psychology	5	0	5
SOC	101	General Sociology	3	0	3
SOC	107	The Family	3	0	3
SOC	112	Modern Social Problems	3	0	3
SOC	113	Sociology of the Family	3	0	3
SOC	116	Sociology of Religion	3	0	3
SOC	211	Marriage and Family	3	0	3

SPA	101, 102, 103	Beginning Spanish I, II, III	4	0	4
SPA	201, 202, 203	Intermediate Spanish I, II, III	4	0	4

\*Required unless waived by examination or approval of advisor.

#### Suggested Curriculum By Quarters

##### FIRST QUARTER

HEC	1101	Clothing Construction I
HEC	1104	Art and Clothing Design
ART	100	Fundamentals of Art
HEA	1101	Grooming and Modeling
ENG	120	Grammar and Composition I
BUS	245	Retailing

##### SECOND QUARTER

HEC	1102	Clothing Construction II
HEC	1113	Textiles and Merchandising
BUS	262	Fashion in Retailing
HEC	1108	Clothing for the Family
BUS	232	Sales Development

##### THIRD QUARTER

HEC	1103	Clothing Construction III
HEC	1114	Alterations and Pattern Making I
HEC	1117	Introduction to Tailoring
HEA	112	First Aid and Safety Elective

##### FOURTH QUARTER

HEC	1116	Clothing Construction IV
HEC	1115	Alterations & Pattern Making II
HEC	1120	Fashion Show Preparation and Presentation
HEC	1118	Tailoring Elective

## COLLEGE TRANSFER PROGRAM

The College Transfer Program provides the freshman and sophomore years of undergraduate study for students who plan to work toward a bachelor's degree. Students who complete the college transfer curriculum earn an Associate of Arts Degree.

Vance-Granville Community College requires all college transfer enrollees to take courses in communications, mathematics, natural sciences, social sciences, and humanities. These courses, in addition to health and physical education, constitute a solid educational foundation on which to build.

It is important for a student who plans to transfer to a four-year institution to decide as early as possible on 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 advisors in planning his first two years of study. In this manner, the student will be able to transfer the credit earned at Vance-Granville Community College without loss.

A student must pass a minimum of 96 quarter hours with at least a 2.0 (C) grade average to receive an Associate of Arts Degree.

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.

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.

### Minimum Credit Hours Required for Degree: 96

Area I	Communications	17	✓	17 ✓
Area II	Social Sciences	15-16	✓	15 ✓
Area III	Humanities	15	✓	16 ✓
Area IV	Mathematics	10	✓	13.5 ✓
Area V	Natural Sciences	12	✓	12 ✓
Area VI	Physical Education or Health	3	✓	3 ✓
Area VII	Electives	23-24		

### Prerequisites

Course No.	Course Title	Lec	Lab	Credit
RDG 100A	Reading Improvement I	3	0	3
RDG 100B	Reading Improvement II	3	0	3
RDG 100C	Reading Improvement III	3	0	3

MAT	100A	Arithmetic	5	0	5
MAT	100B	Fundamentals of Mathematics	4	0	4
MAT	100C	Introduction to Algebra	5	0	5
ENG	100A	Basic Writing I	5	0	5
ENG	100B	Basic Writing II	5	0	5

### Area I—Communications ✓

ENG	105	Library Services	3	0	3
ENG	20	Grammar and Composition I	3	0	3
ENG	121	Composition II	3	0	3
ENG	122	Composition III	3	0	3
ENG	220	Speech	5	0	5

### Area II—Social Sciences

HIS	101	Western Civilization I	3	0	3
HIS	102	Western Civilization II	3	0	3
HIS	103	Western Civilization III ✓	3	0	3
		or			
HIS	207	American History I	5	0	5
HIS	208	American History II	5	0	5
PSY	101	General Psychology	3	0	3
SOC	10	General Sociology	3	0	3

### Area III—Humanities

HUM	115	Art Appreciation	5	0	5 NCCU (3)
HUM	116	Music Appreciation ✓	5	0	5 NCCU (3)
ENG	224	American Literature I	5	0	5
ENG	225	American Literature II	5	0	5
		or			
ENG	222	English Literature I	5	0	5
ENG	223	English Literature II	5	0	5
HUM	126	Survey of the New Testament	5	0	5
		or			
HUM	125	Survey of the Old Testament	5	0	5
		or			
HUM	202	Introduction to Philosophy	5	0	5

### Area IV—Mathematics ✓

MAT	120	College Math I: Basic Concepts	5	0	5 NCCU?
		Area VII Math Elective	5	0	5 NCCU } NCCU 13.5

### Area V—Natural Sciences

BIO	101	Biology I (with lab)	3	3	4
BIO	102	Biology II (with lab)	3	3	4
BIO	103	Biology III (with lab)	3	3	4

Area VI—Physical Education or Health

→HEA	112	First Aid and Safety	3	0	3
		or			
HEA	111	Personal and Community Health	3	0	3 <i>NEU</i>
		or			
		3 Physical Education courses			

Area VII—Electives

<i>5</i>	BUS	<b>101</b>	Introduction to Business	5	0	5 -
<i>7-11-13</i>	BUS	115	Business Law I	3	0	3 - <i>NEU</i>
	BUS	<b>116</b>	Business Law II	3	0	3
<i>5</i>	CJC	101	Introduction to Criminal Justice	5	0	5
<i>M-1-14</i>	ECO	102	Economics I	3	0	3
	ECO	104	Economics II	3	—	3
	EDU	104	Self Dynamics	2	0	1
	EDU	130	Introduction to American Public School System	5	0	5
	FRE	101	Elementary French I	4	0	4
	FRE	102	Elementary French II	4	0	4
	FRE	103	Elementary French III	4	0	4
	FRE	201	Intermediate French I	4	0	4
	FRE	202	Intermediate French II	4	0	4
	FRE	203	Intermediate French III	4	0	4
→	GEO	110	Introduction to Geography	3	0	3
	HIS	209	Afro American History	5	0	5
	HUM	114	Art History	5	0	5
	MAT	121	College Math II: Finite Math	5	0	5
	MAT	122	College Math III: Calculus	5	0	5
·	MAT	214	Statistics	5	0	5
	POL	<b>102</b>	National Government	3	0	3 <i>N</i>
	POL	110	State and Local Government	3	0	3
	POL	201	20th Century History and Politics	3	0	3
	PSY	<b>109</b>	Abnormal Psychology	3	0	3
	PSY	212	Child Psychology	5	0	5
	SOC	<b>111</b>	Modern Social Problems	3	0	3
	SOC	113	Sociology of the Family	3	0	3
	SOC	116	Sociology of Religion	3	0	3
	SOC	117	Juvenile Delinquency	5	0	5
	SOC	<b>118</b>	Marriage and Family	3	0	3
	SPA	101	Elementary Spanish I	4	0	4
	SPA	102	Elementary Spanish II	4	0	4
	SPA	103	Elementary Spanish III	4	0	4
	SPA	201	Intermediate Spanish I	4	0	4
	SPA	202	Intermediate Spanish II	4	0	4
	SPA	203	Intermediate Spanish III	4	0	4
	EDU	105	Group Dynamics	2	0	1
	EDU	106	Career Dynamics	2	0	1

Suggested Sequence of Courses

FIRST QUARTER

ENG	105	Library Services
ENG	120	Grammar and Composition I
MAT	120	College Math I: Basic Concepts
HIS	101	Western Civilization I
		or
HIS	207	American History I

SECOND QUARTER

ENG	121	Composition II
MAT	121	College Math II: Finite Mathematics
HIS	102	Western Civilization II
		or
HIS	208	American History II
ENG	220	Speech

THIRD QUARTER

ENG	122	Composition III
HIS	103	Western Civilization III or Elective
PSY	101	General Psychology
SOC	101	General Sociology
HEA	112	First Aid & Safety
		or
HEA	111	Personal and Community Health
		or
		Physical Education Course

FOURTH QUARTER

ENG	224	American Literature I
		or
ENG	222	English Literature I
BIO	101	Biology I (with lab)
HUM	115	Art Appreciation
		or
HUM	116	Music Appreciation Elective

FIFTH QUARTER

ENG	225	American Literature II
		or
ENG	223	English Literature II
BIO	102	Biology II
HUM	125	Survey of the Old Testament
		or
HUM	126	Survey of the New Testament
		or
HUM	202	Introduction to Philosophy Elective



## COSMETOLOGY

Professional tonsorial and cosmetic care for today's women and men has attained professional status as this once-luxury has become a contemporary necessity. It is generally recognized that the demands for personal grooming in today's professional and personal encounters is essential. Cosmetologists are the experts who, in minimum time, provide many of the personal grooming services necessary to meet contemporary demands.

The cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatment, haircutting, styling, hair pressing, chemical relaxing, thermal waving, curling, and wig service.

After fulfilling course work and passing the State Board Cosmetology Test, the cosmetology graduate may begin work immediately. A six-month apprenticeship is required to provide in-depth professional experience with a licensed, experienced cosmetologist while earning and learning. After that, the cosmetologist will be eligible to work in any existing licensed cosmetology establishment or be free to open a business and be able to perform any duties outlined in the curriculum.

**(In cooperation with Sir Walter Beauty Academy, Henderson, NC)**

This program starts Fall Quarter on the college schedule, but conforms to the Sir Walter Schedule thereafter.

### Minimum Credit Hours Required for Diploma: 76

Area I	Core	0
Area II	Major	76
Area III	General Studies	0

Area I—Core  
None

Area II—Major

Course No.	Course Title	Lec	Lab	Clinic	Credit
COS 1101	Cosmetology Law & Ethics	5	—	8	7
COS 1102	Hair Styling I	5	—	8	7
COS 1103	Permanent Waving I	5	-	9	8
COS 1104	Permanent Waving II	3	—	12	7
COS 1105	Hair Styling II	2	—	12	6
COS 1106	Anatomy—Skin, Nails, Hair	5	—	6	7
COS 1107	Permanent Waving III	2	—	12	6
COS 1108	Hair Coloring	4	—	9	7
COS 1109	Shop Management & Salesmanship	5	—	8	8
COS 1110	Practicum	—	—	40	13



Area III—General Studies  
None

Suggested Sequence of Courses for Cosmetology

Course No. Course Title

FIRST QUARTER

- COS 1101 Cosmetology Law and Ethics
- COS 1102 Hair Styling I
- COS 1103 Permanent Waving I

SECOND QUARTER

- COS 1104 Permanent Waving II
- COS 1105 Hair Styling II
- COS 1106 Anatomy—Skin, Hair, Nails

THIRD QUARTER

- COS 1107 Permanent Waving III
- COS 1108 Hair Coloring
- COS 1109 Shop Management & Salesmanship

FOURTH QUARTER

- COS 1110 Practicum



CRIMINAL JUSTICE TECHNOLOGY

Criminal Justice Technology is a program that encompasses the areas of law enforcement and corrections. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge.

The Criminal Justice curriculum student receives instruction concerning the system of criminal justice, the principles of organization and management of criminal justice agencies and specialty courses related to law enforcement and corrections. Students also receive instruction in many areas of the social sciences.

Graduates of the Criminal Justice curriculum receive Associate in Applied Science Degrees and can look forward to jobs in such areas as law enforcement, security, investigation, corrections, counseling and many more related areas. The curriculum is also designed to transfer to many four-year colleges and universities.

Minimum Credit Hours Required for Degree: 98

Area I	Core	.....	0
Area II	Major	.....	54 (51)
Area III	General Studies	.....	44

Prerequisites

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading Improvement I	3	0	3
*RDG 100B	Reading Improvement II	3	0	3
*RDG 100C	Reading Improvement III	3	0	3
*MAT 100A	Arithmetic	5	0	5
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5

Area I—Core

None

Area II—Major

3	<input checked="" type="checkbox"/>	Introduction to Criminal Justice	3	0	3	<input checked="" type="checkbox"/>	5
1	<input checked="" type="checkbox"/>	Court Procedure & Evidence	3	0	3	<input checked="" type="checkbox"/>	3
4	<input checked="" type="checkbox"/>	Criminal Law	3	0	3	<input checked="" type="checkbox"/>	3
4	<input checked="" type="checkbox"/>	Drugs	3	0	3	<input checked="" type="checkbox"/>	3
2	<input checked="" type="checkbox"/>	Criminal Justice & the Community	3	0	3	<input checked="" type="checkbox"/>	3
2	<input checked="" type="checkbox"/>	Counseling	3	0	3	<input checked="" type="checkbox"/>	3
3	<input checked="" type="checkbox"/>	Criminal Justice Administration	3	0	3	<input checked="" type="checkbox"/>	3
3	<input checked="" type="checkbox"/>	Community Based Corrections	3	0	3	<input checked="" type="checkbox"/>	3



## EARLY CHILDHOOD SPECIALIST PROGRAM

Current research in human development indicates that children learn as they interact with other children, adults, and their environment. Because so many knowledges, skills, and attitudes are learned in the early years, the quality of programs developed for young children in day care centers, public schools, and other institutions is vitally important.

The Early Childhood Specialist Program is designed to provide students the educational background with which to enter the field of Early Childhood Education at the para-professional level. The program provides a specialty concentration area after the first year of core courses. Students completing the program can look forward to employment teaching in day care centers or child development centers or other local and regional jobs related to the instruction of young children.

Employment opportunities are presently good. As public awareness of the importance of pre-school education increases, so will the demand for qualified personnel increase. Hence, the future employment picture looks promising.

Since employment after graduation is one of the primary objectives, the program is approached from a practical viewpoint and provides for a practicum experience during the sophomore year. This experience will be done under the guidance of the faculty and a job site supervisor. Additionally, in all course work, the faculty attempt to stress current acceptable theory as it applies to the practical application.

Minimum Credit Hours Required for Degree: 99

Area I	Core	47
Area II	Major	43
Area III	General Studies	9

### Prerequisites

			Lec	Lab	Credit
*ENG	100A	Basic Writing	5	0	5
*ENG	100B	Basic Writing	5	0	5
*RDG	100A	Reading I	3	0	3
*RDG	100B	Reading II	3	0	3
*RDG	100C	Reading III	3	0	3
*MAT	100A	Arithmetic	5	0	5

### Area I—Core

Course No.	Course Title	Lec	Lab	Credit
105	Library Services	●	●	●
211	Marriage & Family	●	●	●

107	✓ The Family	●	●	●
	✓ Grammar & Composition I	●	●	●
	✓ Health & Safety	●	●	●
	✓ Human Growth I	●	●	●
116	✓ Human Growth II	●	●	●
129	✓ Consumer Economics	●	●	●
	✓ Nutrition	●	●	●
	✓ Cultural Enrichment	●	●	●
	✓ Working with parents	●	●	●
112	✓ Modern Social Problems	●	●	●
	✓ Human Relations	●	●	●
	✓ Teaching Techniques	●	●	●
	✓ Speech	●	●	●
	✓ The Exceptional Child	●	●	●
<b>Area II—Major</b>				
	✓ Creative Activities for Pre-school Children	●	●	●
	✓ Music & Physical Activities	●	●	●
230	✓ Pre-school Education	●	●	●
	✓ Language and Literature	●	●	●
211	✓ Preparing Instructional Objectives	●	●	●
	✓ Science and Math for ECP	●	●	●
123	✓ Humanities for Children	●	●	●
212	✓ Child Psychology	●	●	●
	Behavior Modification	●	●	●
EDU 218	Methods of Classroom Management	3	0	3
	Small Business Enterprise	●	●	●
	Awareness of Fears	●	●	●
	Practicum	●	●	●
		Variable credit minimum)		
<b>Area III—General Studies</b>				
PSY	General Psychology	●	●	●
PSY 114	Human Relations	3	●	3
PSY 209	Abnormal Psychology	3	0	3
EDU 210	Emotionally Disturbed Child	3	0	3
EDU 252	Learning Disabilities	3	0	3
BUS 102	Typing I	3	4	3
BUS 102A	Typing I (Non-Business Majors)	2	3	3
BUS 207	Infant Development	3	0	●

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

Suggested Sequence of Courses for Early Childhood Specialist

FIRST QUARTER

Course No.	Course Title
ENG 105	Library Services
PSY 115	Human Growth I
SOC 107	The Family
HEA 100	Health & Safety
ENG 120	Grammar and Composition I

SECOND QUARTER

SOC 211	Marriage & Family
PSY 116	Human Growth II
BUS 127	Consumer Economics
HEA 105	Nutrition
CUL 100	Cultural Enrichment
SOC 112	Modern Social Problems <i>current events</i>

THIRD QUARTER

EDU 103	Working with Parents
ENG 220	Speech
PSY 114	Human Relations <i>Interpersonal Relations</i>
EDU 203	Exceptional Child
EDU 102	Teaching Techniques

FOURTH QUARTER

PSY 212	Child Psychology
EDU 231	Creative Activities for Pre-school Children
EDU 218	Methods of Classroom Management
EDU 230	Pre-school Education
EDU 208	Behavior Modification I

FIFTH QUARTER

EDU 217	Language and Literature
EDU 211	Preparing Instructional Objectives
EDU 202	Science and Math for ECP
	Electives <i>Personnel Mgmt, TYPINGS</i>

SIXTH QUARTER

EDU 206	Music & Physical Activities
HUM 123	Humanities for Children
BUS 293	Small Business Enterprise
EDU 216	Awareness of Fears
	Elective (3 credit hours) <i>Infant Dev</i>
EDU 222	Practicum

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 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.

Minimum Credit Hours Required for Diploma: 74

Area I	Core	0
Area II	Major	47
Area III	General Studies	27

Prerequisites

	Lec	Lab	Shop	Credit
*MAT 100A Arithmetic	5	0	0	5

Area I—Core

None

Area II—Major

Course No.	Course Title	Lec	Lab	Shop	Credit
ELC 1110	Blueprint Reading: Building Trades	0	3	0	1
ELC 1111	Blueprint Reading: Electrical Trades	0	3	0	1
*ELC 1112	Direct and Alternating Current	5	0	12	9
*ELC 1113	Alternating and Direct Current Machine Control	5	0	12	9
*ELC 1124	Residential Wiring	5	0	9	8
*ELN 1118	Industrial Electronics	3	0	7	5
*ELC 1125	Commercial and Industrial Wiring	5	0	12	9
ELN 1119	Industrial Electronics	3	0	6	5

Area III—General Studies

*MAT	100B	Fundamentals of Math	4	0	0	4
*PHY	1101	Applied Science I	3	2	0	4
*PHY	1102	Applied Science II	3	2	0	4
*RDG	100A	Reading I	3	0	0	3
*RDG	100B	Reading II	3	0	0	3
*BUS	127	Consumer Economics	3	0	0	3
*PSY	114	Human Relations	3	0	0	3
ENG	103	Technical Report Writing	3	2	0	4
ENG	120	Grammar & Composition I	3	0	0	3
*HEA	112	First Aid and Safety	3	0	0	3
ISC	130	Industrial Safety	3	0	0	3
ISC	222	Labor Law	3	2	0	4
SOC	101	General Sociology				
BUS	101	Introduction to Business	5	0	0	5
BUS	115	Business Law I	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	117	Business Math I	5	0	0	5
BUS	118	Business Math II	5	0	0	5

Students may also elect from the following Math Courses: MAT 101, 102, 103, 120, 121, 122, 204 or 214.

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Suggested Sequence of Courses for Electrical Installation and Maintenance

Course Number Course Title

FIRST QUARTER

ELC	1112	Direct and Alternating Current
✓*RDG	100A	Reading I
✓*MAT	100B	Fundamentals of Math
✓PHY	1101	Applied Science I

SECOND QUARTER

ELC	1113	Alternating and Direct Machine Controls
ELC	1110	Blueprint Reading: Building Trades
PHY	1102	Applied Science II
*BUS	127	Consumer Economics

THIRD QUARTER

ELC	1124	Residential Wiring
ELN	1118	Industrial Electronics
ELC	1111	Blueprint Reading: Electrical Trade
HEA	112	First Aid and Safety

FOURTH QUARTER

ELN	1119	Industrial Electronics
ELC	1125	Commercial and Industrial Wiring
*PSY	114	Human Relations



## ELECTRONIC SERVICING 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 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 service personnel.

Students in the Electronic Servicing 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.

Minimum Credit Hours Required for Diploma: 78

Area I	Core	0
Area II	Major	56
Area III	General Studies	22

<i>Prerequisite</i>		Lec	Lab	Shop	Credit
*MAT 100A	Arithmetic	5	0	0	5

### Area I—Core

None

### Area II—Major

Course No.	Course Title	Lec	Lab	Shop	Credit
ELN 1101	Basic Electronics I	11	12	—	16
ELN 1122	Basic Electronics II	8	15	—	13
ELN 1135	Radio Receiver and Amplifier Servicing	4	12	—	8
ELN 1147	Television Receiver Circuits	5	6	—	7
ELN 1148	Trouble Shooting Techniques	0	16	—	5
ELN 1133	Television Theory	5	6	—	7

### Area III—General Studies

*RDG 100A	Reading I	3	0	—	3
*RDG 100B	Reading II	3	0	—	3
*MAT 100B	Fundamentals of Mathematics	4	0	—	4
*MAT 1116	Electrical Mathematics	5	0	—	5
**PSY 114	Human Relations	3	0	—	3
ENG 103	Technical Report Writing	3	—	—	3
HEA 112	First Aid and Safety	3	0	—	3
ENG 120	Grammar & Composition I	3	—	—	3
BUS 117	Business Math I	5	0	—	5
PSY 115	Human Growth I	3	0	—	3
SOC 101	General Sociology	3	0	—	3
PSY 101	General Psychology	3	0	—	3
SOC 112	Modern Social Problems	3	0	—	3

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

\*\*Choose one from the courses indicated.

Students may also elect from Math Courses: MAT 100C, 101, 102, 103, 204, 214, 120, 121, 122.

### Suggested Sequence of Courses for Electronic Servicing (Radio & Television)

Course No.	Course Title
<b>FIRST QUARTER</b>	
ELN 1101	Basic Electronics
MAT 100B	Fundamentals of Mathematics
RDG 100A	Reading I or Approved Elective
<b>SECOND QUARTER</b>	
ELN 1122	Basic Electronics II
MAT 1116	Electrical Mathematics
RDG 100B	Reading II or Approved Elective
<b>THIRD QUARTER</b>	
ELN 1135	Radio Receiver and Amplifier Servicing
ELN 1133	Television Theory
HEA 112	First Aid and Safety
<b>FOURTH QUARTER</b>	
ELN 1147	Television Receiver Circuits
ELN 1148	Trouble Shooting Techniques
BUS 127	Consumer Economics or Approved Elective

MINIMUM CREDIT HOURS REQUIRED: 78

## 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.

Minimum Credit Hours Required for Diploma: 107

Area I	Core	41
Area II	Major	63
Area III	General Studies	3

### Prerequisites

		Lec	Lab	Credit
*RDG	100A Reading I	3	0	3
*RDG	100B Reading II	3	0	3
*RDG	100C Reading III	3	0	3
*MAT	100A Arithmetic	5	0	5
*MAT	100B Fundamentals of Mathematics	4	0	4
*ENG	100A Basic Writing	5	0	5
*ENG	100B Basic Writing	5	0	5

### Area I—Core

Course No.	Course Title	Lec	Lab	Credit
BUS 102	✓ Typing I	3	4	5
BUS 110	✓ Office Machines I	1	2	2
BUS 111	✓ Office Machines II	1	2	2
BUS 115	✓ Business Law I	3	0	3
BUS 117	✓ Business Math I	5	0	5
BUS 118	✓ Business Math II	5	0	5
ENG 103	Technical Report Writing	3	0	3
ENG 105	✓ Library Services	3	0	3
ENG 120	✓ Grammar & Composition I	3	0	3
ENG 206	✓ Business Communication	5	0	5
ENG 220	✓ Speech	5	0	5

### Area II—Major

BUS 103	✓ Typing II	3	4	5
BUS 104	✓ Typing III	3	4	5
BUS 112	Filing	3	0	3
BUS 116	✓ Business Law II	3	0	3
BUS 120	✓ Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 191	Payroll Procedures	3	0	3
BUS 205	✓ Advanced Typing—Executive	2	3	3
BUS 211	✓ Office Machines—Duplicating	2	2	3
BUS 212	Machine Transcription	1	2	2
BUS 214	✓ Secretarial Procedures	3	2	4
BUS 215	Office Application	3	12	3
BUS 229	Taxes	3	2	4
BUS 232	✓ Sales Development	3	0	3
ECO 102	✓ Economics I	3	0	3
BUS 127	✓ Consumer Economics	3	0	3
EDP 104	✓ Introduction to Data Processing	3	2	4

### Area III—General Studies

BUS 233	Personnel Management	3	0	3
BUS 235	Business Management	3	0	3
BUS 271	Office Management	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
POL 110	State & Local Government	3	0	3
MAT 100C	Introduction to Algebra	5	0	5

MINIMUM HOURS REQUIRED: 3

\*Required unless waived by exam or approval of advisor.

Waiver by Proficiency—Waiver proficiency testing shall be administered by the appropriate department.

No more than 60 hours may be transferred from schools not in the State Community College System.

### Suggested Sequence of Courses for General Office Technology

Course No.	Course Title
FIRST QUARTER	
ENG 105	Library Services
BUS 102	Typing I
BUS 117	Business Math I
BUS 127	Consumer Economics
BUS 110	Office Machines I

SECOND QUARTER

ENG	220	Speech
BUS	103	Typing II
BUS	118	Business Math II
ECO	102	Economics I
BUS	111	Office Machines II

THIRD QUARTER

ENG	120	Grammar & Composition I
BUS	104	Typing III
BUS	115	Business Law I
BUS	112	Filing
BUS	232	Sales Development

FOURTH QUARTER

ENG	103	Technical Report Writing
BUS	205	Advanced Typing
BUS	116	Business Law II
BUS	120	Accounting I
EDP	104	Introduction to Data Processing

FIFTH QUARTER

ENG	206	Business Communications
BUS	212	Machine Transcription
BUS	121	Accounting II
BUS	214	Secretarial Procedures
BUS	229	Taxes

SIXTH QUARTER

BUS	191	Payroll Procedures
BUS	271	Office Management
BUS	215	Office Application
BUS	211	Office Machines—Duplicating Elective

HEATING AND AIR CONDITIONING

The growing use of air conditioning, heating, and refrigeration equipment throughout the nation requires many skilled mechanics who are trained to install, maintain, and repair such equipment. Additionally, the current energy crisis increases the demand for mechanics who can keep heating and air conditioning equipment running as efficiently as possible. New sources of energy and new types of heating and cooling equipment will require versatile mechanics trained in the latest processes and techniques.

Most skilled air conditioning and heating mechanics are employed by businesses that specialize in the repair, maintenance, and installation of commercial, industrial, and home equipment. These businesses also are involved in the conversion and modernization of obsolete air conditioning and heating installations.

Employers prefer to hire persons with a background of knowledge and skill and give them the opportunity to gain additional experience in the field while earning good wages.

Minimum Credit Hours Required for Diploma: 77

Area I	Core	6
Area II	Major	47
Area III	General Studies	24

Prerequisites

		Lec	Lab	Shop	Credit
*MAT	100A	5	0	—	5

Area I—Core

Course No.	Course Title	Lec	Lab	Shop	Credit
*WLD	1129	2	3	—	3
*ELC	1102	2	3	—	3

Area II—Major

*AHR	1104	—	3	—	1
*AHR	1120	1	3	—	2
*AHR	1121	2	3	—	3
*AHR	1116	4	6	—	6
*AHR	1125	3	6	—	5
*AHR	1117	4	3	—	5
*AHR	1123	3	6	—	5
*AHR	1124	2	9	—	5
*AHR	1128	3	6	—	5



*AHR	1126	All Year Comfort System	3	9	—	6
*AHR	1129	Principles of Solar Heat	3	3	—	4

*Area III—General Studies*

*MAT	100B	Fundamentals of Math I	4	—	—	4
*PHY	1101	Applied Science	3	2	—	4
*RDG	100A	Reading I	3	—	—	3
*RDG	100B	Reading II	3	—	—	3
*PSY	114	Human Relations	3	—	—	3
ENG	103	Technical Report Writing	3	—	—	3
ENG	120	Grammar and Composition I	3	—	—	3
*HEA	112	First Aid and Safety	3	—	—	3
BUS	117	Business Math	5	—	—	5
PSY	101	General Psychology	5	—	—	5
BUS	235	Business Management	3	—	—	3
BUS	127	Consumer Economics	3	—	—	3
*MAT	1120	Applied Mathematics	4	0	—	4
BUS	101	Introduction to Business	5	—	—	5
SOC	112	Modern Social Problems	3	—	—	3

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

Students may also elect from Math courses: MAT 100C, 101, 102, 103, 204, 214, 120, 121, 122.

**Suggested Sequence of Courses for Heating and Air Conditioning**

Course No. Course Title

**FIRST QUARTER**

AHR	1121	Principles of Refrigeration I
AHR	1116	Oil Burner Installation and Service
*MAT	100B	Fundamentals of Mathematics I
*RDG	100A	Reading I
PHY	1101	Applied Science I
AHR	1104	Blueprint Reading: Mechanical

**SECOND QUARTER**

AHR	1125	Principles of Refrigeration II
AHR	1117	Gas Burners, Electric Heat & Liquid Heat Applications
*MAT	1102	Applied Mathematics
*RDG	100B	Reading II
ELC	1102	Applied Electricity
AHR	1120	Blueprint Reading: A/C

**THIRD QUARTER**

AHR	1123	Principles of Air Conditioning
AHR	1124	Air Conditioning Service
WLD	1129	Basic Welding
HEA	112	First Aid and Safety

**FOURTH QUARTER**

AHR	1128	Automatic Controls
AHR	1126	All Year Comfort Systems
*PSY	114	Human Relations
AHR	1129	Principles of Solar Heating

Electives may be taken from Area III General Studies courses approved for this curriculum.

**Evening Curriculum**

**Suggested Sequence for courses for Heating and Air Conditioning**

Course No. Course Title

**FIRST QUARTER**

AHR	1121	Principles of Refrigeration I
AHR	1104	Blueprint Reading: Mechanical
*MAT	100B	Fundamentals of Mathematics
*RDG	100A	Reading I

**SECOND QUARTER**

AHR	1116	Oil Burner Installation and Service
PHY	1101	Applied Science

**THIRD QUARTER**

AHR	1120	Blueprint Reading: Air Conditioning
ELC	1102	Applied Electricity
*RDG	100B	Reading II
*MAT	1120	Applied Math

**FOURTH QUARTER**

AHR	1125	Principles of Refrigeration II
AHR	1117	Gas Burner, Electric Heat & Liquid Heat Applications

**FIFTH QUARTER**

AHR	1123	Principles of Air Conditioning
HEA	112	First Aid and Safety

**SIXTH QUARTER**

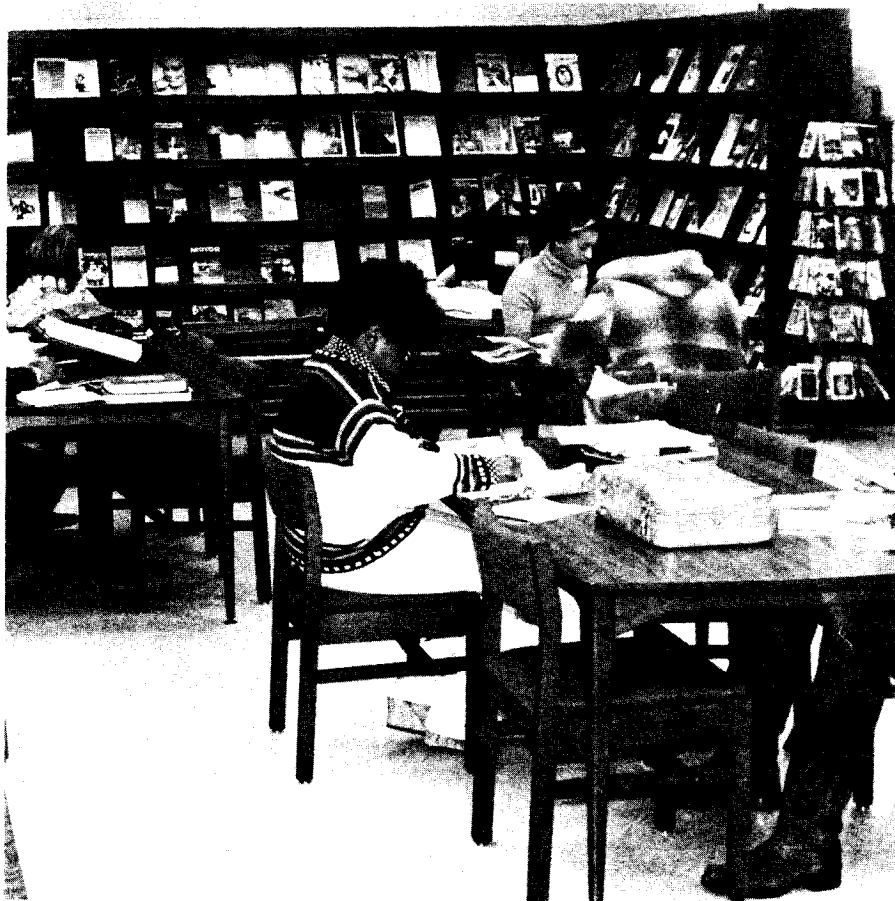
AHR	1124	Air Conditioning Service
WLD	1129	Basic Welding

SEVENTH QUARTER

- AHR 1128 Automatic Controls
- AHR 1129 Principles of Solar Heat

EIGHTH QUARTER

- AHR 1126 All Year Comfort System
- \*PSY 114 Human Relations



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 who 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 training in modern business and management, psychology, production methods, and general and social education. This training should provide 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. Duties may encompass the interpretation of company policies, the planning of production schedules and estimation of man hour requirements for job completion. The supervisor 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.

Minimum Credit Hours Required for Degree: 111

Area I	Core .....	36
Area II	Major .....	57
Area III	General Studies .....	18

Prerequisites:

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*RDG 100C	Reading III	3	0	3
*MAT 100B	Fundamentals of Mathematics	4	0	4
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5
*MAT 100A	Arithmetic	5	0	5
*MAT 100C	Introduction to Algebra	5	0	5

Area I—Core

 102	Typing I	3	4	5
120	Accounting I	5	2	6

121	Accounting II	5	2	6
103	Technical Report Writing	3	0	3
105	Library Services	3	0	3
120	Grammar & Composition I	3	0	3
206	Business Communications	5	0	5
220	Speech	5	0	5

Area II—Major

110	Industrial Psychology	3	0	3
112	Fundamentals of Management I	5	0	5
113	Fundamentals of Management II	5	0	5
130	Industrial Safety	3	0	3
210	Economics for Management	3	0	3
212	Labor Relations I	3	2	4
213	Labor Relations II	3	2	4
214	Work Measurement and Job Analysis	5	2	6
222	Labor Law	3	0	3
224	Industrial Finance	3	0	3
226	Industrial Planning & Control	3	2	4
228	Industrial Supervision I	3	0	3
229	Industrial Supervision II	3	0	3
230	Budgeting and Control	3	0	3
232	Quality Control	3	0	3
235	Training Management	3	0	3

Area III—General Studies

*MAT	Technical Math I	5	0	5
*MAT	Technical Math II	5	0	5
*MAT	103 Technical Math III	5	0	5
101	Introduction to Business	5	0	5
BUS	115 Business Law I	3	0	3
BUS	123 Business Finance I	3	0	3
ECO	102 Economics I	3	0	3
PSY	101 General Psychology	3	0	3
ISC	280 Co-op	Variable		
ISC	281 Co-op	Variable		

MINIMUM HOURS REQUIRED: 18

\*Required unless waived by examination or approval of advisor.  
 Other courses listed may be substituted on approval of advisor.  
 No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Evening Curriculum

Suggested Sequence of Courses for Industrial Management

Course No.	Course Title
FIRST QUARTER	
ENG 105	Library Services
MAT 101	Technical Mathematics I
ISC 112	Fundamentals of Management I
BUS 233	Personnel Management
SECOND QUARTER	
ISC 110	Industrial Psychology
ENG 120	Grammar & Composition I
MAT 102	Technical Mathematics II
ISC 113	Fundamentals of Management II
THIRD QUARTER	
BUS 120	Accounting I
BUS 102	Typing I
ISC 130	Industrial Safety
FOURTH QUARTER	
ENG 103	Technical Report Writing
BUS 121	Accounting II
ISC 212	Labor Relations I
FIFTH QUARTER	
ISC 235	Training Management
ISC 210	Economics of Management
ISC 214	Work Measurement and Job Analysis
ISC 213	Labor Relations II
SIXTH QUARTER	
ENG 220	Speech
ISC 228	Industrial Supervision I
BUS 101	Introduction to Business
ISC 222	Labor Law
SEVENTH QUARTER	
ISC 224	Industrial Finance
ISC 229	Industrial Supervision II
ISC 230	Budgeting & Control
ISC 232	Quality Control
EIGHTH QUARTER	
ISC 226	Industrial Planning & Control
ENG 206	Business Communications

\*Elective

\*May be taken at any time during the student's course of study.

## 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 building a house. Home construction is an integral part of the work of each light construction class.

Minimum Credit Hours Required for Diploma: 73    Advanced Diploma: 138

Area I	Core	0	0
Area II	Major	53	118
Area III	General Studies	20	20

### Prerequisite:

*MAT 100A	Arithmetic	5	0	—	5
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### Area I—Core

None.

### Area II—Major

Course No.	Course Title	Lec	Lab	Shop	Credit
MAS 1101	Masonry I	5	—	15	10
LCS 1111	Blueprint Reading and Sketching	1	3	—	2
CAR 1102	Carpentry I	5	—	15	10
LCS 1112	Blueprint Reading: Building Trades I	2	3	—	3
CAR 1103	Carpentry II	5	—	15	10
MAS 1103	Masonry II	2	—	3	3
LCS 1113	Blueprint Reading: Building Trades II	2	—	—	2
LCS 1104	N.C. Building Code and N.C. Construction License	3	—	—	3

CAR 1104	Finish Carpentry	3	—	18	9
LCS 1114	Construction Estimating	3	—	—	3
LCS 1105	Blueprints & Specifications	3	3	—	4
CAR 1105	Carpentry III	5	—	16	10
LCS 1115	Math for Carpenters	3	—	—	3
CON 1106	Construction Planning and Estimating	3	—	—	3
MAS 1106	Advanced Masonry	1	—	6	3
CAR 1106	Advanced Carpentry	5	—	15	10
CAR 1107	Exterior & Interior Methods & Materials	5	22	—	12
CON 1107	Construction Cost Determination	3	—	—	3
CAR 1108	Cabinet Making	5	—	20	12
CON 1108	Construction Documents	5	—	—	5

### Area III—General Studies

*MAT 100B	Fundamentals of Mathematics	4	—	—	4
*RDG 100A	Reading I	3	—	—	3
*RDG 100B	Reading II	3	—	—	3
*PSY 114	Human Relations	3	—	—	3
BUS 127	Consumer Economics	3	—	—	3
*HEA 112	First Aid and Safety	3	—	—	3
ENG 120	Grammar & Composition I	3	—	—	3
ENG 103	Technical Report Writing	3	2	—	4
BUS 117	Business Math I	5	—	—	5
PSY 101	General Psychology	3	—	—	3
PSY 115	Human Growth I	3	—	—	3
SOC 111	Introduction to Sociology	3	—	—	3
SOC 112	Modern Social Problems	3	—	—	3
*MAT 1120	Applied Math	4	—	—	4

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

Students may also elect from Math Courses: MAT 100C, 101, 102, 103, 120, 121, 122, 204, and 214.

### Suggested Sequence of Courses for Light Construction

#### First Year

Course No.    Course Title

#### FIRST QUARTER

MAT 100B	Fundamentals of Mathematics ✓
RDG 100A	Reading I ✓
MAS 1101	Masonry I ✓
LCS 1111	Blueprint Reading and Sketching ✓

SECOND QUARTER

- MAT 1120 Applied Math ✓
- RDG 100B Reading II ✓
- CAR 1102 Carpentry I ✓
- LCS 1112 Blueprint Reading: Building Trades I ✓

THIRD QUARTER

- CAR 1103 Carpentry II ✓
- MAS 1103 Masonry II ✓
- LCS 1113 Blueprint Reading: Building Trades II ✓
- HEA 112 First Aid and Safety ✓

FOURTH QUARTER

- LCS 1104 N.C. Building Code and N.C. Construction License
- CAR 1104 Finish Carpentry
- LCS 1114 Construction Estimating
- PSY 114 Human Relations

Second Year

FIFTH QUARTER

- CAR 1105 Carpentry III
- LCS 1115 Math for Carpenters ✓
- LCS 1105 Blueprints & Specifications

SIXTH QUARTER

- CON 1106 Construction Planning and Estimating
- MAS 1106 Advanced Masonry ✓
- CAR 1106 Advanced Carpentry ✓

SEVENTH QUARTER

- CAR 1107 Exterior and Interior Methods and Materials
- CON 1107 Construction Cost Determination

EIGHTH QUARTER

- CAR 1108 Cabinet Making
- CON 1108 Construction Documents

MARKETING AND RETAILING

Marketing and retailing technology is a program of instruction which teaches students the techniques of marketing, management, and distribution which are used in many businesses. The program is designed to give the student a chance to learn the theoretical, as well as practical aspects of distributive occupations at the mid-management level. Distributive occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry or selling services, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Distribution pertains to business and industrial goods as well as to consumer goods, and to business and consumer services. Distributive occupations are many and diverse, ranging from stock clerk to the head of a giant distribution-oriented corporation. Thus there are hundreds of entry occupations in this field.

Minimum Credit Hours Required for Degree: 108

Area I	Core	36
Area II	Major	66
Area III	General Studies	6

Prerequisites

		Lec	Lab	Credit
*RDG	100A Reading I	3	0	3
*RDG	100B Reading II	3	0	3
*RDG	100C Reading III	3	0	3
*MAT	100A Arithmetic	5	0	5
*MAT	100B Fundamentals of Math	4	0	4
*ENG	100A Basic Writing	5	0	5
*ENG	100B Basic Writing	5	0	5

Area I—Core

Course No.	Course Title	Lec	Lab	Credit
BUS 110	Office Machines I	1	2	2
BUS 111	Office Machines II	1	2	2
BUS 115	Business Law I	3	0	3
BUS 117	Business Math I	5	0	5
BUS 118	Business Math II	5	0	5
ENG 103	Technical Report Writing	3	0	3
ENG 105	Library Services	3	0	3
ENG 120	Grammar & Composition I	3	0	3
ENG 206	Business Communication	5	0	5
ENG 220	Speech	5	0	5

Area II—Major

BUS 101	Introduction to Business	5	0	5
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 123	Finance I	3	0	3
BUS 219	Credit Procedures & Problems	3	0	3
BUS 229	Taxes	3	2	4
BUS 232	Sales Development	3	0	3
BUS 239	Marketing	5	0	5
BUS 241	Sales Promotion Management	3	0	3
BUS 243	Advertising	3	2	4
BUS 245	Retailing	3	0	3
BUS 260	Commercial Display & Design I	3	0	3
BUS 261	Commercial Display & Design II	1	3	2
BUS 262	Fashion in Retailing	2	2	3
BUS 268	Marketing & Retailing Internship	3	12	3
ECO 102	Economics I	3	0	3
ECO 104	Economics II	3	0	3
EDP 104	Introduction to Data Processing	3	2	4

Area III—General Studies

BUS 233	Personal Management	3	0	3
BUS 271	Office Management	3	0	3
BUS 235	Business Management	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
POL 110	State and Local Government	3	0	3
POL 201	20th Century History & Politics	3	0	3
ISC 112	Fundamentals of Management	3	2	4
ISC 228	Industrial Supervision	3	0	3
ISC 212	Labor Relations	3	2	4
BUS 102	Typing I	3	4	5
BUS 247	Business Insurance	3	0	3
MAT 100C	Introduction to Algebra	5	0	5

Minimum Required Hours: 6

No more than 60 credit hours may be transferred from any school not in the State Community College System.

\*Required unless waived by exam or approval of advisor.

Suggested Sequence of Courses for Marketing and Retailing

Course No.	Course Title
<b>FIRST QUARTER</b>	
ENG 105	Library Services
BUS 245	Retailing
BUS 117	Business Math I
BUS 101	Introduction to Business
BUS 110	Office Machines I
<b>SECOND QUARTER</b>	
ENG 220	Speech
BUS 120	Accounting I
ECO 102	Economics I
BUS 118	Business Math II
BUS 111	Office Machines II
<b>THIRD QUARTER</b>	
ENG 120	Grammar & Composition I
ECO 104	Economics II
BUS 121	Accounting II
BUS 232	Sales Development
BUS 115	Business Law I
<b>FOURTH QUARTER</b>	
ENG 103	Technical Report Writing
BUS 219	Credit Procedures and Problems
EDP 104	Introduction to Data Processing
BUS 260	Commercial Display and Design I
BUS 262	Fashion in Retailing
<b>FIFTH QUARTER</b>	
ENG 206	Business Communications
BUS 261	Commercial Display and Design II
BUS 239	Marketing
BUS 123	Finance I
BUS 229	Taxes
<b>SIXTH QUARTER</b>	
BUS 241	Sales Promotion Management
BUS 268	Marketing and Retailing Internship
BUS 243	Advertising
	Elective
	Elective

## NURSES' ASSISTANT

A program designed to help the student develop awareness and understanding of the role the nurses' assistant plays in the health field. Emphasizes current trends related to division of responsibility among various types and levels of health workers, and 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.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with members of nursing faculty, and reports of medical examination.

Area I	Core	0
Area II	Major	12
Area III	Electives	3

*Prerequisites:* Adult Reading Inventory by Dr. Joseph Carter

### Area I Core

None

### Area II Major

Course No.	Course	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

### Area III Electives

HEA 1101-V	Emergency Medical Care	3	0	3
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## NURSING EDUCATION

(Subject to approval/revision by the N. C. Board of Nursing and the Department of Community Colleges.)

The primary purpose of the Nursing Education Options Program is to provide a college-level open curriculum whereby qualified individuals may develop knowledge, abilities, and skills necessary to function at either the LPN or RN level.

Upon completion of the one-year program, the graduate will meet the requirements for licensure as an LPN in North Carolina and will be prepared to do the following upon successful completion of the licensure exam administered by the North Carolina Board of Nursing.

1. Assist in planning day-to-day care of patients with commonly recurring uncomplicated nursing and health problems.
2. Assist in identifying physical, mental, and emotional reactions of patients to their illness and responses to therapy.
3. Implement nursing measures to promote comfort and safety of the patient.
4. Carry out selected medically delegated therapies.
5. Apply basic principles of the biological and social sciences in structured nursing situations.
6. Record and report pertinent data concerning patient.
7. Identify the various roles of the respective members of the health team.
8. Work with and supervise less skilled workers on the nursing team when performing tasks related to physical care of the patient.
9. Provide care for selected groups of patients.
10. Assess employment opportunities in a variety of settings, identifying those where expectations approximate individuals' skills and abilities.
11. Identify the responsibilities of the nurse for continued career development as related to both an expanding knowledge base and a changing health care system.

Upon completion of the two-year associate degree program, the graduate will meet the requirements for licensure as an RN in North Carolina and will be prepared to do the following:

1. Assess the need of patients and identify nursing problems arising from inability to meet physical, emotional or social needs.
2. Plan day-to-day care of patients with commonly recurring nursing and health problems.
3. Implement nursing measures to promote the comfort and safety of the patient and to prevent complications associated with the commonly recurring health problems.

4. Carry out medically delegated therapies.
5. Utilize principles of the biological, physical and social sciences in nursing practice.
6. Utilize principles of communications in recording and reporting.
7. Identify the various roles of the respective members of the health care and nursing teams.
8. Refer patients or utilize the special skills and services of other health team members as well as those of community health and social agencies or resources.
9. Supervise less skilled workers on the nursing team when performing nursing care and techniques of an assisting or technical nature.
10. Provide care for groups of patients utilizing the assistance of other nursing personnel.
11. Assess employment opportunities in a variety of settings, identifying those where expectations approximate individuals' competencies.
12. Identify the responsibilities of the nurse for continued career development as related to both an expanding knowledge base and a changing health care system.

		ADN	PNE
Area I	Core .....	41	17
Area II	Major .....	106	60
Area III	Related Studies/Electives .....	13	0
	Minimum Hours Required	147	77

*Prerequisites:*

Course No.	Course Title	Credits	
*RDG 100A	Reading Improvement I	3	3
*RDG 100B	Reading Improvement II	3	3
*RDG 100C	Reading Improvement III	3	3
*MAT 100A	Arithmetic	5	—
*MAT 100B	Fundamentals of Mathematics	4	—
*ENG 100A	Basic Writing I	5	—
*ENG 100B	Basic Writing II	5	—
<b>Core</b>			
BIO 105	Basic Anatomy & Physiology	5	5
BIO 106	Human Anatomy & Physiology I	5	—
BIO 107	Human Anatomy & Physiology II	5	—
BIO 108	Microbiology	3	—
PSY 101	General Psychology	3	3
SOC 101	Sociology	3	3
PSY 115	Human Growth I	3	3
PSY 209	Abnormal Psychology	3	—

ENG 120	Grammar and Composition I	3	3
ENG 220	Speech	5	—
ENG 103	Technical Report Writing	3	—

*Major:*

NSG 101	Fundamentals of Nursing	11	11
NSG 106	Nutrition	3	3
NSG 107	Diet Therapy	2	2
NSG 102	Medical-Surgical Nursing I	13	13
NSG 108	Pharmacology	3	3
NSG 103	Maternal and Child Nursing I	14	14
NSG 104	Medical-Surgical Nursing II	13	13
NSG 105	Nursing Seminar	2	2
NSG 202	Maternal and Child Nursing II	10	—
NSG 206	Psychiatric Nursing	11	—
NSG 203	Medical-Surgical Nursing III	11	—
NSG 204	Medical-Surgical Nursing IV	11	—
NSG 205	Nursing Seminar	2	—

*Related Studies and Electives:*

**ENG 206	Business Communications	5	—
**PSY 114	Human Relations	3	—
**SOC 113	Sociology of the Family	5	—

\*Required unless waived by advisor, upon proficiency examination.

\*\*Upon approval of advisor

**Suggested Sequence of Courses for Nursing Education**

		<b>First Year</b>	
Course No.	Course Title		
<b>FIRST QUARTER</b>			
NSG 101	Fundamentals of Nursing		
BIO 105	Basic Anatomy and Physiology		
NSG 106	Nutrition		
<b>SECOND QUARTER</b>			
NSG 102	Medical-Surgical Nursing I or		
NSG 103	Maternal and Child Nursing I		
NSG 108	Pharmacology		
PSY 101	General Psychology		
NSG 107	Diet Therapy		
<b>THIRD QUARTER</b>			
NSG 103	Maternal and Child Nursing I or		
NSG 102	Medical—Surgical Nursing I		
PSY 115	Human Growth I		
SOC 101	General Sociology		



**FOURTH QUARTER**

- NSG 104 Medical-Surgical Nursing II
- NSG 105 Nursing Seminar
- BIO 108 Microbiology (ADN's only)
- ENG 120 Grammar and Composition I

Exit: Practical Nurses

Note: Only the Practical Nursing Program has been offered by the College previously. If the nursing options program is approved, the Practical Nursing Program would comply with the Phase I sequences above. If approval is not received for the 1978-1979 academic year, the present PNE Program will be offered, as in previous years. See page 127 for description of Practical Nursing Program.

**Second Year**

**FIFTH QUARTER**

- NSG 202 Maternal and Child Nursing II
- BIO 106 Human Anatomy & Physiology I
- PSY 209 Abnormal Psychology

**SIXTH QUARTER**

- NSG 206 Psychiatric Nursing
- BIO 107 Human Anatomy & Physiology II  
Elective

**SEVENTH QUARTER**

- NSG 203 Medical-Surgical Nursing III
- ENG 220 Speech  
Elective

**EIGHTH QUARTER**

- NSG 204 Medical-Surgical Nursing IV
- NSG 205 Nursing Seminar
- ENG 103 Technical Report Writing

**PRACTICAL NURSING EDUCATION**

\*This program was offered prior to the development of the Nursing Education Program. It will be replaced or modified as work on the new program continues.

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. The aim of the Practical Nursing Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character reference, and reports of medical and dental examinations.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understandings related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April or September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

Minimum Quality Points Required for Diploma: 150

Minimum Credit Hours Required for Diploma: 75

Area I	Core	.....	0
Area II	Major	.....	76
Area III	Electives	.....	32

*Prerequisites*

			Lec	Lab	Clinic	Credit
*RDG	100A	Reading Improvement I	3	0	0	3
*RDG	100B	Reading Improvement II	3	0	0	3
*RDG	100C	Reading Improvement III	3	0	0	3
*MAT	100A	Arithmetic	5	0	0	5

*MAT	100B	Fundamentals of Mathematics	4	0	0	4
*ENG	100A	Basic Writing I	5	0	0	5
*ENG	100B	Basic Writing II	5	0	0	5

Area I Core

None

Area II Major

Course No.	Course Title	Quarter Hours			
		Lec	Lab	Clinic	Credit
*NUR 1110	Interpersonal Relationships for Nurses	2	0	0	2
BIO 105	Basic Anatomy Physiology	4	2	0	5
*NUR 1113	Nursing Fundamentals	6	6	0	9
*NUR 1111	Health, Nutrition, Maternal & Child Care	4	2	0	5
*NUR 1114	Medical Terminology	2	0	0	2
*NUR 1120	Medical-Surgical I	6	2	0	7
*NUR 1121	Maternal & Child Care II (Obstetrics)	3	0	0	3
	(Pediatrics)	3	2	0	4
*NUR 1122	Clinical	0	0	14	5
*NUR 1123	Drugs & Solutions: Measurement and Preparation	0	2	0	1
*NUR 1130	Medical-Surgical II	6	2	0	7
*NUR 1131	Drug Therapy	2	2	0	3
*NUR 1132	Clinical	0	0	21	7
*NUR 1140	Medical-Surgical III	6	2	0	7
*NUR 1141	Nursing Seminar	2	0	0	2
*NUR 1142	Clinical	0	0	21	7

Area III Related Studies and Electives (as recommended by advisor)

PSY	114	Human Relations	3	0	0	3
ENG	220	Speech	5	0	0	5
SOC	101	General Sociology	3	0	0	3
PSY	101	General Psychology	3	0	0	3
PSY	115	Human Growth I	3	0	0	3
PSY	209	Abnormal Psychology	3	0	0	3
EDU	205	Reporting & Observation	3	0	0	3
EDU	215	Physical Handicaps	3	0	0	3

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Suggested Sequence of Courses for Practical Nursing

FIRST QUARTER

NUR	1110	Interpersonal Relationships of Nurses
- BIO	105	Basic Anatomy and Physiology
-NUR	1113	Nursing Fundamentals
-NUR	1111	Health, Nutrition, Maternal and Child Care
NUR	1114	Medical Terminology

SECOND QUARTER

-NUR	1120	Medical-Surgical I
-NUR	1121	Maternal & Child Care II (Obstetrics, Pediatrics)
-NUR	1122	Clinical
-NUR	1123	Drugs & Solutions: Measurement & Preparation

THIRD QUARTER

-NUR	1130	Medical-Surgical II
-NUR	1131	Drug Therapy
-NUR	1132	Clinical

FOURTH QUARTER

NUR	1140	Medical-Surgical III
NUR	1141	Nursing Seminar
NUR	1142	Clinical

## PLUMBING AND PIPEFITTING

### Introduction

Plumbers know the craft of installing pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production and various other uses. During the past decade there has been a steady increase in the demand for this craft. As building construction continues to increase, this demand for plumbers will also increase.

This curriculum in plumbing and pipefitting is designed to train individuals to enter this occupation with the knowledge and basic skills that will enable them to perform effectively. Courses in plumbing practices and pipefitting are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

Most plumbers are employed by contractors in the building construction fields to install pipe systems which carry water, steam, air or other liquids or gases for sanitation, heating, industrial production and various other uses. They also alter and repair existing pipe systems and install plumbing fixtures, appliances, and heating and refrigeration units.

Plumbing and pipefitting are sometimes considered to be a single trade. Those in this field can specialize in either one. Water, gas, and waste disposal systems are installed by plumbers. Pipefitters install both high and low pressure pipes that carry hot water, steam, and other liquids and gases, especially those in industrial and commercial buildings and defense establishments, such as missile launching and testing sites.

Credit Hours Required for Diploma: 70

Area I	Core	.....	2
Area II	Major	.....	43
Area III	General Studies	.....	25

Prerequisites:

*MAT 100A	Arithmetic	5	0	—	5
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### Area I—Core

Course No.	Course Title				
WLD 1129	Basic Welding	2	3	—	2

### Area II—Major

PLU 1114	Blueprint Reading: Building Trade		3	—	1
PLU 1110	Plumbing Pipework	3	9	—	6
PLU 1115	Blueprint Reading: Plumbing Trade		3	—	1
PLU 1111	Residential Water System	2	9	—	5
PLU 1120	Low Pressure Steam System	2	6	—	4
PLU 1121	High Pressure Steam System	3	9	—	6
PLU 1112	Installation of Plumbing Fixtures	3	9	—	6
PLU 1126	Hydraulic System Plumbing	2	3	—	3
PLU 1125	Industrial Piping	3	9	—	6
PLU 1123	Hot Water and Panel Heating	3	6	—	5

### Area III—General Studies

*RDG 100A	Reading I	3	—	—	3
*PHY 1101	Applied Science I	3	2	—	4
*MAT 100B	Fundamental of Mathematics	4	—	—	4
*RDG 100B	Reading II	3	—	—	3
*PHY 1102	Applied Science II	3	2	—	3
*PSY 114	Human Relations	3	—	—	3
ENG 103	Technical Report Writing	3	—	—	3
ENG 120	Grammar and Composition I	3	—	—	3
HEA 112	First Aid and Safety	3	—	—	3
BUS 117	Business Math I	5	—	—	5
BUS 235	Business Management	3	—	—	3
BUS 101	Introduction to Business	5	—	—	5
BUS 127	Consumer Economics	3	—	—	3
PHY 101	General Psychology	5	—	—	5
SOC 112	Modern Social Problems	3	—	—	3

Students may also elect from math courses MAT 100C, 101, 102, 103, 204, 214, 120, 121, 122.

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

### Suggested Sequence of Courses for Plumbing and Pipefitting

#### FIRST QUARTER

RDG 100A	Reading I or Elective
PHY 1101	Applied Science I
PLU 1114	Blueprint Reading: Building Trades
MAT 100B	Fundamentals of Mathematics
PLU 1110	Plumbing Pipework

## SECOND QUARTER

RDG	100B	Reading II or Elective
PHY	1102	Applied Science II
PLU	1115	Blueprint Reading: Plumbing Trades
PLU	1111	Residential Water Systems
PLU	1120	Low Pressure Steam Systems

## THIRD QUARTER

PLU	1121	High Pressure Steam Systems
WLD	1129	Basic Welding
PLU	1112	Installation of Plumbing Fixtures
HEA	112	First Aid and Safety

## FOURTH QUARTER

PSY	114	Human Relations or Elective
PLU	1126	Hydraulic Systems Plumbing
PLU	1125	Industrial Piping
PLU	1123	Hot Water and Panel Heating

## RECREATION ASSOCIATE TECHNOLOGY

This program is designed to train associate level technicians to meet changing needs and trends in constructive leisure activities. The technician, in most situations, will work under the supervision of a professional recreator and will be responsible for planning and directing programs and supervising activities in public, private, commercial, industrial and institutional settings.

Students have the opportunity to specialize in a particular aspect of recreation. The programs available to students are in Recreation Associate Technology and Recreation Therapy Technology. The courses in the two programs are identical for the first year. The student, after the first year, selects the program of interest for the last year. Field experiences are required for both programs and give the student a comprehensive understanding of specialty functions.

The Recreation Associate Program is designed to train leaders in the provision of recreation services in a public, private, or commercial agency. Field experiences in this program are usually with municipal recreation departments.

The National Recreation and Park Association projects an unparalleled demand for recreation services in the future. This demand will create a deficit of personnel in positions requiring two years of college training. Recreation positions may be available in the following agencies: municipal recreation, hospitals, armed forces, state and federal recreation, church recreation, industrial recreation, commercial recreation, homes and communities for the aged, and detention institutions.

Minimum Credit Hours Required for Degree: 114

Area I	Core	69
Area II	Major	15
Area III	General Studies	30

### Prerequisites

Course No.	Course Title	Lec	Lab	Credit
*MAT 100A	Arithmetic	5	0	5
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5
*RDG 100A	Reading Improvement I	3	0	3
*RDG 100B	Reading Improvement II	3	0	3
*RDG 100C	Reading Improvement III	3	0	3

### Area I—Core

*REC 110	Recreational Arts & Crafts	1	3	2
*REC 111	The Human Body in Health and Disease	2	3	3
*REC 112	Introduction to Recreation Services	3	0	3

*REC 113	Introduction to Ill & Handicapped	3	0	3
*REC 114	Social Aspects of Sport	3	0	3
*REC 120	History, Philosophy, & Contemporary Nature of Recreation	3	0	3
*REC 121	Principles of Motor Development	3	0	3
*REC 122	Health Practices in Recreation Management	3	0	3
*REC 130	The Psychology of Sport and Recreation	3	0	3
*REC 131	Recreation Leadership I	3	0	3
*REC 132	Team Sports & Games in Recreation	1	3	2
*REC 133	Sports Officiating	1	3	2
*REC 134	Nature & Outdoor Recreation	3	0	3
*REC 140	Recreation Leadership II	3	0	3
*REC 141	Individual Sports & Games	1	3	2
*REC 142	Folk, Square, & Social Dance	1	3	2
*REC 143	Effective Supervisory Practices	3	0	3
*REC 144	Safety & First Aid in Recreation	3	0	3
*REC 210	Leisure Counseling	3	0	3
*REC 211	Recreational Drama	1	3	2
*REC 212	Introduction to Gerontology	3	0	3
*REC 220	Social Recreation	3	0	3
*REC 221	Recreation Administration	3	0	3
*REC 222	Adaptive Physical Education & Recreation	3	0	3
*REC 282	Recreation Internship & Seminar	1	20	3

#### Area II—Major

*REC 213	Recreation Areas & Facilities & Program Planning I	3	0	3
*REC 225	Recreation Areas & Facilities & Program Planning II	3	0	3
*REC 226	Organization of Recreation Activities	3	0	3
*REC 242	Resident & Day Camp Administration	3	0	3
*REC 243	Landscaping in Recreation	3	0	3

#### Area III—General Studies

*ENG 105	Library Services	●	0	3
*ENG 220	Speech	5	0	5
*ENG 120	Grammar & Composition I	3	0	3
*ENG 103	Technical Report Writing	3	0	3
*PSY 101	General Psychology	3	0	3
PSY 209	Abnormal Psychology	3	0	3
*MAT 100B	Fundamentals of Mathematics	4	0	4
ENG 206	Business Communications	5	0	5
SOC 101	General Sociology	●	0	3
*SOC 112	Modern Social Problems	3	0	3
BUS 102	Typing I	●	4	5
BUS 102A	Typing I (Non-Business Majors)	2	3	3
POL 110	State and Local Government	3	0	3

SOC 117	Juvenile Delinquency	5	0	5
PSY 115	Human Growth I	3	0	3

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Students may select courses from the Recreation Therapy Program (major area) to satisfy elective requirements.

#### Sequence of Courses for Recreation Associate

##### FIRST QUARTER

ENG 105	Library Services
REC 110	Recreational Arts and Crafts
REC 111	The Human Body in Health and Disease
REC 112	Introduction to Recreation Services
REC 113	Introduction to Ill and Handicapped
REC 114	Social Aspects of Sport

##### SECOND QUARTER

PSY 101	General Psychology
ENG 220	Speech
REC 120	History, Philosophy, and Contemporary Nature of Recreation
REC 121	Principles of Motor Development
REC 122	Health Practices in Recreation Management

##### THIRD QUARTER

ENG 120	Grammar and Composition I
REC 130	The Psychology of Sport and Recreation
REC 131	Recreation Leadership I
REC 132	Team Sports and Games in Recreation
REC 133	Sports Officiating
REC 134	Nature and Outdoor Recreation

##### FOURTH QUARTER

ENG 103	Technical Report Writing
REC 140	Recreation Leadership II
REC 141	Individual Sports and Games
REC 142	Folk, Square, and Social Dance
REC 143	Effective Supervisory Practices
REC 144	Safety and First Aid in Recreation

FIFTH QUARTER

- REC 210 Leisure Counseling
- REC 211 Recreational Drama
- REC 212 Introduction to Gerontology
- REC 213 Recreation Areas and Facilities and  
Program Planning I  
Elective

SIXTH QUARTER

- REC 220 Social Recreation
- REC 221 Recreation Administration
- REC 222 Adaptive Physical Education & Recreation
- REC 225 Recreation Areas and Facilities and  
Program Planning II
- REC 226 Organization of Recreation Activities  
Elective

SEVENTH QUARTER

- REC 282 Recreation Internship and Seminar

EIGHTH QUARTER

- MAT 100B Fundamentals of Mathematics
- REC 242 Resident and Day Camp Administration
- REC 243 Landscaping in Recreation  
Elective

RECREATION THERAPY TECHNOLOGY

This program is designed to train associate level technicians to meet changing needs and trends in constructive leisure activities. The technician, in most situations, will work under the supervision of a professional recreator and will be responsible for planning and directing programs and supervising activities in public, private, commercial, industrial and institutional settings.

Students have the opportunity to specialize in a particular aspect of recreation. The programs available to students are in Recreation Associate Technology and Recreation Therapy Technology. The courses in the two programs are identical for the first year. The student, after the first year, selects the program of interest for the last year. Field experiences are required for both programs and give the student a comprehensive understanding of specialty functions.

The Recreation Therapy Program is designed to train leaders in the provision of recreation services to people who are ill, disabled, or handicapped, or who otherwise would not be able to participate in community recreation programs. Field experiences for students in this program are usually with institutions serving special populations.

The National Recreation and Park Association projects an unparalleled demand for recreation services in the future. This demand will create a deficit of personnel in positions requiring two years of college training. Recreation positions may be available in the following agencies: municipal recreation, hospitals, armed forces, state and federal recreation, church recreation, industrial recreation, commercial recreation, homes and communities for the aged, and detention institutions.

Minimum Credit Hours Required for Degree: 113

Area I	Core .....	69
Area II	Major .....	14
Area III	General Studies .....	30

Prerequisites:

Course No.	Course Title	Lec	Lab	Credit
*MAT 100A	Airthmetic	5	0	5
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5
*RDG 100A	Reading Improvement I	3	0	3
*RDG 100B	Reading Improvement II	3	0	3
*RDG 100C	Reading Improvement III	3	0	3

Area I—Core

*REC 110	Recreational Arts and Crafts	1	3	2
*REC 111	The Human Body in Health and Disease	2	3	3
*REC 112	Introduction to Recreation Services	3	0	3
*REC 113	Introduction to Ill & Handicapped	3	0	3
*REC 114	Social Aspects of Sport	3	0	3
*REC 120	History, Philosophy, & Contemporary Nature of Recreation	3	0	3
*REC 121	Principles of Motor Development	3	0	3
*REC 122	Health Practices in Recreation Management	3	0	3
*REC 130	The Psychology of Sport & Recreation	3	0	3
*REC 131	Recreation Leadership I	3	0	3
*REC 132	Team Sports & Games in Recreation	1	3	2
*REC 133	Sports Officiating	1	3	2
*REC 134	Nature & Outdoor Recreation	3	0	3
*REC 140	Recreation Leadership II	3	0	3
*REC 141	Individual Sports & Games	1	3	2
*REC 142	Folk, Square, and Social Dance	1	3	2
*REC 143	Effective Supervisory Practices	3	0	3
*REC 144	Safety & First Aid in Recreation	3	0	3
*REC 210	Leisure Counseling	3	0	3
*REC 211	Recreational Drama	1	3	2
*REC 212	Introduction to Gerontology	3	0	3
*REC 220	Social Recreation	3	0	3
*REC 221	Recreation Administration	3	0	3
*REC 222	Adaptive Physical Education & Recreation	3	0	3
*REC 282	Recreation Internship & Seminar	1	20	3

Area II—Major

*REC 214	Introduction to Therapeutic Recreation	3	0	3
*REC 223	Leisure and the Aging	3	0	3
*REC 224	Recreational Music	1	3	2
*REC 240	Recreation in Institutions for Special Populations	3	0	3
*REC 241	Camping for Special Populations	3	0	3

Area III—General Studies

*ENG 105	Library Services	3	0	3
*ENG 220	Speech	5	0	5
*ENG 120	Grammar and Composition I	3	0	3
*ENG 103	Technical Report Writing	3	0	3
*PSY 101	General Psychology	3	0	3
*PSY 209	Abnormal Psychology	3	0	3
*MAT 100B	Fundamentals of Mathematics	4	0	4
PSY 115	Human Growth I	3	0	3
ENG 206	Business Communication	5	0	5
SOC 101	General Sociology	3	0	3

SOC 112	Modern Social Problems	3	0	3
BUS 102	Typing I	3	4	5
BUS 102A	Typing I (Non-Business Majors)	2	3	3
POL 110	State & Local Government	3	0	3
SOC 117	Juvenile Delinquency	5	0	5

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Students may select courses from the Recreation Associate Program (major area) to satisfy elective requirements.

Sequence of Courses for Recreation Therapy

FIRST QUARTER

ENG 105	Library Services
REC 110	Recreational Arts and Crafts
REC 111	The Human Body in Health and Disease
REC 112	Introduction to Recreation Services
REC 113	Introduction to Ill and Handicapped
REC 114	Social Aspects of Sport

SECOND QUARTER

PSY 101	General Psychology
ENG 220	Speech
REC 120	History, Philosophy, and Contemporary Nature of Recreation
REC 121	Principles of Motor Development
REC 122	Health Practices in Recreation Management

THIRD QUARTER

ENG 120	Grammar and Composition I
REC 130	The Psychology of Sport and Recreation
REC 131	Recreation Leadership I
REC 132	Team Sports and Games in Recreation
REC 133	Sports Officiating
REC 134	Nature and Outdoor Recreation

FOURTH QUARTER

ENG 103	Technical Report Writing
REC 140	Recreation Leadership II
REC 141	Individual Sports and Games
REC 142	Folk, Square, and Social Dance
REC 143	Effective Supervisory Practices
REC 144	Safety and First Aid in Recreation

FIFTH QUARTER

REC	210	Leisure Counseling
REC	211	Recreational Drama
REC	212	Introduction to Gerontology
REC	214	Introduction to Therapeutic Recreation Elective

SIXTH QUARTER

REC	220	Social Recreation
REC	221	Recreation Administration
REC	222	Adaptive Physical Education and Recreation
REC	223	Leisure and the Aging
REC	224	Recreational Music Elective

SEVENTH QUARTER

REC	282	Recreation Internship and Seminar
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EIGHTH QUARTER

MAT	100B	Fundamentals of Mathematics
PSY	210	Abnormal Psychology
REC	240	Recreation in Institutions for Special Populations
REC	241	Camping for Special Populations

SECRETARIAL SCIENCE (EXECUTIVE)

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.

Minimum Credit Hours Required for Degree: 107

Area I	Core	41
Area II	Major	63
Area III	General Studies	3

Prerequisites:

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*RDG 100C	Reading III	3	0	3
*MAT 100B	Fundamentals of Mathematics	4	0	4
MAT 100A	Arithmetic	5	0	5
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5
<i>Area I—Core</i>				
*BUS 102	Typing I	3	4	5
BUS 110	Office Machines I	1	2	2
BUS 111	Office Machines II	1	2	2
BUS 115	Business Law I	3	0	3
BUS 117	Business Math I	5	0	5
BUS 118	Business Math II	5	0	5
ENG 103	Technical Report Writing	3	0	3
ENG 105	Library Services	3	0	3
ENG 120	Grammar & Composition I	3	0	3
ENG 206	Business Communication	5	0	5
ENG 220	Speech	5	0	5

Area II: Major

BUS 103	Typing II	3	4	5
BUS 104	Typing III	3	4	5



*BUS 106	Shorthand I	3	2	4
BUS 107	Shorthand II	3	2	4
BUS 108	Shorthand III	3	2	4
BUS 112	Filing	3	0	3
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 205	Advanced Typing	2	3	3
BUS 206	Dictation & Transcription I	3	2	4
BUS 207	Dictation & Transcription II	3	2	4
BUS 211	Office Machine Duplication	2	2	3
BUS 212	Machine Transcription	1	2	2
BUS 214	Secretarial Procedures	3	2	4
BUS 215	Office Application	3	12	3
BUS 127	Consumer Economics	3	0	3

Area III: General Studies

BUS 233	Personnel Management	3	0	3
BUS 235	Business Management	3	0	3
BUS 271	Office Management	3	0	3
POL 101	State and Local Government	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
MAT 100C	Introduction to Algebra	5	0	5

MINIMUM HOURS REQUIRED: 3

Waiver by proficiency—Waiver proficiency testing shall be administered by appropriate department.

\*Required unless waived by exam or approval of advisor.

No more than 60 hours may be transferred from schools not in the State Community College System.

Suggested Sequence of Courses for Secretarial Science (Executive)

Course No. Course Title

FIRST QUARTER

BUS 102	Typing I
BUS 106	Shorthand I
BUS 110	Office Machines I
BUS 117	Business Math I
ENG 105	Library Services

SECOND QUARTER

BUS 103	Typing II
BUS 107	Shorthand II
BUS 111	Office Machines II
BUS 118	Business Math II
ENG 220	Speech

THIRD QUARTER

BUS 104	Typing III
BUS 108	Shorthand III
BUS 112	Filing
BUS 127	Consumer Economics
ENG 120	Grammar and Composition I

FOURTH QUARTER

BUS 120	Accounting I
BUS 205E	Advanced Typing
BUS 206	Dictation & Transcription I
BUS 211	Office Machine Duplicating
ENG 103	Technical Report Writing

FIFTH QUARTER

BUS 121	Accounting II
BUS 207	Dictation & Transcription II
BUS 214	Secretarial Procedures
ENG 206	Business Communications

SIXTH QUARTER

BUS 115	Business Law I
BUS 212	Machine Transcription
BUS 215	Office Application
BUS 271	Office Management Elective

## SECRETARIAL SCIENCE (LEGAL)

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 functions 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.

Minimum Credit Hours Required for Diploma: 107

Area I	Core	41
Area II	Major	60
Area III	General Studies	6

### Prerequisites

Course No.	Course Title	Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*RDG 100C	Reading III	3	0	3
*MAT 100B	Fundamentals of Mathematics	4	0	4
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5
*MAT 100A	Arithmetic	5	0	5

### Area I—Core

*BUS 102	Typing I	3	4	5
BUS 110	Office Machines I	1	2	2
BUS 111	Office Machines II	1	2	2
BUS 115	Business Law I	3	0	3
BUS 117	Business Math I	5	0	5
BUS 118	Business Math II	5	0	5
ENG 103	Technical Report Writing	3	0	3
ENG 105	Library Services	3	0	3
ENG 120	Grammar and Composition I	3	0	3
ENG 206	Business Communications	5	0	5
ENG 220	Speech	5	0	5

### Area II—Major

BUS 103	Typing II	3	4	5
BUS 104	Typing III	3	4	5
*BUS 106	Shorthand I	3	2	4
BUS 107A	Shorthand II (Legal)	3	2	4
BUS 108A	Shorthand III (Legal)	3	2	4
BUS 112	Filing	3	0	3
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 183	Term./Transcription (Legal)	3	0	3
BUS 204L	Advanced Typing (Legal)	2	3	3
BUS 206	Dictation and Transcription I	3	2	4
BUS 207	Dictation and Transcription II	3	2	4
BUS 211	Office Machines (Duplicating)	1	2	2
BUS 214	Secretarial Procedures	3	2	4
BUS 215A	Office Application (Legal)	3	12	3

### Area III—General Studies

CJC 115	Criminal Law	5	0	5
CJC 125	Court Procedures and Evidence	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
POL 110	State and Local Government	3	0	3
POL 201	20th Century History & Politics	3	0	3
MAT 100C	Introduction to Algebra	5	0	5

MINIMUM REQUIRED HOURS: 6

\*Required unless waived by exam or approval of advisor.

Waiver by Proficiency—Waiver proficiency testing shall be administered by appropriate department.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

### Suggested Sequence of Courses for Legal Secretarial Science

Course No.	Course Title
FIRST QUARTER	
BUS 102	Typing I
BUS 110	Office Machines I (Ten-key Printing Calculator)
BUS 117	Business Math I
ENG 105	Library Services Elective

SECOND QUARTER

- BUS 103 Typing II
- BUS 106 Shorthand I
- BUS 111 Office Machines II (Electronic Calculator)
- BUS 118 Business Math II
- ENG 220 Speech

THIRD QUARTER

- BUS 104 Typing III
- BUS 107A Shorthand II
- BUS 112 Filing
- CJC 125 Due Process (or CJC 115 Criminal Law)
- ENG 120 Grammar and Composition I

FOURTH QUARTER

- BUS 115 Business Law I
- BUS 108A Shorthand III
- BUS 183 Term./Transcription (Legal)
- BUS 204L Advanced Typing
- BUS 206 Dictation and Transcription I
- ENG 103 Technical Report Writing

FIFTH QUARTER

- BUS 120 Accounting I
- BUS 207 Dictation and Transcription II
- BUS 214 Secretarial Procedures
- ENG 206 Business Communication

SIXTH QUARTER

- BUS 121 Accounting II
- BUS 211 Office Machines (Duplicating)
- BUS 215A Office Application (Legal)  
Elective

SECRETARIAL—MEDICAL

(Subject to approval/revision by the Department of Community Colleges and the State Board of Education.)

As our communities grow, the demand for the medical profession grows. As our medical world grows, usually the demand for more qualified medical secretaries becomes greater. The purpose of the Medical Secretarial curriculum is to outline a program that will provide specialized training in the procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical office.

The Medical Secretarial curriculum is designed to offer students the necessary courses in order to gain skills in typing, dictation, transcription, and terminology so that graduates will be prepared for employment in the medical profession. In addition to the required specialized courses, related courses in mathematics, accounting, business law and data processing are offered.

Since the duties of a medical secretary consists of taking dictation and transcribing letters, memoranda, and reports, keeping patient records, keeping financial records, filing, and typing medical reports, the graduates of this curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical reports, letters, and forms. The many positions that exist for Medical Secretary graduates may be secured in hospitals, doctors' offices, and federal and state health programs.

Minimum Credit Hours Required for Diploma: 110

Area I	Core	53
Area II	Major	54
Area III	General Studies	3

Prerequisites:

		Lec	Lab	Credit
*RDG 100A	Reading I	3	0	3
*RDG 100B	Reading II	3	0	3
*RDG 100C	Reading III	3	0	3
*MAT 100A	Arithmetic	5	0	5
*MAT 100B	Fundamentals of Mathematics	4	0	4
*ENG 100A	Basic Writing	5	0	5
*ENG 100B	Basic Writing	5	0	5

Area I—Core

*BUS 102	Typing I	3	4	5
BUS 110	Office Machines I	1	2	2

BUS 111	Office Machines II	1	2	2
BUS 115	Business Law I	3	0	3
BUS 117	Business Math I	5	0	5
BUS 118	Business Math II	5	0	5
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
ENG 103	Technical Report Writing	3	0	3
ENG 105	Library Services	3	0	3
ENG 120	Grammar and Composition I	3	0	3
ENG 206	Business Communications	5	0	5
ENG 220	Speech	5	0	5

*Area II—Major*

BUS 103	Typing II	3	4	5
BUS 104	Typing III	3	4	5
*BUS 106	Shorthand I	3	2	4
BUS 107	Shorthand II	3	2	4
BUS 108	Shorthand III	3	2	4
BUS 112	Filing	3	0	3
BUS 183M	Medical Term./Transcription	3	0	3
BIO 115	Medical Term. I	3	0	3
BIO 116	Medical Term. II	3	0	3
BUS 204M	Advanced Typing (Medical)	2	3	3
BUS 206M	Dictation and Transcription I	3	2	4
BUS 207M	Dictation and Transcription II	3	2	4
BUS 211	Office Machines (Duplicating)	1	2	2
BUS 214	Secretarial Procedures	3	2	4
BUS 215	Office Application	3	12	3

*Area III—General Studies*

BIO 101	Biology I	3	3	4
PSY 101	General Psychology	3	0	3
SOC 101	General Sociology	3	0	3
POL 110	State and Local Government	3	0	3
POL 201	20th Century History & Politics	3	0	3
MAT 100C	Introduction to Algebra	5	0	5

Minimum Required Hours: 3

\*Required unless waived by exam or approval of advisor.

Waiver by Proficiency—Waiver proficiency testing shall be administered by appropriate department.

No more than 60 hours may be transferred from schools not in the State System of Community Colleges.

Suggested Sequence of Courses

Course No.	Course Title
FIRST QUARTER	
BUS 102	Typing I
BUS 110	Office Machines I (Ten-key; Printing Calculator)
BUS 117	Business Math I
ENG 105	Library Services Elective

SECOND QUARTER	
BUS 103	Typing II
BUS 106	Shorthand I
BUS 111	Office Machines II (Electronic Calculator)
BUS 118	Business Math II
BIO 115	Medical Term. I

THIRD QUARTER	
BUS 104	Typing III
BUS 107	Shorthand II
BUS 112	Filing
ENG 120	Grammar & Composition I
BIO 116	Medical Term. II

FOURTH QUARTER	
BUS 115	Business Law I
BUS 108	Shorthand III
BUS 183M	Medical Term./Transcription
BUS 204M	Advanced Typing (Medical)
BUS 206M	Dictation and Transcription I
ENG 103	Technical Report Writing

FIFTH QUARTER	
BUS 120	Accounting I
BUS 207M	Dictation and Transcription II
BUS 214	Secretarial Procedures
ENG 206	Business Communications

SIXTH QUARTER	
BUS 121	Accounting II
BUS 211	Office Machines (Duplicating)
BUS 215	Office Application
ENG 220	Speech Elective

**SPECIAL EDUCATION ASSOCIATE PROGRAM**

Current research in human development indicates that children learn as they interact with other children, adults, and their environment. Because so many knowledges, skills, and attitudes are learned in the early years, the quality of programs developed for young children in day care centers, the public schools, and other institutions is vitally important.

The Special Education Associate Program is designed to provide students the educational background with which to enter the field of Special Education at the para-professional level. The program provides a specialty concentration area after the first year of core courses. Students completing the program can look forward to employment as a technical assistant in a state institution for mentally retarded children or other local and regional jobs related to the instruction of young children.

Employment opportunities are presently good. As public awareness of the importance of special education increases, so will the demand for qualified personnel increase. Hence, the future employment picture looks promising.

Since employment after graduation is one of the primary objectives, the program is approached from a practical viewpoint and provides for a practicum experience during the sophomore year. This experience will be done under the guidance of the faculty and a job site supervisor. Additionally, in all course work, the faculty attempt to stress current acceptable theory as it applies to the practical application.

Minimum Credit Hours Required for Degree: 99

Area I	Core	49
Area II	Major	41
Area III	General Studies	9

**Prerequisites**

			Lec	Lab	Credit
*ENG	100A	Basic Writing	5	0	5
*ENG	100B	Basic Writing	5	0	5
*RDG	100A	Reading I	3	0	3
*RDG	100B	Reading II	3	0	3
*RDG	100C	Reading III	3	0	3
*MAT	100A	Arithmetic	5	0	5

**Area I—Core**

Course No.	Course Title	Lec	Lab	Credit
ENG 105	Library Services ✓	●	●	3
SOC 211	Marriage and Family ✓	●	●	3

ENG 107	The Family ✓	●	●	3
ENG 120	Grammar and Composition I ✓	●	●	3
HEA 100	Health & Safety ✓	●	●	3
PSY 115	Human Growth I ✓	●	●	3
PSY 116	Human Growth II ✓	●	●	3
BUS 125	Consumer Economics ✓	●	●	3
HEA 105	Nutrition ✓	●	●	3
CUL 100	Cultural Enrichment ✓	●	●	3
EDU 103	Working with Parents ✓	●	●	3
SOC 112	Modern Social Problems ✓	●	●	3
PSY 114	Human Relations ✓	●	●	3
EDU 102	Teaching Techniques ✓	●	●	3
ENG 220	Speech ✓	●	●	3
EDU 203	The Exceptional Child ✓	●	●	3

**Area II—Major**

EDU 208	Behavior Modification I ✓	●	●	3
EDU 201	Creative Activities for the Exceptional Child ✓	●	●	2
EDU 215	Physical Handicaps ✓	●	●	3
EDU 209	Behavior Modification II (Child Psy) ✓	●	●	3
EDU 211	Preparing Instructional Objectives ✓	●	●	3
EDU 205	Reporting and Observation (Adaptive Ed) ✓	●	●	3
EDU 200	Working with EMR and TMR Children ✓	●	●	3
EDU 212	Human Sexuality of the Exceptional Child ✓	●	●	2
SOC 221	Society and the Parents of Exceptional Child (Preschool Ed) ✓	●	●	3
EDU 210	Emotionally Disturbed Child ✓	●	●	3
EDU 252	Learning Disabilities (Grades 1-6) ✓	●	●	3
REC 222	Adaptive Physical Education and Recreation ✓	●	●	3
EDU 222	Practicum ✓	●	●	3

**Area III—General Studies**

PSY 101	General Psychology	3	0	3
PSY 209	Abnormal Psychology	3	0	3
BUS 102	Typing I	3	0	5
BUS 102A	Typing I (For Non-Business Majors)	2	3	3
EDU 207	Infant Development	3	0	3
EDU 217	Awareness of Fears	●	0	3
MAT 106	Fundamental Mathematical Concepts	5	0	5

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

*Preschool Ed*  
*Child Psy*  
*Adaptive Ed*  
*Grades 1-6*

Suggested Sequence of Courses for Special Education Associate

Course No. Course Title

FIRST QUARTER

- ENG 105 Library Services ✓
- PSY 116 Human Growth I ✓
- SOC 211 The Family ✓
- HEA 101 Health & Safety ✓
- ENG 105 Grammar and Composition I ✓

SECOND QUARTER

- SOC 211 Marriage and Family ✓
- PSY 116 Human Growth II ✓
- BLIS 101 Consumer Economics ✓
- HEA 101 Nutrition ✓
- CUL 101 Cultural Enrichment ✓
- SOC 211 Modern Social Problems ✓

THIRD QUARTER

- EDU 101 Working With Parents ✓
- ENG 105 Speech ✓
- PSY 116 Human Relations ✓
- EDU 101 Exceptional Child ✓
- EDU 101 Teaching Techniques ✓

FOURTH QUARTER

- EDU 101 Behavior Modification I ✓
- EDU 101 Emotionally Disturbed Child ✓
- EDU 101 Creative Activities for the Exceptional Child ✓
- EDU 101 Physical Handicaps ✓
- 2 Elective ✓

FIFTH QUARTER

- EDU 101 Behavior Modification II ✓
- REC 101 Adaptive Physical Education & Recreation ✓
- EDU 101 Preparing Instructional Objectives ✓
- EDU 101 Reporting and Observation ✓
- 2 Elective ✓

SIXTH QUARTER

- EDU 101 Working with EMR and TMR Children ✓
- EDU 101 Human Sexuality of the Exceptional Child ✓
- EDU 101 Society & Parents of Exceptional Child ✓
- EDU 101 Learning Disabilities ✓
- EDU 101 Practicum\* ✓
- 2 Elective ✓

\*A minimum of 7 credits must be earned. One credit hour will be awarded for each 3 hours/week of practicum experience.

TEACHER AID ASSOCIATE PROGRAM

Current research in human development indicates that children learn as they interact with other children, adults, and their environment. Because so many knowledges, skills, and attitudes are learned in the early years, the quality of programs developed for young children in day care centers, public schools, and other institutions is vitally important.

The Teacher Aid Associate Program is designed to provide students the educational background with which to enter the fields of Public School education at the para-professional level. The program provides a specialty concentration area after the first year of core courses. Students completing the program can look forward to employment as a teacher's aid in public schools or other local and regional jobs related to the instruction of young children.

Employment opportunities are presently good. As public awareness of the importance of pre-school and kindergarten through third grade education increases, so will the demand for qualified personnel increase. Hence, the future employment picture looks promising.

Since employment after graduation is one of the primary objectives, the program is approached from a practical viewpoint and provides for a practicum experience during the sophomore year. This experience will be done under the guidance of the faculty and a job site supervisor. Additionally, in all course work, the faculty attempt to stress current acceptable theory as it applies to the practical application.

Minimum Credit Hours Required for Degree: 99

Area I	Core	46
Area II	Major	50
Area III	General Studies	3

Prerequisites:

			Lec	Lab	Credit
*ENG	100A	Basic Writing	5	0	5
*ENG	100B	Basic Writing	5	0	5
*RDG	100A	Reading I	3	0	3
*RDG	100B	Reading II	3	0	3
*RDG	100C	Reading III	3	0	3
*MAT	100A	Arithmetic	5	0	5
MAT	100B	Fundamentals of Mathematics	4	0	4

Area I: Core

Course No.	Course Title	Lec	Lab	Credit
ENG 105	Library Services	3	0	3
SOC 211	Marriage and Family	3	0	3

→SOC	(107)	The Family	3	0	3
→ENG	(128)	Grammar & Composition I	3	0	3
→HEA	(100)	Health and Safety	3	0	3
→PSY	(115)	Human Growth I	3	0	3
→PSY	(116)	Human Growth II	3	0	3
→BUS	(129)	Consumer Economics	3	0	3
→HEA	(105)	Nutrition	3	0	3
→CUL	(100)	Cultural Enrichment	1	2	2
→EDU	(103)	Working With Parents	3	0	3
→SOC	(112)	Modern Social Problems	3	0	3
→PSY	(114)	Human Relations	3	0	3
→EDU	(102)	Teaching Techniques	2	2	3
→ENG	(220)	Speech	3	0	3
→EDU	(203)	The Exceptional Child	3	0	3

Area II—Major

→MAT	(100B)	Fundamentals of Math	4	0	4
→EDU	(232)	Creative Activities & Crafts for K-3	1	3	2
→SCI	211	Science for K-3	1	2	2
→EDU	(217)	Language & Literature	2	2	3
→PHE	(220)	Games & Activities for Youth	2	2	3
→EDU	(229)	Social Studies for K-3	1	3	2
→ENG	206	Business Communications	3	2	4
→EDU	(213)	Levels of Reading & Readiness for Public Schools	3	0	3
→PSY	(212)	Child Psychology	5	0	5
→EDU	(242)	School Records, Organization and Public Relations	2	0	2
→EDU	(211)	Preparing Instructional Objectives	3	0	3
→EDU	(138)	Introduction to American Public School System	3	0	5
→EDU	(208)	Behavior Modification I	3	0	3

Area III—General Studies

→PSY	209	Abnormal Psychology	3	0	3
→PSY	(107)	General Psychology	3	0	3
→EDU	209	Behavior Modification II	3	0	3
→BUS	102	Typing I	3	4	5
→BUS	102A	Typing I (Non-Business Majors)	2	3	3

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.

210 Emot Disrub Child  
215 Phy Handicapped

Suggested Sequence of Courses for Teacher Aid Associate

Course No. Course Title

FIRST QUARTER

ENG	105	Library Services
PSY	115	Human Growth I
SOC	107	The Family
HEA	100	Health & Safety
ENG	120	Grammar & Composition I

SECOND QUARTER

SOC	211	Marriage & Family
PSY	116	Human Growth II
BUS	127	Consumer Economics
HEA	105	Nutrition
CUL	100	Cultural Enrichment
SOC	112	Modern Social Problems

THIRD QUARTER

EDU	103	Working with Parents
ENG	220	Speech
PSY	114	Human Relations
EDU	203	Exceptional Child
EDU	102	Teaching Techniques

FOURTH QUARTER

ENG	206	Business Communications
PSY	212	Child Psychology
EDU	232	Creative Activities and Crafts for K-3
EDU	130	Introduction to American Public School System

FIFTH QUARTER

SCI	211	Science for K-3
EDU	217	Language & Literature
PHE	220	Games & Activities for Youth
EDU	211	Preparing Instructional Objectives
EDU	208	Behavior Modification I

SIXTH QUARTER

EDU	229	Social Studies for K-3
EDU	213	Levels of Reading & Readiness for Public Schools
MAT	100B	Fundamentals of Math
EDU	242	School Records, Organization, and Public Relations

EDU 222 \*Practicum  
Elective (3 credit hours)

\*A minimum of 7 credits must be earned. One credit hour will be awarded for each 3 hours/week of practicum experience.

## 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.

Minimum Credit Hours Required for Diploma: 73

Area I	Core	.....	0
Area II	Major	.....	50
Area III	General Studies	.....	23

### Prerequisite

			Lec	Lab	Shop	Credit
*MAT	100A	Arithmetic	5	0	0	5

### Area I: Core

None

### Area II: Major—50 hours required

Course No.	Course Title	Lec	Lab	Shop	Credit
WLD 1110	Beginning Oxyacetylene and Arc Welding	5	—	15	10
WLD 1120	Arc Welding	5	—	15	10
WLD 1130	Pipe Welding	5	—	15	10
WLD 1131	Mechanical Testing & Inspection	1	—	3	2
WLD 1140	Inert Gas Welding	5	—	12	9
WLD 1141	Certification Practices	4	—	6	6
WLD 1104	Blueprint Reading: Mechanical	—	3	—	1
WLD 1117	Blueprint Reading: Welding	—	3	—	1
WLD 1118	Pattern Development and Sketching	—	3	—	1

### Area III: General Studies

*MAT	1120	Applied Math	4	—	—	4
*MAT	100B	Fundamentals of Mathematics	4	—	0	4



*RDG	100A	Reading I	3	—	—	3
*RDG	100B	Reading II	3	—	—	3
*PSY	114	Human Relations	3	—	—	3
\BUS	127	Consumer Economics	3	—	—	3
*HEA	112	First Aid and Safety	3	—	—	3
ENG	120	Grammar and Composition I	3	—	—	3
ENG	103	Technical Report Writing	3	2	—	4
BUS	117	Business Math I	5	—	—	5
PSY	101	General Psychology	3	—	—	3
PSY	115	Human Growth I	3	—	—	3
SOC	111	Introduction to Sociology	3	—	—	3
SOC	112	Modern Social Problems	3	—	—	3

\*Required unless waived by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

Students may also elect from Math Courses: MAT 100C, 101, 102, 103, 204, 214, 120, 121, 122.

#### Suggested Sequence of Courses for Welding

Course No. Course Title

##### FIRST QUARTER

- WLD 1110 Beginning Oxyacetylene Welding
- \*MAT 100B Fundamentals of Mathematics or approved elective
- WLD 1104 Blueprint Reading: Mechanical
- \*RDG 100A Reading I or approved elective

##### SECOND QUARTER

- WLD 1120 Arc Welding
- MAT 1120 Applied Math or approved elective
- WLD 1117 Blueprint Reading: Welding
- \*RDG 100B Reading II or approved elective
- BUS 127 Consumer Economics or approved elective

##### THIRD QUARTER

- WLD 1131 Mechanical Testing and Inspection
- WLD 1130 Pipe Welding
- WLD 1118 Pattern Development and Sketching
- HEA 112 First Aid and Safety

##### FOURTH QUARTER

- WLD 1140 Inert Gas Welding
- WLD 1141 Certification Practices
- \*PSY 114 Human Relations or approved elective

\*Required unless waived by exam or by approval of advisor; other courses listed may be substituted upon approval of advisor.



# Course Descriptions



## COURSE DESCRIPTIONS

The courses listed below represent the current course offerings in the college transfer, vocational, and technical programs of Vance-Granville Community college.

The course listing is alphabetical. Where possible, we have tried to indicate the quarter(s) in which an individual course is normally offered. This follows the course title, using the following abbreviations:

Fall—F  
 Winter—W  
 Spring—S  
 Summer—Su  
 To Be Arranged—TBA

When a curriculum regularly offers a full-scale evening program, certain courses will indicate both the quarter(s) offered and whether the course will be offered day (D) or evening (E)

After the course title, we have indicated the number of hours involved for each course. These three numbers should be interpreted as follows:

The first number represents the number of lecture hours per week.

The second number (and third, for vocational courses) indicates the number of lab, shop, clinical, or practicum hours per week.

The final number represents the number of credits assigned to the course.

	Lec	Lab	Shop	Credit
AHR 1101 Automotive Air Conditioning S(D); W(E) 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. Prerequisite: PHY 1101	2	—	2	3
AHR 1104 Blueprint Reading: Mechanical F(D) & (E) An interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.	0	3	—	1
AHR 1116 Oil Burner Installation & Service F(D); W(E) Introduction to the principles of heating, terminology, and the use and repair of equipment. Includes maintenance and service of heating units and diagnosing troubles within installations. Thermostat controls are reviewed. Prerequisite: None.	4	6	—	6

AHR 1117 Gas Burners, Electric Heat & Liquid Heat Applications W(D); Su(E) 4 3 — 5

Introduction to the principles of heating with the use of gas, electric, or liquid heat units. Includes installation and service to the above forms of heating units. Covers servicing and corrective maintenance techniques.  
Prerequisite: None.

AHR 1120 Blueprint Reading: Air Conditioning W(D); S(E) 1 3 — 2

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis upon reading of blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student makes tracings of floor plans and layouts of air conditioning systems.  
Prerequisite: AHR 1104

AHR 1121 Principles of Refrigeration I F (D & E) 2 3 — 3

Introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Also includes the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.  
Prerequisite: None

AHR 1123 Principles of Air Conditioning S(D); F(E) 3 6 — 5

Includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.  
Prerequisite: AHR 1125.

AHR 1124 Air Conditioning Servicing S(D); W(E) 2 9 — 5

Covers the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioning space. Installation is made of various ducts and lines needed to connect various components. Shop work involves controls, testing and adjusting of air conditioning equipment, and location and correction of equipment failure.  
Prerequisite: None.

AHR 1125 Principles of Refrigeration II W(D); Su(E) 3 6 — 5

A continuation and more advanced study in refrigeration principles.  
Prerequisite: AHR 1121

AHR 1126 All Year Comfort Systems Su (D and E) 3 9 — 6

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort is studied and set up in the laboratory. Included are oil-fired systems, gas-fired systems, water-circulating systems, and electric-resistance systems. Installation of heat pumps is studied, along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are also studied.  
Prerequisite: None

AHR 1128 Automatic Controls Su (D); S(E) 3 6 — 5

Types of automatic controls and their function in air conditioning systems. Reviews electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.  
Prerequisites: ELC 1102, AHR 1125

AHR 1129 Principles of Solar Heating Su(D); S(E) 3 3 — 4

A study and application of the principles of solar heating and current equipment usage. A "state of the arts" survey intended to acquaint the student with principles that will be beneficial as solar heating gains as an alternate to fossil fuel heating systems.  
Prerequisite: None

ANT 100 Introduction to Cultural Anthropology S 5 0 5

Explores the similarities and differences among people throughout the world to gain a clearer perspective of our own experience in American Society. Topics discussed include: language, kinship, religion, education, social change, politics, the relation of human beings to their environment, health practices in different societies, imperialism and colonialism in the Third World, and the place of art in society.

ART 100 Fundamentals of Art F 1 2 2

Simplified studio projects in the elements of design, image making and system construction in two and three dimensions. Lecture on project-related masterpieces each week.  
Prerequisite: None

AUT 1101 Schematics & Diagrams F(D); S(E) 0 3 — 1

Introduces blueprint reading and mechanical drawing as applied to the automotive industry. Emphasis is on drawing interpretation.

AUT 1123 Brakes, Chassis & Suspension Systems S(D); F(E) 3 — 9 6

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is on how brakes operate, proper adjustment and repair as well as the servicing of parking brakes. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension systems.

AUT 1124 Automotive Power Train Systems Su(D); S(E) 2 — 12 7  
 Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identifying troubles, servicing, and repairing.  
 Prerequisite: AUT 1123

AUT 1125 Auto Servicing I Su (D and E) 3 — 9 6  
 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 experience in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation is maintained.  
 Prerequisites: PME 1102, AUT 1123, and AHR 1101

AUT 1203 Automotive Emission Controls S(D); W(E) 2 — 3 3  
 A 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.  
 Prerequisite: PME 1102

BIO 100 Basic Life Science Open Lab 0 6 3  
 (maximum)  
 Designed to help the student with any science course in which she/he is enrolled. Students will be assigned open lab hours on the basis of test evaluations and/or prior course grades or at instructor discretion. The lab will also be open to students for make-up work or supplemental tutoring. Credits are institutional and not transferable.  
 Co-requisite: Enrollment in any science course

BIO 101 Biology I F 3 3 4  
 The first of a three-part sequence. Lecture and lab centers upon the activities, origin, composition, and organization of life, and energy processes associated with living systems.  
 Prerequisite: None

BIO 102 Biology II W 3 3 4  
 Life processes, reproduction, growth and development are covered and include the basic homeostatic processes of circulation, gas exchange, hormones, nerves, and excretion.  
 Prerequisite: BIO 101 or consent of instructor

BIO 103 Biology III S 3 3 4  
 Heredity, the nature of genes, evolution, animal and plant diversity, and ecology are studied in this course. Special topic discussions are held.  
 Prerequisite: BIO 102 or consent of instructor

BIO 104 Principles of Ecology TBA 3 3 4  
 A study of the relationship between organisms and their biotic, chemical and physical environment.  
 Prerequisite: None.

BIO 105 Basic Anatomy & Physiology F 4 2 5  
 A study of the normal structure and related functioning of the human body, with man identified as a living organism composed of living cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal man's need to maintain homeostasis. Included are the skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, and nervous systems, and the special sense organs. Elementary principles and concepts of chemistry, microbiology, and physics are presented with the emphasis on the application of these principles to the relationships between structure and functions of the normal human body. Encompasses bacterial anatomy, physiology, and immunology in laboratory portions, with relevant experiments to augment the students' learning of the body structure and functions.

BIO 106 Human Anatomy and Physiology I F 4 2 5  
 A study of the basic bodily functions, including chemistry and physics of the human organism. Emphasis is placed on interdependence of the various systems to total body functioning and homeostasis.  
 Prerequisite: BIO 105.

BIO 107 Human Anatomy and Physiology II W 4 2 5  
 A continued study of structure and functions of the human body. The pathophysiological dynamics concerned with the processes that bring about disruptions manifest themselves as symptoms, signs, and physical laboratory findings are emphasized.  
 Prerequisite: BIO 106 (Nurses must have BIO 108).

BIO 108 Microbiology S 3 2 4  
 A study of microscopic units of the human body as well as micro-organisms. Emphasis is placed on the etiology of pathogens, with special consideration given to pathogenicity, virulence, resistance control, and immunity.  
 Prerequisite: None (Nurses must have a corequisite: BIO 106).

BIO 111 Biology I Su 5 0 5  
 Lecture only. The first of a two-part sequence centering on the activities, origin, composition and organization of life and the energy process of life. In addition several of the life processes such as circulation, reproduction, etc. are covered.  
 Prerequisite: None

BIO 112 Biology II Su 5 0 5  
 Lecture only. Life processes and systems, heredity, plant and animal diversity and ecology are studied.  
 Prerequisite: BIO 111.

BIO 115 Medical Terminology I F 3 0 3  
 Develops a vocabulary and proficiency in medical terminology. Courses include Latin and Greek roots, prefixes, suffixes, and the abbreviations and symbolism necessary for a complete understanding of the terms used in health fields and medical record keeping. Course is primarily for pre-medical, pre-dental, pre-veterinary, nursing and medical secretarial students.

BIO 116 Medical Terminology II W 3 0 3  
 Continuation of previous quarter.  
 Prerequisite: BIO 115 or instructor's approval

BIO 200 General Botany TBA 4 2 5  
 Scientific study of the structure, classification, life processes, reproduction, and heredity of plants. Also, the environmental relationships and economic significance of plants are described.  
 Prerequisite: Consent of instructor.

BIO 205 Horticulture TBA 4 2 5  
 The cultivation, propagation, and breeding of plants, with emphasis on ornamentals. Control of environmental factors for optional plant growth. The laboratory exercises include plant culture, propagation, pruning, and identification of common ornamentals.  
 Prerequisite: BIO 200.

BIO 295 Special Topics TBA Variable Credit  
 Advanced and/or in-depth studies in biologically-related areas. Generally non-transferable.

BUS 101 Introduction to Business FWSSu 5 0 5  
 Survey of the business world with particular attention devoted to the structure of the types of business organization, methods of financing, internal organization, and management.

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

BUS 102A Typing I (Non-Business Majors) SuFWS 2 3 3  
 Introduction to the Touch Typewriting System with emphasis on correct techniques, mastery of the keyboard, personal correspondence and themes. The minimum speed requirement is 21 words per minute.

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

BUS 104 Typing III SuFWS 3 4 5  
 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 requirements: 46 words per minute for five minutes.  
 Prerequisite: BUS 103 or equivalent.

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

BUS 107 Shorthand II W,S 3 2 4  
 Continued study of theory with greater emphasis on dictation and elementary transcription.  
 Prerequisite: BUS 106 or the equivalent.

BUS 107A Shorthand II F,S 3 2 4  
 Continued study of theory with greater emphasis on legal dictation and elementary transcription.  
 Prerequisite: BUS 106 or the equivalent

BUS 108 Shorthand III W,S 3 2 4  
 Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.  
 Prerequisite: BUS 107

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

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

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

BUS 112 Filing F,S 3 0 3  
 Fundamentals of indexing and filing, combining theory and practice using miniature letters, filing boxes and guides. Alphabetic, geographic, subject and numeric filing are included.

BUS 115 Business Law I F,S 3 0 3  
 Acquaints the student with fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

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

BUS 117 Business Math I SuFWS 5 0 5  
 Stresses 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.

BUS 118 Business Math II SuFWS 5 0 5  
 A continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance and analytics of finance. Also included are perpetuity, capitalization, depletion, annuities, and advanced management in industry and banking.  
 Prerequisite: BUS 117

BUS 120 Accounting I SuFWS 5 2 6  
 Principles, techniques and tools necessary to understand the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, including practical application of the principles learned.  
 Prerequisite: BUS 117

BUS 121 Accounting II SuFWS 5 2 6  
 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. Accounting services are shown as they contribute to the recognition and solution of management problems.  
 Prerequisites: BUS 118, BUS 120

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

BUS 127 Consumer Economics SuFWS 3 0 3  
 Helps 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 understanding the economy in which he lives.

BUS 183 Legal Terminology/Transcription F,S 3 0 3  
 A study and practice course in the use of transcribing machines in legal dictation. Proficiency in the usage of legal terminology is emphasized.

BUS 183M Medical Term./Transcription FS 3 0 3  
 A study and practice course in the use of transcribing machines in medical dictation. Proficiency in the usage of medical terminology will be emphasized.

BUS 191 Payroll Procedures F,S 3 0 3  
 Acquaints 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. Introduces EDP systems, forms, and statements.

BUS 204L Advanced Typing SuFWS 2 3 3  
 Develops individual production rates. Students plan and type projects approximating work appropriate in 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: 55 words per minute.  
 Prerequisite: BUS 104

BUS 204M Advanced Typing SuFWS 2 3 3  
 Emphasis is placed on development of individual production rates. Student learns techniques needed in planning and typing projects approximating work appropriate in the field of study. Projects include review of letter forms, methods of duplication, statistical tabulation, and typing of reports, manuscripts and documents. Speed requirement: 55 words per minute.  
 Prerequisite: BUS 104

BUS 204E Advanced Typing SuFWS 2 3 3  
 Develops individual production rates. Students plan and type 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: 55 words per minute for five minutes.  
 Prerequisite: BUS 104

BUS 206 Dictation and Transcription I F,S 3 2 4  
 Develops skills in dictation and transcription of typewriter materials. Includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute for five minutes on new material.  
 Prerequisite: BUS 108

BUS 207 Dictation and Transcription II W,S 3 2 4  
 Covers materials appropriate to the course of study. Develops the accuracy, speed, and vocabulary that will enable a student to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 100 words per minute required for five minutes on new material.  
 Prerequisite: BUS 206

BUS 211 Office Machine (Duplicating) F,S 1 2 2  
 Instruction in the operation of duplicating equipment and the copying processes and the different kinds of supplies used with each machine. Emphasis is placed on originality and creativity.  
 Prerequisite: BUS 104

BUS 212 Machine Transcription F,S 1 2 2  
 A study and practice course in the use of transcribing machines in business dictation. Develops proficiency in word usage, correct grammar, and letter styles.  
 Prerequisite: BUS 104

BUS 214 Secretarial Procedures Su,W 3 2 4  
 Acquaints the student with the responsibilities encountered by a secretary during the work day, such as: receptionist duties, handling mail, telephone techniques, travel information, telegrams, office records, purchasing supplies, office organization, and insurance claims.

BUS 215 Office Application F,S 3 12 3  
 During the sixth quarter only, students are assigned to work in a business, technical, or professional office for 12 hours per week. Provides actual work experience for

secretarial students and allows practical application of the skills and knowledge previously learned.

Prerequisite: Fifth Quarter Standing

BUS 215A Office Application F,S 3 12 3

During the sixth quarter only, students are assigned to work in a legal office for 12 hours per week. Provides actual work experience for legal secretarial students and allows practical application of the skills and knowledge previously learned.

Prerequisite: Fifth Quarter Standing

BUS 219 Credit Procedures and Problems F,S 3 0 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection.

Prerequisite: BUS 120

BUS 222 Intermediate Accounting I SuFWS 5 2 6

Provides the necessary general accounting 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.

Prerequisite: BUS 121

BUS 223 Intermediate Accounting II F,S 5 2 6

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

Prerequisite: BUS 222

BUS 224 Advanced Accounting Su,W 3 2 4

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent and subsidiary accounting.

Prerequisite: BUS 223

BUS 225 Cost Accounting F,S 3 2 4

Covers nature and purpose of cost accounting; accounting for direct labor, materials, factory burden, job cost, and standard cost principles and procedures; Selling and distribution cost; budget; and executive use of cost figures.

Prerequisite: BUS 121

BUS 229 Taxes W,S 3 2 4

Application of federal and state taxes to various businesses and business conditions. Covers income, payroll, intangible, capital gain, sales and use, excise, and inheritance taxes.

Prerequisite: Math Proficiency.

BUS 232 Sales Development Su,W 3 0 3

A study of retail, wholesale and specialty selling. Emphasizes mastering and applying the fundamentals of selling. Preparation for sales demonstration required.

BUS 233 Personnel Management S 3 0 3

Principles of organization and management of personnel, including procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security.

BUS 235 Business Management Su,F 3 0 3

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.

BUS 239 Marketing Su,W 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

BUS 241 Sales Promotion Management F,S 3 0 3

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 the plan.

BUS 243 Advertising F,S 3 2 4

The role of advertising in a free economy and its place in the mass media. 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.

BUS 245 Retailing F,S 3 0 3

Deals with the role of retailing, including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

BUS 247 Business Insurance S 3 0 3

Presents basic principles of risk insurance and their application. Includes a survey of the various types of insurance.

BUS 260 Commercial Display and Design I F,S 3 0 3

Introduction to basic layouts and design of commercial displays. Discusses design as needed by retail stores, banks, restaurants, motels and various offices, specifying equipment and fixtures required.

Prerequisite: BUS 245

BUS 261 Commercial Display and Design II Su,W 1 3 2

An advanced continuation of BUS 260. Introduces the use of fabric construction in clothing, draperies, furniture covers, bath rugs, and carpets.

Prerequisite: BUS 260

BUS 262 Fashion in Retailing F,S 2 2 3

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.

Prerequisite: BUS 245

BUS 268 Marketing and Retailing Internship F,S 3 12 3

A minimum 132 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 the type of work experience must be approved by the advisor. Each student conducts and makes a written report on a practical project related to his internship.

BUS 269 Auditing F,S 3 2 4  
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.  
Prerequisite: BUS 223

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

BUS 280 Co-op I  
BUS 281 Co-op II  
BUS 293 Small Business Enterprises TBA 3 0 3  
Introduces the business world and problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.  
Prerequisite: None.

CAR 1102 Carpentry I W 5 15 10  
A brief history of carpentry and present trends in the construction industry. Involves operation, care and safe use of carpenter's handtools and powertools in cutting, shaping and lining construction materials. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation, and wall construction including form construction and erection.  
Prerequisite: None

CAR 1103 Carpentry II S 5 15 10  
Study and practice in the building of residential structures, including floor joists, subflooring, wall studding, and rough interior finishing.  
Prerequisites: CAR 1102, DFT 1112-V

CAR 1104 Finish Carpentry Su 3 18 9  
Study and practice in finishing carpentry techniques for residential buildings, including wall finishing, floor finishing, ceiling finishing, cabinetry and other finish carpentry areas.  
Prerequisites: CAR 1103, CAR 1102

CAR 1105 Carpentry III F 5 16 10  
An in-depth study into roofing systems. Layout theory, cutting, assembly, and erection form the major part of the course. Roof design and various coverings are studied with emphasis on weather resistance, installation and finishing.  
Prerequisite: CAR 1104

CAR 1106 Advanced Carpentry W 5 15 10  
Study and practice of the carpentry concepts involved in the construction of a single family dwelling.  
Prerequisite: CAR 1105

CAR 1107 Exterior and Interior Methods and Materials TBA 5 21 12  
This course is designed to acquaint the student with the various manufactured material used outside and inside, in a residential structure. Manufacturer's guides and instructions will be studied for correct installations procedures for these materials. Testing and experimentation will also be done on various material for further knowledge of the material. The material will be put into a structure correctly by a student and checked for correct installation.  
Prerequisite: CAR 1106

CAR 1108 Cabinetmaking TBA 5 20 12  
Introduces cabinetmaking and millwork as performed by the general carpenter. Use of shop tools and equipment is emphasized. Cabinet joining and finish will be studied and the student will be required to construct several cabinets on the job.  
Prerequisite: CAR 1107

CJC 101 Introduction to Criminal Justice F 5 0 5  
Familiarizes the student with a 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, and evaluation of law enforcement's current position, and an orientation relative to the profession as a career.  
Prerequisite: None

CJC 115 Criminal Law W 5 0 5  
Presents a basic concept of criminal laws and provide legal groundwork for those who seek to enter the criminal justice field.  
Prerequisite: None

CJC 125 Court Procedures and Evidence F 3 0 3  
Reviews court systems, procedures from incident to final disposition, the kinds and degrees of evidence, and the rules governing the admissibility of evidence in court.  
Prerequisite: None

CJC 206 Criminal Justice and the Community F 3 0 3  
Provides an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasizes the organization and function of these groups as they relate to the profession of criminal justice-protective service.  
Prerequisite: None

CJC 209 Correction Law W 3 0 3  
Familiarizes the student with the specific laws as they pertain to correction, care, custody, and control.  
Prerequisite: None

CJC 210 Criminal Investigation W 3 0 3  
Introduces the fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.  
Prerequisite: None



CJC 211 Criminal Investigation II W 3 0 3  
Includes the study of the investigation of specific offenses and preparing evidence for court.  
Prerequisite: CJC 210

CJC 212 Drugs F 3 0 3  
Prepares the student to identify and classify drugs. Emphasizes the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service.  
Prerequisite: None

CJC 217 Patrol Procedures TBA 5 0 5  
Gives a technical overview of the "why" as well as the "how to" of the patrol function. Areas of the patrol function addressed are: techniques and methods of traffic enforcement, crisis intervention (i.e. domestic disputes), eyewitnesses and the mechanics of identification, arrest, handling civil disorders, stolen motor vehicles, and misdemeanor felony cases.  
Prerequisite: None

CJC 220 Criminal Justice Administration W 5 0 5  
Introduces principles of organization and administration of criminal justice agencies.  
Prerequisite: None

CJC 225 Seminar in Criminal Justice S 3 0 3  
Supervised reading and independent research to analyze and evaluate modern criminal justice strategies and system innovations.  
Prerequisite: CJC 101

CJC 230 Counseling W 5 0 5  
Presents the basic elements of counseling and applies them to the different socio-economic groups in our society.  
Prerequisite: None

CJC 234 Community Based Correction W 5 0 5  
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, probation volunteer, professional assistance, legal aid, and other pertinent services.  
Prerequisite: None

CJC 255 Motor Vehicle Law and Accident Investigation TBA 3 0 3  
Reviews the motor vehicle code of North Carolina and basic concepts of modern accident investigation techniques and procedures. Enables students to apply violations of the motor vehicle code for traffic enforcement safety accident liability determination.  
Prerequisite: None

CJC 260 Special Law Enforcement Certification TBA 4 0 4  
Addresses the specific areas of police driver training, firearms training, and ABC Laws and enforcement techniques.  
Prerequisite: None

CJC 282 Internship S 3 10 3  
Provides an opportunity to relate theory to practice through observation and experience in an approved criminal justice agency, under the supervision of an instructor. Students participate as volunteer workers in law enforcement agencies, juvenile courts, probation/parole departments, correctional institutions, delinquency control programs, and public and private voluntary agencies.  
Prerequisite: Approval of Instructor.

CON 1106 Construction Planning and Estimating W 3 0 3  
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.

CON 1107 Construction Cost Determination S 1 3 2  
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.  
Prerequisite: CON 1105

CON 1108 Construction Documents Su 5 0 5  
A study of the various contract forms, permits, and other legal documents associated with residential and commercial construction.

COS 1101 Cosmetology Law and Ethics F 5 0 8 7  
A study of the law pertaining to the practice of Cosmetology in the state of North Carolina, including requirements, examinations, licensing, apprenticeship, sanitation, and the proper conduct of cosmetologists in relation to employers, patrons and co-workers. Also includes a course in personal hygiene.

COS 1102 Hairstyling I F 5 0 8 7  
The theory and practical application on manikins of basic hairstyling, including use of tools, materials and equipment; parting technique, directional mouldings, finger-waving, and the proper structure of sculpture curls. Stresses basic roller patterns and correct pin placement. Also includes a study of bacteriology, sterilization, and sanitation.

COS 1103 Permanent Waving I F 5 0 9 8  
Introduces the various methods of permanent waving, including its history as compared with modern technique. Course covers an in-depth study of chemicals used and their ultimate effect on the hair; safety precautions; basic cutting, sectioning, wrapping, and processing of permanent waves. Chemical hair relaxing, thermal pressing, and curling are also covered.

COS 1104 Permanent Waving II W 3 0 12 7  
The practical application of permanent waving and hair relaxing on live models including supervised haircutting, wrapping, processing, hair coloring, and the ultimate styling of the hair.

COS 1105 Hair Styling II W 2 0 12 6  
The cutting, styling, and combing of unique hairstyle effects, using various combinations of sculpture curls and roller placements. Included are the studies of facial shapes, special haircuts, various combing techniques, and the care and styling of wigs.

COS 1106 Anatomy-Skin-Hair-Nails W 5 0 6 7  
A basic study of human anatomy, with special emphasis on the structure, disease, and care of the skin, hair and nails. Course includes technique in facials, scalp and hair treatments, and manicuring. Also covers hair removal and facial make-up.

COS 1107 Permanent Waving III S 2 0 12 6  
Advanced permanent waving on live models with strong accent on special haircutting, choice of appropriate chemicals and chemical products, advanced wrapping technique, individual processing, and special effects in finished styling.

COS 1108 Hair Coloring S 4 0 9 7  
An in-depth study of hair structure and the effect of hair coloring chemicals. Course includes hair lightening materials and methods, hair coloring materials and methods, individual allergy and other safety precautions, as well as the coloring of brows and lashes. Hair coloring is taught in three categories: temporary, semi-permanent, and permanent colors.

COS 1109 Shop Management—Salesmanship S 5 0 8 7  
A study of beauty shop management and salesmanship. Covers day-to-day problems of the salon, location of the salon, lease, physical layout, check list for structural limitations, color scheme, insurance, business laws, health regulations, customer reception, management, operator relationships, financial control, record keeping, salesmanship and merchandising, advertising, budget, and professional ethics.

COS 1110 Practicum Su 0 0 40 13  
Helps students to prepare for beauty shops; learn salesmanships; develop timing for practical work; and establish safety habits.

CUL 100 Cultural Enrichment W 1 2 2  
Designed to promote the student's knowledge of the world around him and his culture. Includes visits to art museums, plays, and concerts.  
Prerequisite: None

DFT 110 Technical Drawing I Su 1 4 3  
Introduces the field of drafting 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. Introduces the principles of isometric, oblique, and perspective.

DFT 120 Technical Drawing II Su 1 4 3  
Applies orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliary views, simple and successive revolutions, and

sections and conventions are studied. Introduces the graphical analysis of space problems. Covers problems of practical design elements involving points, lines, planes, and a combination of these elements. Includes dimensioning practices for "details and working drawings," approved by the American Standards Association. Introduces intersections and developments of various types of geometrical objects.  
Prerequisite: DFT 110

ECO 102 Economics I SuFWS 3 0 3  
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.

ECO 104 Economics II SuFWS 3 0 3  
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.  
Prerequisite: ECO 102

EDP 104 Introduction to Data Processing F,S 3 2 4  
Covers 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.

EDU 102 Teaching Techniques S 2 2 3  
Methods and materials used by the classroom teacher in presenting information to the students. Designed to instruct students in operating equipment and its use with young children. Students learn how to prepare lesson plans and curriculum. Media used include films, flash cards, tapes, and recordings.  
Prerequisite: None

EDU 103 Working with Parents S 3 0 3  
Ways to involve parents in the educational process. Topics include the purposes and value of home visitation and programs for parents, including techniques of working with parents. The student learns how to handle interviews with parents and how to look to parents as an additional resource within an early childhood program.  
Prerequisite: None

EDU 104 Self Dynamics F 2 0 1  
Develops self-confidence, positive attitudes, positive characteristics and personalities. Students gain strength in awareness of personal values, inner resources and individual capabilities. Projects include eliminating feeling of doubt, insecurity, defenses, and inhibitions.

EDU 105 Group Dynamics W 2 0 1  
Develops skills in communicating, motivation, and understanding people. Projects review handling the emotional risks of love and friendship—relating hopes and dreams to reality—revealing how students are affected by being a member of many groups; an age group, a job group, a racial group, a neighborhood group, a family group, social group and on and on.

EDU 106 Career Dynamics S 2 0 1  
 Acquaints individuals with decision making anticipation, and expectation of setting goals for a career. Projects review the using of time, using resources, growth and accomplishment through self-management, learning to release the talent potential and gaining control and mastery over an individual's resources.

EDU 130 Introduction to American Public School System TBA 5 0 5  
 A study of historical development and underlying philosophies of educational institutions, and considers the roles and functions of the school in relation to other social institutions such as the state and church. Special emphasis on history and philosophy of education, American education and the future.

EDU 200 Working with EMR and TMR Children S 3 0 3  
 In-depth study of the causes, characteristics, and special needs of the EMR and TMR child. The student becomes aware of various teaching techniques to use with the MR children and is introduced to the many options open for training and educating MR children. The student learns to develop the least restrictive program for the MR child.  
 Prerequisite: None

EDU 201 Creative Activities for the Exceptional Child F 1 2 2  
 Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in the exceptional child.  
 Prerequisite: None

EDU 202 Science and Math for ECP W 3 0 3  
 Study of basic concepts from biological, physical, and mathematical sciences. Students learn to teach simple science concepts to young children, utilizing materials from nature and simple equipment. Each student develops a series of projects appropriate for a specific level of development. Study of the methods children use to learn basic concepts and their application to methods of teaching. Emphasizes how to teach children the basic math concepts.  
 Prerequisite: None

EDU 203 The Exceptional Child W 3 0 3  
 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.

EDU 205 Reporting and Observation W 3 0 3  
 Enhances the students' understanding of how to observe pupils and record observations in well-kept files.  
 Prerequisites: EDU 203, EDU 208

EDU 206 Music & Physical Activities S 1 2 2  
 Study of music appropriate for young children and ways of integrating music into a total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide

opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups.  
 Prerequisite: None

EDU 207 Infant Development TBA 3 0 3  
 Covers concepts of child development through the first year of life. Emphasizes proper nutrition, environment, medical attention, and developmental activities for the infant.  
 Prerequisite: None

EDU 208 Behavior Modification I F 3 0 3  
 Covers behavior modification as a series of techniques used by professionals to aid a child in acquiring adequate behavior patterns. Students are required to develop a behavior modification program for a child with an observable behavior problem.  
 Prerequisite: None

EDU 209 Behavior Modification II W 3 0 3  
 A continuation of EDU 208.  
 Prerequisite: EDU 208

EDU 210 Emotionally Disturbed Child W 3 0 3  
 A study of children with emotional and mental problems. In-depth review of causes and characteristics of mental deviations. Developmental and emotional surroundings that affect children are the prime concern of study.  
 Prerequisite: EDU 203

EDU 211 Preparing Instructional Objectives W 2 2 3  
 The most effective instruction is that based on an adequate set of objectives. To give a student the best opportunity to develop himself those objectives must be based on his need and level. Instructional objectives are written in terms of behaviors and include an evaluation.  
 Prerequisite: None

EDU 212 Human Sexuality of the Exceptional Child S 2 0 2  
 Covers special problems in the sexuality of the exceptional child that are inherent in the nature of the exceptionality.  
 Prerequisite: EDU 203

EDU 213 Levels of Reading and Readiness S 3 0 3  
 The student is taught to assess a child's reading ability and to use various techniques to solve varied reading problems. The student is introduced to various commercial reading programs and is allowed to critique these materials.  
 Prerequisite: None

EDU 214 Physical Activities for Exceptional Children W 1 3 3  
 An overview of the scope and the extent of outdoor recreation as it pertains to the exceptional child.  
 Prerequisite: EDU 203

EDU 215 Physical Handicaps F 3 0 3  
 An in-depth study of the causes, characteristics and special needs of the physically handicapped child. The student becomes aware of the various teaching techniques and therapy to use with physically handicapped children.  
 Prerequisite: None

EDU 216 Awareness of Fears and Problems of Children S 3 0 3  
 Advanced study of the fears of children. The role of the teacher in approaching and at times overcoming such fears. Discusses primary fear areas such as death, darkness, divorce, and the devil.  
 Prerequisite: None.

EDU 217 Language and Literature W 2 2 3  
 Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasizes use 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 language development needs.  
 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. Develops skills in oral reading and in story telling.  
 Prerequisite: None

EDU 218 Methods of Classroom Management F 3 0 3  
 One of the most severe problems facing educators today is that of control of the class in order to provide an educational environment. This course deals with techniques that can be applied to maintain an adequate learning environment. It provides the student with methods of discipline, reward, behavior alteration, one to one encounter, and referrals.

EDU 221 Society and Parents of EC S 3 0 3  
 Builds techniques for encouraging acceptance of a handicapped child by society and by the parents.  
 Prerequisite: None.

EDU 222 Practicum TBA Variable Credit  
 Involves the student with learning processes in a variety of work settings and enables the student to gain exposure to different facets in a career field and to do specialized study in a given area. Through "learning by doing", the student may correlate his knowledge and skills to work situations. During the practicum, the student is responsible for developing and carrying out well-designed lesson plans. Under the supervision of the lead instructor, the student has prime responsibility for instruction within the unit determined by the lead instructor.  
 Prerequisite: None

EDU 229 Social Studies for K-3 F 3 0 3  
 Students become aware of the community and family and study the world, its make-up and people, with emphasis on basic concept structure and problems which young children can understand. Students develop a social studies program on the child's level. Field trips which interest young children are taken.  
 Prerequisite: None

EDU 230 Pre-School Education F 3 0 3  
 A study of principles and practices of early childhood education—the types of experiences and facilities which promote the development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs and facilities are derived through group discussion and individual projects. Field experience provides opportunities to observe children and programs in different preschool facilities.  
 Prerequisite: None

EDU 231 Creative Activities for Pre-School Children F 1 3 2  
 Individual and group exploration of activities and media for promoting the 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. Emphasizes the importance of allowing children to explore and create without restrictions.  
 Prerequisite: None

EDU 232 Creative Activities & Crafts for K-3 F 1 3 2  
 The student develops a collection of different creative activities and crafts which are effective for children in Kindergarten through the third grade. Children at this age have the manipulative powers to do many intricate and imaginative creations. Students receive practical experience in creative craft projects and have the opportunity to teach these projects to young children in a number of recreational settings. The student works with several types of art and craft projects which may include ceramics, metalwork, weaving, and woodwork.  
 Prerequisite: None

EDU 242 School Records, Organizations & Public Relations S 2 0 2  
 A study of the every day procedures used in the classroom, including an introduction to the school plant, schedules, attendance reports, report cards, blue sheets, absentee lists, class rolls, and other clerical functions performed by the teacher aide.  
 Prerequisite: None

EDU 252 Learning Disabilities S 3 0 3  
 An in-depth study of the causes and characteristics of the child who experiences learning disabilities.  
 Prerequisite: EDU 203.

ELC 1102 Applied Electricity W 2 3 — 3  
 The use and care of test instruments and equipment used in servicing air conditioning and refrigeration installations. Principles and procedures for troubleshooting air conditioning, heating and refrigeration equipment. Included are transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.  
 Prerequisite: PHY 1101

ELC 1110 Blueprint Reading: Building Trades W 0 3 0 1  
Principles of interpreting blueprints and trade specifications common to the building trades. Develops proficiency in making three-view and pictorial sketches.

ELC 1111 Blueprint Reading: Electrical S 0 3 0 1  
Interpretation of schematics, diagrams, and blueprints for electrical installation, with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and plans for electrical installations, using appropriate symbols and notes according to the national electric codes.  
Prerequisite: ELC 1110

ELC 1112 Direct and Alternating Current F 5 0 12 9  
Study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's law and 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.

ELC 1113 Alternating Current and Direct Current Machine Controls W 5 0 12 9  
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 controls used in small appliances such as thermostats, time or sequencing switches.  
Prerequisite: ELC 1112

ELC 1124 Residential Wiring S 5 0 9 8  
Instruction in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residences, including services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups.  
Prerequisite: ELC 1112

ELC 1125 Commercial and Industrial Wiring Su 5 0 12 9  
Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols and the related National Electrical Codes. The experience of wiring conduits and installing simple systems will be incorporated into the course.  
Prerequisites: ELN 1118 and ELC 1124

ELN 1101 Basic Electronics F 11 12 16  
A definitive course outlining scientific principles and theories involved in the study of physics and electricity. An introduction to physical properties such as solids, liquids, and gases and their uses and effects on electricity. A study of the structure of matter and the electron theory, definition 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. A study of two-terminal active and passive components. A study

of three-terminal components used in electronic circuits, which includes a study of the theory and operating characteristics of vacuum tubes and semiconductor devices. An introduction to electro-magnetic components and how they are used in electronic circuits. An introduction to active and passive transducers and their uses. Familiarization and utilization of simple test equipment.  
Prerequisite: None

ELN 1118 Industrial Electronics S 3 0 7 5  
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.  
Prerequisite: ELC 1113

ELN 1119 Industrial Electronics Su 3 0 6 5  
Basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thynatron tubes and other basic types of systems commonly found in most industries.  
Prerequisite: ELN 1118

ELN 1122 Basic Electronics II W 8 15 13  
An in-depth study of the relationship between two and three terminal components and how they react when combined in various circuit configurations. A study of various configurations of power supplies, the principle of bias for both vacuum tubes and solid state devices, voltage and power amplifiers, oscillators, integrated circuits, basic logic circuits, feedback systems, and the principles of AM and FM transmission. Familiarization and use of more complicated test equipment and proper use of hand tools and soldering equipment.  
Prerequisite: ELN 1101

ELN 1133 Television Theory S 5 6 7  
Beginning theory course introducing the study of the following: the television camera, television transmission, block diagram of a television receiver and main functions of each section.  
Prerequisite: ELN 1122

ELN 1135 Radio Receiver and Amplifier Servicing S 4 12 8  
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.  
Prerequisite: ELN 1122

ELN 1147 Television Receiver Circuits Su 5 6 7  
An 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.  
Prerequisites: ELN 1133, ELN 1135

ELN 1148 Trouble-Shooting Techniques Su 0 16 5  
Stresses techniques of trouble-shooting and repair of TV receivers with the proper use of associated equipment. Students learn to align all circuits in monochrome and color receivers using specialized test equipment. Controlled laboratory defects and random problems are used to improve efficiency and accuracy of students.  
Prerequisites: ELN 1133, ELN 1135.

ENG 100A & B Basic Writing I & II FWSSu 5 0 5  
(each)  
Designed to aid the student in the improvement of self-expression. The emphasis is on grammar, diction, sentence structure, punctuation, and spelling. It is intended to stimulate students in applying the basic principles of English grammar in their day-to-day lives. To satisfy the basic requirements for the course, the student will be able to use standard English grammar; use punctuation, abbreviations, and effectively use the dictionary and be able to express his or her ideas in a properly punctuated and grammatically structured paragraph.

ENG 103 Technical Report Writing FWSSu 3 0 3  
Designed to develop proficiency in writing various types of short reports which one may be called upon to write in a business or industrial setting. An opportunity to gain experience with standard forms such as the accident report and work order is also given. In addition, the student writes a usable resume and letter of application and learns how to conduct himself during a job interview.  
Prerequisite: ENG 120

ENG 105 Library Services FWSSu 3 0 3  
Develops skills in retrieving information in the Learning Resources Center and introduces the use of audio-visual equipment. The approach stresses application of research and demonstration techniques to occupational needs.  
Prerequisite: None

ENG 119 Introduction to Composition FWSSu 5 0 5  
The student reviews fundamental skills and studies the techniques of organization and rhetorical devices necessary for college writing. Emphasis is on the writing of short, expository essays. Attention is given to proofreading and revising to produce unified, coherent, logically developed essays.  
Prerequisite: ENG 100 A&B

ENG 120 Grammar and Composition I FWSSu 3 0 3  
Students review structures of English grammar and become aware of forms which are acceptable in the formal essay. Emphasis is on writing well-developed, expository essays in a variety of organizational patterns.  
Prerequisite: ENG 119

ENG 121 Composition II SSu 3 0 3  
A continuation of the study and practice in writing expository essays. The emphasis is on preparation.  
Prerequisite: ENG 120

ENG 122 Composition III S, Su 3 0 3  
Emphasis is on the study and writing of expository prose. Essays are written in response to selected readings, both fiction and non-fiction.

ENG 206 Business Communication FWSSu 5 0 5  
The student learns to recognize various letter writing situations and is prepared to respond with the appropriate letter type. The student learns how to write successful sales letters, inquiries, adjustments, etc. Each student also writes a usable resume and application letter.

ENG 220 Speech FWSSu 5 0 5  
Develops speaking skills in both formal and informal speaking situations. Emphasis is placed on improving one's own self-concept in relation to communication and working toward overcoming self-consciousness and stage fright.  
Prerequisite: ENG 120

ENG 222 English Literature I F 5 0 5  
A survey of English Literature from Beowulf to Fielding, Pope, and Dryden, with emphasis on the characteristics of each period in English literary thought and development from Old English to the Eighteenth Century.  
Prerequisite: ENG 121

ENG 223 English Literature II W 5 0 5  
A survey of English Literature from Blake, Wordsworth, and Coleridge to Yeats, Joyce, Lawrence, and beyond, with emphasis on the characteristics of each period in literary thought and development from the Romantic Period to the present.  
Prerequisite: ENG 222

ENG 224 American Literature I F 5 0 5  
A survey of American Literature from William Bradford and Anne Bradstreet to Thoreau, Emerson, and Whitman. Emphasizes the growth of American literary form and thought from the Puritan beginnings to the Transcendentalism of the Nineteenth Century.  
Prerequisite: ENG 121

ENG 225 American Literature II W 5 0 5  
A survey of American Literature from the New Poetry pioneered by Whitman and Dickinson to such writers of the 1970's as Adrienne Rich, Sylvia Plath, John Updike, and James Dickey. Emphasizes the growth of American literary form and thought from Post-Transcendentalism to the Contemporary.  
Prerequisite: ENG 224

FRE 101, 102, 103 Beginning French I, II, III FWS 4 0 4  
A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. This sequence is designed for students with less than two units of high school French.  
Prerequisites: FRE 101, none; FRE 102 and 103, the preceding course

FRE 201, 202, 203 Intermediate French I, II, III FWS 4 0 4  
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.  
Prerequisites: FRE 201, FRE 103 or two high school units of French; FRE 202 & 203, the preceding course.

GEO 110	Introduction to Geography	TBA	3	0	3
A study of the earth's surface in its areal differentiation as the home of man. Emphasizes the concepts of geography and the methods and techniques used by the geographer in the study of the physical, cultural, political, and economic aspects of world regions.					
HEA 100	Health and Safety	F	3	0	3
Promotes 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. Emphasizes the influence of child care workers on health and safety and the methods of teaching health habits. Prerequisite: None					
HEA 105	Nutrition	W	3	0	3
Basic nutrition study with emphasis on methods of helping young children and their families learn nutritional concepts for more healthful living. Prerequisite: None					
HEA 111	Personal and Community Health	S (Alternate Years)	3	0	3
Covers all aspects of personal and community health with underlying science to clarify and support health education. Prerequisite: None					
HEA 112	First Aid and Safety	S (Alternate Years)	3	0	3
Basic study of health education designed to teach the fundamentals of administering first aid. Emphasizes accident prevention and practical application. Prerequisite: None					
HEA 1101	Grooming and Modeling	F	2	2	3
Introduces the student to the use of make-up, wigs, and dress for business. Included is guidance in figure control, stance, carriage and posture. Prerequisite: None.					
HEA 1101-V	Emergency Medical Care	TBA	3	0	3
A 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.					
HEC 1101	Clothing Construction I	F	2	8	5
A study and practice of the parts of the machine, use and care, body measurement, pattern selection to suit figure, pattern making, reading and understanding guide, and construction of simple garment. Prerequisite: None					
HEC 1102	Clothing Construction II	W	2	8	6
A study and practice of construction of garments, use of buttonhole worker and zig zag machines, pattern and adjustments to suit figure faults, machine adjustments—materials, threads, tensions, accessories, scrafs, belts, collars, cuffs, decorative trims. Prerequisite: HEC 1101					

HEC 1103	Clothing Construction III	S	2	8	6
Construction of garments outlined in HEC 1102. Prerequisite: HEC 1102					
HEC 1104	Art and Clothing Design	F	3	0	3
A study of color and design theories and their relation to fabrics and their selection. Prerequisite: None					
HEC 1108	Clothing for the Family	W	2	4	4
Study of clothing selection and construction for children and adults, both men and women. Prerequisite: None					
HEC 1113	Textiles and Merchandising	W	3	0	3
The study of identification, manufacturing, and properties of fabrics in relation to their care and serviceability. Prerequisite: None					
HEC 1114	Alterations and Pattern-Making I	S	1	4	3
The study of pattern making from scratch will be emphasized. How to adjust men's and women's clothes will be dealt with briefly. Prerequisite: None					
HEC 1115	Alterations and Pattern-Making II	Su	2	8	6
A continuation of pattern making and a more in-depth study and practice in alterations. Prerequisite: HEC 1114					
HEC 1116	Clothing Construction IV	Su	2	8	6
A continuation of projects begun in HEC 1103. Students will study the use of different fabrics, i.e., leather, velvet, knits, etc. Prerequisite: HEC 1103					
HEC 1117	Introduction to Tailoring	S	3	0	3
A study of the practice of the skills of tailoring men's and women's clothing. Prerequisite: None					
HEC 1118	Tailoring	Su	1	4	3
A continued application of skills studied in HEC 1117.					
HEC 1120	Fashion Show Preparation and Presentation	Su	1	4	3
All students will participate in set and program design, model fitting sessions and commentary development. Each student will construct four garments specifically for this course. The wardrobe will consist of one "after six," one sportswear, one lounge, and one "Sunday" outfit (minimum 2 pieces). Co-Requisite: HEC 1116					
HIS 101	Western Civilization I	F	3	0	3
Western Civilization I course covers pre-history to the Middle Ages (1000 A.D.)					
HIS 102	Western Civilization II	W	3	0	3
Western Civilization II course covers the period from the Middle Ages to the Reformation.					

HIS 103	Western Civilization III	S	3	0	3
Western Civilization III course covers the period from the Seventh Century to the present.					
HIS 207	American History I	F	5	0	5
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War.					
Prerequisite: None					
HIS 208	American History II	W	5	0	5
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.					
Prerequisite: None					
HIS 209	Afro-American History	S	5	0	5
The role of Afro-Americans in the development of the United States with particular attention to African heritage, forced migration, Americanization, and influence.					
HSA 100	Introduction to Human Services	TBA	2	3	3
Introduces the history of human services and systems. Human service agencies are studied. Guest lecturers and field trips offer the student a familiarization with all components of the system.					
HUM 114	Art History	S	5	0	5
A general overview of the leading artists and periods of art in Western Europe. The changes in art and styles beginning 476 to present. Two field trips planned: Duke Chapel and N. C. Museum of Art in Raleigh.					
Prerequisite: None					
HUM 115	Art Appreciation	Su	5	0	5
Introduces the visual arts with emphasis on understanding and personal enjoyment.					
Prerequisite: None					
HUM 116	Music Appreciation	FSu	5	0	5
Classical and non-classical approaches. Designed to provide students with a basic background in both the fundamentals of music and the art of listening for pleasure. Themes to be covered include: the role of the listener; techniques of listening; the concept of sound; the concept of music; general music theory; the social function of music (national and international perspectives).					
Prerequisite: None					
HUM 123	Humanities for Children	S	3	0	3
Emphasizes the study of experiences used to meet goals of early education in areas of socialization, intellectual competency, language, creativity, and aesthetic appreciation.					
Prerequisite: None					
HUM 125	Survey of the Old Testament	WSu	5	0	5
Introduces the literature of the Old Testament to acquaint the student with the history and religion of the ancient Hebrews.					
Prerequisite: None					

HUM 126	Survey of the New Testament	WSu	5	0	5
Introduces the literature of the New Testament in the context of early Christian history.					
Prerequisite: None					
HUM 202	Introduction to Philosophy	W	5	0	5
An introductory course covering such topics as theories of reality, the nature of mind and knowledge, and values.					
Prerequisite: HIS 100					
ISC 110	Industrial Psychology	W	3	0	3
Study of organizational behavior and principles relating to employee productivity with emphasis on the problems of morale, attitude and motivation.					
ISC 112	Fundamentals of Management	F	3	2	4
A survey of managerial theories and philosophies associated with typical organizational structures.					
ISC 113	Funamentals of Management II	W	5	0	5
A continuation of ISC 112 with emphasis on case studies.					
ISC 130	Industrial Safety	S	3	0	3
Study of the fundamentals of industrial safety and accident programs; costs and insights into causes of accidents and injuries; legal aspects of safety and OSHA regulations.					
ISC 210	Economics for Management	F	3	0	3
An application of microeconomic analysis to particularly difficult and pressing problems associated with fluctuations in the aggregate level of economic activity such as inflation and recession.					
ISC 212	Labor Relations I	W	3	2	4
A study of the industrial relation function with emphasis on labor laws, unionism, and the legal and socio-economic aspects.					
ISC 213	Labor Relations II	F	3	2	4
A continuation of ISC 212 with emphasis on current labor problems. Also, an in-depth study of landmark cases concerning the labor movement will be researched and studied by the students.					
ISC 214	Work Measurement	F	5	2	6
Covers time study and time study techniques to determine work standards; methods of standards development including job descriptions, elements and standard data.					
ISC 222	Labor Law	W	3	0	3
A survey of federal and state labor laws and regulations and their effects on the actions of employees and employers.					
ISC 224	Industrial Finance	S	3	0	3
A survey of financial policies, methods and procedutes utilized by industry, business and individuals.					



ISC 226 Industrial Planning & Control Su 3 2 4  
Analytical methods for production and inventory control emphasizing forecasting techniques, inventory and network models, sequencing and scheduling techniques, and line balancing.  
Prerequisite: MAT 102

ISC 228 Industrial Supervision I S 3 0 3  
Presents the fundamental principles of supervision and relates supervisory responsibilities to the demands imposed by a modern industrial environment.

ISC 229 Industrial Supervision II S 3 0 3  
A continuation of ISC 228 with emphasis on the development of the interpersonal skills needed in supervision.

ISC 230 Budgeting & Control S 3 2 4  
A survey of the techniques for accomplishing long and short range management objectives and the basic functions of planning, coordination and control. Emphasizes the first line supervisor's role in a dynamic comprehensive budgeting system.  
Prerequisites: BUS 120 & MAT 101

ISC 232 Quality Control S 3 2 4  
The law inherent in product liability determination; statistical evidence of process faults; aspects of product control concepts; reliability and quality control organization.

ISC 235 Training Management F 3 0 3  
This course teaches systematic training procedures with emphasis on the analytical method as defined by the American Management Association.

ISC 236 Plant Layout and Material Handling Su 3 2 5  
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing cost combined with the best methods to move materials. Manpower and material management are included.  
Prerequisite: ISC 214

LCS 1104 N. C. Building Code and N. C. Construction License Su 3 0 3  
Familiarizes the student with state and local building codes. Discusses interpretation of the building code and requirements for licenses and bonding.  
Prerequisites: CAR 1102, 1103

LCS 1105 Blueprints & Specifications F 3 3 4  
Prepares students to read and write specifications. Consists of the study of forms and specifications written and used for existing building as well as practical work for the student to complete according to his own drawings. Study is made of specification differences and minimum material standards.

LCS 1111 Blueprint Reading & Sketching F 1 3 2  
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.  
Prerequisite: None

LCS 1112 Blueprint Reading: Building Trades I W 2 3 3  
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.  
Prerequisite: LC 1111

LCS 1113 Blueprint Reading: Building Trades II S 2 0 2  
A study of the writing of specifications with correlation to blueprints. Practical application of using blueprints and specifications to determine working drawings, cost analysis, and materials.  
Prerequisite: LC 1112

LCS 1114 Construction Estimating Su 3 0 3  
Practical course in 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.  
Prerequisite: MAT 100 A,B

LCS 1115 Math for Carpenters F 3 — 3  
Combines the mathematical concepts found in every phase of carpentry work with information on carpentry skills and techniques. Reviews specific information on the methods, practices and tools of carpentry. Practical construction working problems are presented for the student to solve.

MAS 1101 Masonry I F 5 15 10  
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Selecting the proper mortars, layout and construction of various building elements.  
Prerequisite: None

MAS 1103 Masonry II S 2 3 3  
Study and practical application of the construction of brick walls, veniers, fireplaces, and chimneys.  
Prerequisite: MAS 1101

MAS 1106 Advanced Masonry W 1 6 3  
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.  
Prerequisite: MAS 1105

MAT 100A Arithmetic FWSSu 5 0 5  
Basic Math course covering addition, subtraction, multiplication, and division of whole numbers.  
Prerequisite: None

MAT 100B Fundamentals of Mathematics FWSSu 4 0 4  
 Basic math covering fractions, decimals, percentages, ratios, proportions, denomi-  
 nate quantities, and an introduction to simple linear equations.  
 Prerequisite: Satisfactory score on placement test

MAT 100C Introduction to Algebra FWSSu 5 0 5  
 Provides the basic understandings and manipulative skills of elementary algebra.  
 Prerequisite: Satisfactory score on placement test.

MAT 101 Technical Mathematics I FW 5 0 5  
 Designed for the engineering and industrial management major. Topics include  
 algebra review, functions and graphs, right triangle trigonometry, systems of equa-  
 tions, factoring and fractions, and quadratic equations.  
 Prerequisite: MAT 100C or satisfactory score on placement test.

MAT 102 Technical Mathematics II WS 5 0 5  
 Continuation of MAT 101. Topics include trigonometric functions of any angle,  
 vectors and oblique triangles, graphs of trigonometric functions, exponents and  
 radicals, exponential and logarithmic functions, and additional types of equations.  
 Prerequisite: MAT 101

MAT 103 Technical Mathematics III SSu 5 0 5  
 Continuation of tech math sequence. Topics include determinates and matrices,  
 inequalities, variation, progressions and the binomial theorem, advanced topics in  
 trigonometry, and an introduction to analytic geometry.  
 Prerequisite: MAT 102

MAT 120 College Math I: Basic Concepts FWSSU 5 0 5  
 A course with supplies the non-technical major with the basic mathematical con-  
 cepts necessary for applications in the management, biological, or social science or  
 for further study. Topics covered include a review of algebra, sets, functions,  
 polynomial models, mathematics of finance, and matrix theory. Applications are  
 stressed in all areas.  
 Prerequisite: MAT 100C or satisfactory score on math entrance examination.

MAT 121 College Math II: Finite Mathematics S 5 0 5  
 A course designed to offer the interested student some of the modern techniques  
 available to aid the decision process. Topics covered include linear systems, linear  
 programming, the simplex method, probability, Markov chains, game theory, and  
 an introduction to statistics. Applications are stressed in all areas.  
 Prerequisite: MAT 120

MAT 122 College Math III: Calculus WSu 5 0 5  
 A survey course in calculus for non-technical majors which stresses the techniques  
 of curve analysis and applications. Topics covered include exponential and  
 logarithmic function, limits, differentiation, inverse-differentiation, partial differ-  
 entiation, relative extrema, and integration.  
 Prerequisite: MAT 120

MAT 204 Technical Mathematics IV TBA 5 0 5  
 Introduces the fundamental concepts of differential and integral calculus. Stresses  
 applications of these concepts to technical situations.  
 Prerequisite: MAT 103

MAT 214 Statistics S 5 0 5  
 Covers elementary statistics, including descriptive and inferential statistics. Includes  
 collection and presentation of data, elementary probability theory, confidence  
 intervals, hypothesis testing, linear correlation, and regression.  
 Prerequisite: MAT 101.

MAT 1120 Applied Math WSSu 4 0 4  
 Plane and solid geometric figures using industrial applications, measurement of  
 surfaces and volumes, and right triangle trigonometry.  
 Prerequisite: MAT 100B

MAT 1116 Electrical Math W 5 0 5  
 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.  
 Prerequisite: MAT 100B.

NSG 101 Fundamentals of Nursing F 6 6 3 11  
 Designed as the foundation of all subsequent courses in nursing. Orients the stu-  
 dent to nursing, to the concept of wellness, and to the patient and his environment.  
 Focuses upon principles and techniques required by the nurse in meeting the  
 health needs of patients. Presents principles of body mechanics, medical and  
 surgical needs of patients. Presents principles of body mechanics, medical and  
 health needs of patients. Presents principles of body mechanics, medical and  
 surgical asepsis, and other fundamental nursing functions. Nursing care planning,  
 recording, observing, and communicating skills are introduced. Although the  
 emphasis is on basic nursing care, the student is taught to approach the patient as a  
 person with psychological, social, physical, and rehabilitative needs. Safe nursing  
 practices are emphasized throughout. The learning center, nursing laboratory, and  
 local hospital are used for directed clinical practices.  
 Prerequisite: None

NSG 102 Medical-Surgical Nursing I W, S 8 0 15 13  
 Provides beginning knowledge of the nursing care of patients with common prob-  
 lems caused by illness. Includes symptoms of illness, classification of diseases, pre-  
 and post-operative care, long-term illness and rehabilitation. Stresses nursing  
 needs of the patient with disorders and/or diseases of the cardiovascular and  
 respiratory systems. Covers principles relating to the care of the patient with long-  
 term illness, in geriatric situations, during rehabilitation nursing, as well as the  
 patient with cancer and the dying patient. Objective-centered clinical learning ex-  
 periences are planned on selected patients in the medical-surgical units of the  
 hospital. Additional learning experiences are planned in the emergency room,  
 operating room, recovery room, nursing homes, intermediate and extended care  
 facilities, and other agencies to meet stated objectives.  
 Prerequisites: NSG 101, BIO 105, NSG 106

NSG 103 Maternal and Child Nursing II W, S 8 0 15 13  
 Presents the physiology and nursing care of the woman during normal antepartum, labor, delivery and postpartum, with a survey of possible complications; and the needs of the normal newborn. Introduces the student to the etiology, treatment, and nursing care of common disorders and illnesses that affect the infant, child, and adolescent. Objective-centered clinical practice sessions will be planned, using the pediatric and obstetrical units of local hospital and selected patients. Development of patient care plans is emphasized. Observations of labor and delivery are provided and experiences in selected clinics are planned to stress the scope of maternal and child health care.

Prerequisites: NSG 101, NSG 106, BIO 105

NSG 104 Medical-Surgical Nursing II Su 8 0 15 13  
 The study of illness in body systems includes etiology, diagnosis, treatment and nursing care. Communicable diseases of the adult as well as disaster and emergency nursing are included. Patient teaching and rehabilitation are stressed as intrinsic aspects of the nursing process. Objective-centered learning sessions are planned in medical-surgical units of local hospitals, with additional learning experiences planned in the emergency room, operating room, recovery room, and intermediate and extended care facilities. Functioning as a member of the nursing team and the utilization of all health team members to promote and achieve total patient care are important aspects of this experience.

Prerequisite: NSG 102

NSG 105 Nursing Seminar Su 2 0 0 2  
 Comprehensive presentation of the nurse's legal and ethical responsibilities, standards of nursing, nursing organizations, and job opportunities are stressed. The Nurse Practice Act and its relation to legal practices and licenses is examined. Emphasizes the responsibilities and roles of the practical and the associate degree nurse, together with the history of nursing, as well as education to improve competencies in nursing.

Prerequisites: NSG 103, NSG 104

NSG 106 Nutrition F 3 0 0 3  
 Presents practical study of nutrients, how they are used by the body, sources and types of food necessary for the balanced diet in developmental and ethnic variations. Physiological processes of digestion, absorption, and metabolism are discussed.

Prerequisite: None

NSG 107 Diet Therapy W 2 0 0 2  
 A continuation of NSG 106. Introduces the most commonly used therapeutic diets.

Prerequisite: NSG 106

NSG 108 Pharmacology W 3 1 0 3  
 Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Conversion between systems, prescriptions of medications, drug classifications, and nursing implications are covered. Emphasizes the nurse's responsibilities in drug administration and prepares the student for the process of administering and computing dosages of drugs. Practice opportunities are provided in classroom and clinical learning experiences.

NSG 202 Maternal and Child Nursing II F 5 0 16 10  
 A study of nursing intervention during the maternal cycle, including intensive care of premature infants. Emphasizes family-centered care and health teaching, and recognizing deviations from the normal. Stresses planning nursing care for group or individuals by utilizing cognitive, judgmental, and manipulative skills and knowledge required through related courses. Nutrition, pharmacology, history, and legal aspects of nursing course content are integrated into clinical experiences for safe, effective nursing care which includes psychological, social, and emotional aspects of obstetrical and pediatric nursing practice. Objective-centered learning experiences are planned in clinical and community facilities.

Prerequisite: NSG 103

NSG 203 Medical-Surgical Nursing III S 6 0 15 11  
 A comprehensive study of biological, social, emotional and rehabilitative components of frequently occurring illnesses. Emphasizes the management of patient care as a function of the associate degree nurse. Opportunity is provided for using previously acquired knowledge in planning and implementing nursing care for groups or individuals. Nutrition, pharmacology, history, and legal aspects of nursing care are integrated in course content and clinical experiences. Planned clinical learning experiences are selected on the basis of the student's needs to meet stated objectives.

Prerequisites: NSG 104, NSG 206, BIO 203

NSG 204 Medical-Surgical Nursing IV Su 6 0 15 11  
 The study of bodily aberrations begun in Medical-Surgical Nursing III is continued with emphasis upon the rehabilitative and adaptive processes. Selected learning experiences are planned to assist the student to formulate and utilize cognitive, affective and manipulative skills in the care of the patients in all age groups and a variety of situations. The student is given the opportunity to plan, direct, and evaluate total patient care for individuals and groups.

Prerequisite: NSG 203

NSG 205 Nursing Seminar Su 2 0 0 2  
 Introduces current trends, practices, and transitional concerns in nursing. Continuing education after graduation is emphasized.

NSG 206 Psychiatric Nursing W 6 0 15 11  
 A study of the nurse's role in functioning therapeutically and with mentally ill patients who require hospitalization at some point during illness. Emphasizes cognizance and utilizations of self as a therapeutic agent, identification of personality, and behavior deviations. Objective-centered clinical experiences are planned in acute care facilities, local mental health clinics, alcoholic rehabilitation centers, and other related agencies. Concepts acquired in all other courses are emphasized in class and clinical situations to enhance synthesis and integration of the psychiatric components in nursing education.

Prerequisites: NSG 202, PSY 210, SOC 101

NUR 1110 Interpersonal Relationships for Nurses F 2 0 2  
 Helps develop a good relationship between students, patients, and other health workers. Emphasis is placed on reaction of both nurse and patient toward

illness and how attitudes of both can be changed. The importance of understanding self is also stressed. Prerequisite: None.

NUR 1111 Health, Nutrition, Maternal, and Child Care F 4 2 5  
A two-part course which includes a study of personal, physical and mental health, including basic concepts of bacteriology as it relates to family and community health.

The first part deals with the principles of good nutrition and their application to the needs of normal individuals including some modifications necessary for diet therapy.

The second part is a course of study presenting information concerning the normal pregnancy, labor and delivery. Emphasizes the newer concepts of maternity nursing, and stresses basic principles rather than specific procedures. Included are nursing principles needed in meeting the newborn and premature infant's needs. The student is required to have an introduction to body structure and function including the reproductive system prior to entering into the second part of this course.

Prerequisite: BIO 105

NUR 1113 Nursing Fundamentals F 6 6 9

Introduces basic nursing principles underlying good nursing care in meeting the needs of patients during observation, ambulatory, or mildly ill stages. Emphasizes the development of essential skills and attitudes needed for adequate performance within the P.N. role. Stresses the principles of good personal and vocational behavior of the practical nursing student that will enable the student to work ethically with other health workers.

Prerequisite: None.

NUR 1114 Medical Terminology F 2 0 2

Builds a better vocabulary by presenting definitions, correct pronunciation, spelling, prefixes, and suffixes of various words. Medical terminology is stressed throughout the course. Emphasizes using the vocabulary learned to form correct phrases in reporting observations related to patient care.

Prerequisite: None.

NUR 1120 Medical-Surgical Nursing I 6 2 7

Develops the understanding and skills necessary to meet the needs of patients with selected medical-surgical conditions, related diet therapy included. Previous learnings are reinforced and supplemented.

Prerequisite: NUR 1113

NUR 1121 Maternal and Child Care II W 6 2 7  
(Obstetrics, Pediatrics)

A continuation of nursing in maternal care followed by a course of study presenting information concerning the needs of the normal child in various stages of growth and development. Develops skills and attitudes necessary for the adjustment of the child and family to the hospital situation.

Includes basic principles of communicable diseases fundamental to nursing responsibility for individuals, family, and the community.

Prerequisite: NUR 1111.

NUR 1122 Clinical Practice W 0 14 5

Actual nursing care experience with selected patients in the affiliating agencies, to enable the student in learning to meet the needs of patients while performing bedside care.

Prerequisite: NUR 1113.

NUR 1123 Drugs and Solutions: Measurement & Preparation W 0 2 1

Teaches understanding and skills that are basic for safe and intelligent preparation and administration of drugs both externally and internally. In order to safely prepare and administer drugs, it is necessary to know the various systems of measurement, their approximate equivalents, and at least one simple method of preparing solutions and fractional dosages of medications.

Prerequisite: None.

NUR 1130 Medical-Surgical Nursing II S 6 2 7

Provides 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.

Prerequisite: NUR 1120.

NUR 1131 Drug Therapy S 2 2 3

A course of study emphasizing the methods of administering, the main effects, the uses, and the toxic symptoms of the more common drugs. Stresses safety precautions and legal limitations.

Prerequisite: NUR 1120.

NUR 1132 Clinical Practice S 0 21 7

Actual nursing care experiences with selected patients in the affiliating agencies correlated with classroom theory. Experiences are provided to enable the student to meet needs of the more dependent patient in the medical, surgical, obstetric and pediatric department.

Prerequisite: NUR 1120, 1121, 1122.

NUR 1140 Medical-Surgical Nursing III 6 2 7

Presents care of the more critically and seriously ill patient. Special emphasis on developing the role of the practical nurse as an assistant in a complex situation. Included are basic principles of emergency and disaster nursing.

Prerequisite: NUR 1130.

NUR 1141 Nursing Seminar Su 2 0 2

Comprehensive presentation of the nurse's legal and ethical responsibilities, standards of nursing, nursing organizations and job opportunities. The Nurse Practice Act in its relation to legal practices and licenses is examined. The responsibilities and roles of the practical nurse, together with the history of nursing, are emphasized. Continued education to improve competencies in nursing is also emphasized.

Prerequisite: NUR 1110.

NUR 1142 Clinical Practice Su 0 21 7  
Nursing care experiences with the more critically and seriously ill patients in the affiliating agencies. Students participate in team conferences with R.N.'s and LPN's to help formulate nursing care plans to meet the needs of special patients.  
Prerequisite: NUR 1122, 1132.

NUR 1150 Basic Nursing TBA 4 0 4  
Develops specific skills related to patient care. Bedside nursing procedures, as well as simple procedures ordered by the physician are studied. Develops skilled observation of patients and on accurate reporting to appropriate nursing personnel.  
Prerequisite: None.

NUR 1151 Basic Nursing Laboratory TBA 4 0 1  
Develops skills related to patient care in a stimulated health facility setting. Emphasizes understanding medical asepsis, safety and protection of patients and personnel from infections and accidents. Prerequisite: None.

NUR 1152 Basic Nursing Clinical Practice TBA 0 21 7  
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.

PED 105 Table Tennis (Ping Pong) TBA 0 2 1  
Covers rules and strategies, scoring, officiating and participation in table tennis.

PHE 220 Games & Activities for Youth W 2 2 3  
Explores activities for promoting optimal overall physical development of young children, with special emphasis on body movements and exercise, dance, and games.  
Prerequisite: None

PHY 130 Physics I TBA 3 2 4  
Covers several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Includes laboratory experiments and specialized problems dealing with these topics.  
Prerequisite: None

PHY 1101 Applied Science I F,W,S 3 2 4  
Introduces physical principles and their application in industry. Topics include measurement; properties of solids, liquids, and gases; basic electrical principles.  
Prerequisite: None

PHY 1102 Applied Science II: W 3 2 4  
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.  
Prerequisite: PHY 1101.

PLU 1110 Plumbing Pipework F 3 9 6  
Introduces the tools, fittings, and small equipment used by plumbers. Most of the time is spent in the shop, where the student can learn how to handle these materials correctly. The student performs operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.  
Prerequisite: None

PLU 1111 Residential Water Systems W 2 9 5  
Covers the installation of water distribution systems, beginning with the source of supply and including the location of pipes, valves, and pumps in both single-story and multi-story buildings. Plumbing installations provide practical applications. Covers heating devices, and the storage and circulation of hot water. Private and public sewage and drainage systems, including their ventilation. Field trips will be taken to study various types of installation.  
Prerequisite: PLU 1110.

PLU 1112 Installation of Plumbing Fixtures S 3 9 6  
Presents the differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed. The proper use of traps is included. The student gets actual practice by making installation. Prerequisite: PLU 1111

PLU 1114 Blueprint Reading: Building Trades F 0 3 1  
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.  
Prerequisite: None

PLU 1115 Blueprint Reading: Plumbing Trades W 0 3 1  
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasizes plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and notes are studied in detail. Applicable building and plumbing codes are used for reference.  
Prerequisite: PLU 1114

PLU 1120 Low Pressure Steam Systems S 2 6 4  
Presents the types of low pressure steam boilers, and the principles of boiler operation. Boiler accessories such as connectors, fittings, and insulation are included. Low Pressure steam systems, their layout, and component parts are studied and installed. Covers equipment used in heat transmission, such as radiators, coils, and connectors.  
Prerequisite: PLU 1110

PLU 1121 High Pressure Steam Systems S 3 9 6  
Continues applications of low pressure steam equipment. Principles involved in industrial applications of both low-pressure and high pressure steam equipment. Commercial and industrial blueprints are studied, utilizing low and high

pressure equipment. Emphasizes high pressure boilers and installations of high pressure systems.

Prerequisite: PLU 1120

PLU 1123 Hot Water and Panel Heating Su 3 6 5

Presents the piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disadvantages of each of these units, including apparatus for radiant heating and panel heating. Includes methods of "sizing" equipment for various installations. Practical application is provided in installing this equipment.

Prerequisites: PLU 1120, PLU 1111.

PLU 1125 Industrial Piping Su 3 9 6

Emphasizes piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants, and process piping such as is used in the chemical industries.

Prerequisites: PLU 1112, WLD 1101.

PLU 1126 Hydraulic Systems Plumbing Su 2 3 3

Plumbing applications in hydraulic systems. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems are studied. Installation and servicing methods of these systems are undertaken.

Prerequisites: PLU 1110, PHY 1102.

PME 1101 Internal Combustion Engines F 3 — 12 7

Develops 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.

PME 1102 Basic Electrical & Fuel Systems W,S 5 — 15 10

A thorough study of the electrical and fuel systems of the automobile: battery cranking mechanism, 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.

Prerequisite: None

PME 1184 Co-op Experience F — — 20 2

Students are placed in co-operative work experience jobs and are supervised and evaluated by an on-the-job supervisor and a faculty member. Objectives for each student are determined prior to job placement.

Prerequisite: Satisfactory completion of first four quarters.

PME 1185 Co-op Experience W — — 20 2

A continuation of PME 1184.

PME 1186 Co-op Experience S — — 20 2

A continuation of PME 1185.

PME 1202 Auto Elec/Electronics F 3 — 12 7

A thorough 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.

Prerequisite: PME 1102

PME 1121 Front Suspension, Alignment, and Power Steering S, W 2 — 4 3

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.

Prerequisite: None

PME 1224 Advanced Auto Transmissions W 3 — 12 7

Provides a deeper understanding of automatic transmissions. Included are theory of operation, correct disassembly and assembly procedures, planetary gear systems, diagnosis, and repair on live projects.

Prerequisite: AUT 1124

PME 1226 Automotive Servicing II S 3 — 12 7

Emphasizes "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 diagnosing, testing, adjusting, repairing and replacing component parts

Prerequisite: PME 1125

POL 102 National Government W 3 0 3

A general survey of the Federal System with special emphasis placed on its operation within the constitutional framework of the United States.

Prerequisite: None

POL 110 State and Local Government S 3 0 3

A study of the roles of state and local government including a consideration of the origin, function and powers of state and local units. Studies the differences that are encountered from state to state and community to community by means of comparative analysis.

Prerequisite: None

POL 201 20th Century History and Politics W 3 0 3

A survey course of major European and American historical events from the outbreak of World War I to the present with emphasis on political and social developments in 20th century Europe and the United States. Uses historical novels and primary sources as reading material and incorporates films, television shows and outside speakers in its format.

Prerequisite: Instructor's permission

PSY 101 General Psychology F, W, S, Su 3-5 0 3-5  
 Study of the various fields of psychology, the developmental processes, motivation, emotion, frustration, and adjustment, mental health, attention and perception, problems in group living.  
 Prerequisite: None

PSY 114 Human Relations W,S 3 0 3  
 A study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership and relationships within the work situation.  
 Prerequisite: PSY 101

PSY 115 Human Growth I F 3 0 3  
 A detailed study of the developmental sequence during the preschool and primary period, ages 1-9. Emphasizes factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage; and the relationship of early childhood to later realization of potential.

PSY 116 Human Growth II W 3 0 3  
 A detailed study of the developmental sequence during middle childhood and adolescence, ages 10-18. Emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interest.  
 Prerequisite: PSY 115

PSY 209 Abnormal Psychology TBA 3 0 3  
 A study of the symptoms, causes and treatment or care of persons suffering from neuroses, psychoses, behavior disorders and mental deficiencies. Field trips to mental clinics and hospitals.  
 Prerequisite: PSY 101

PSY 212 Child Psychology S 5 0 5  
 A study of developmental processes from conception to puberty with emphasis on theory, principles, and recent research on physical and motor, mental and language, emotional and social development. Includes behavioral theories of development.  
 Prerequisite: PSY 101

REC 110 Recreational Arts and Crafts F, S 1 3 2  
 Develops specific talents in recreational arts and crafts. Presents the methods, materials and techniques for teaching arts and crafts to children and adults, with special emphasis on projects for the handicapped. Skill areas taught include pottery camp crafts.  
 Prerequisite: None

REC 111 The Human Body in Health and Disease FS 2 3 3  
 This course is designed to develop an understanding of the human body with regard to prevalent diseases and disorders of the body systems as well as related medical terminology. A discussion of the recreational limitations of the diseases and disorders will be an integral part of the course.  
 Prerequisite: None

REC 112 Introduction to Recreation Services F, S 3 0 3  
 Introduces the historical and philosophical foundation of recreation and leisure. The basic principles, the definition, and the impact and trends of recreation are presented. The different agencies providing recreational services are included.  
 Prerequisite: None

REC 113 Introduction to the Ill and Handicapped F, S 3 0 3  
 Introduces the student to the ill and handicapped person to develop a general knowledge of the different handicapping conditions, their causes, and limitations resulting from the disability. To aid the students' understanding, a trip will be made to an institution for the retarded, mentally ill, hearing impaired, or physically handicapped.  
 Prerequisite: None

REC 114 Social Aspects of Sport F, S 3 0 3  
 Focuses on sport and social values, socialization in sport, academic achievement and social mobility in relation to sport participation, and attitudinal and behavioral concomitants of sport.  
 Prerequisite: None

REC 120 History, Philosophy, & Contemporary Nature of Recreation in America W 3 0 3  
 The history of recreation in the United States is briefly covered. The various philosophies of recreation and leisure time are discussed with emphasis on their relation to the formulation of recreational patterns in present-day America. The course concludes with a discussion of the contemporary nature of recreation.  
 Prerequisite: None

REC 121 Principles of Motor Development W 3 0 3  
 Gives the student an understanding of the sequential development of fundamental movements, motor patterns and sports skills.  
 Prerequisite: None

REC 122 Health Practices in Recreation Management W 3 0 3  
 Emphasizes health problems, disease prevention, communicable diseases and their control, public health administration, school hygiene, and other health problems related to recreation management.  
 Prerequisite: None

REC 130 The Psychology of Sport and Recreation S 3 0 3  
 Explores the psychology of competition, the underlying personality dimensions of sport, the personality trait structure of athletes, and achievement and aggression in sport.  
 Prerequisite: None

REC 131 Recreation Leadership I S 3 0 3  
 Focuses on various leadership principles and procedures and the different types of leaders prevalent today. Discusses techniques for conducting a recreation survey and the relationship between behavior problems and recreation.  
 Prerequisite: None

REC 132 Team Sports and Games in Recreation S 1 3 2  
 Develops the students' knowledge and ability in team sports and games. The rules and regulations, field dimensions, equipment and safety factors are reviewed. Activities for groups of different ages and abilities are presented. Students participate in baseball, softball, tag and flag football, soccer, basketball, volleyball, relays and other team sports and events.

Prerequisite: None

REC 133 Sports Officiating S 1 3 2  
 Introduces the student to the techniques of officiating lead-up games and team sports such as volleyball, softball, and basketball, with emphasis on learning the rules of team sports.

Prerequisite: None

REC 134 Nature and Outdoor Recreation S 3 0 3  
 Acquaints the student with recreation and its relationship to our natural surroundings. Focuses on conservation, wildlife, nature, projects for all seasons, and other activities. Stresses planning a nature and outdoor recreation program for the handicapped.

Prerequisite: None

REC 140 Recreation Leadership II Su 3 0 3  
 Basic skills in working with people is an essential asset to the recreation leader working with program participants, volunteers, staff, and the public. This course focuses on human relations, giving the student an opportunity to make applications from the material covered in Recreation Leadership I.

Prerequisite: REC 131

REC 141 Individual Sports and Games Su 1 3 2  
 Develops the students' understanding of individual sports and games. Class instruction is on the proper techniques, rules, and equipment with emphasis on adapting the activity to the abilities for the handicapped. Sports and games included are bowling, golf, archery, fishing, tennis, hiking, and cycling.

Prerequisite: None

REC 142 Folk, Square and Social Dance Su 1 3 2  
 Develops 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 are also stressed. Adequate class time is used for student participation and practice.

Prerequisite: None

REC 143 Effective Supervisory Practices in Recreation Su 3 0 3  
 Develops a knowledge of effective supervisory skills. It is important for any recreation leader to be able to properly direct the participants, staff, and volunteers in his program. Stresses basic concepts of supervision with emphasis on work methods, orientation, job instruction, discipline, public relations, cooperation, and evaluation. Reviews the types of supervision.

Prerequisite: None

REC 144 Safety and First Aid in Recreation Su 3 0 3  
 Includes first aid procedures and an analysis of safety problems in recreation areas and facilities. Emphasis is on accidents which are most prevalent in the recreation environment.

Prerequisite: None

REC 210 Leisure Counseling F 3 0 3  
 The goal of leisure counseling is to aid the individual in selecting activities which will enhance the quality of life through the better use of leisure. This course aids the student in helping others to explore leisure interests and to pursue their interests in a constructive way.

Prerequisite: None

REC 211 Recreation Drama F 1 3 2  
 Explores the use of drama in a recreational setting. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children and adults. Creative activities such as pantomime, plays, stunts and skits, charades, storytelling, and costuming are included. To develop skill in drama, student participation is encouraged.

Prerequisite: None

REC 212 Introduction to Gerontology F 3 0 3  
 Addresses the needs and concerns faced by the aged such as income, disability, transportation, religion, and voluntary activities.

Prerequisite: None

REC 213 Recreation Areas and Facilities and Program Planning I F 3 0 3  
 Explores the different types of indoor recreational facilities and their use. Emphasizes the essential elements and basic principles involved in the organization and supervision of various types of recreation programs.

Prerequisite: None

REC 214 Introduction to Therapeutic Recreation F 3 0 3  
 Provides coverage of therapeutic recreation and human service models, the therapeutic recreation process, the specialist, and personal professional development.

Prerequisite: None

REC 220 Social Recreation W 3 0 3  
 Develops skill in planning social recreational activities. Party planning, special events, social games, quiet games, trips and picnics, and decorating are emphasized.

Prerequisite: None

REC 221 Recreation Administration W 3 0 3  
 Introduces the student to basic principles and concepts of recreation administration. Primary emphasis is on the administration of municipal recreation programs. Administrative concern in personnel management, public relations, budgeting and finance, and legislation is presented.

Prerequisite: None



REC 222 Adaptive Physical Education and Recreation W 3 0 3

A study of modifications and adaptations used in recreation and physical education activities for handicapped persons. Discussions and demonstrations of techniques and equipment used in adapting various sports, games and other activities to fit the limitations of the handicapped. Students have the opportunity to observe adaptations for the mentally ill and retarded, blind, the elderly, physically handicapped and other special groups.

Prerequisite: None

REC 223 Leisure and Aging W 3 0 3

Emphasis is on the social aspects of aging, health and illness among the aged, the economics of being old and special leisure activities available for senior citizens.

Prerequisite: REC 212

REC 224 Recreational Music W 1 3 2

Develops an understanding of the value and use of music in a recreation program. The instruments, aids, and materials used are given special attention. Practice sessions and demonstration of teaching techniques and skills.

Prerequisite: None

REC 225 Recreation Areas and Facilities and Program Planning II W 3 0 3

A continuation of REC 213, with additional research of recreational areas and facilities with emphasis on principles in planning the dimensions and standards, maintenance, and the operation of areas and facilities. Special attention is focused on accessibility to areas and facilities by special populations.

Prerequisite: REC 213

REC 226 Organization of Recreation Activities W 3 0 3

Gives the student a specific and comprehensive knowledge of recreation activities. Special attention is given to legal liability, Title IX legislation, awards, point systems and special recreation activities.

Prerequisite: None

REC 240 Recreation in Institutions for Special Populations Su 3 0 3

An extension of REC 214 relating the therapeutic recreation process to youthful and adult offenders, the mentally ill, the mentally retarded, the alcoholic and drug addict, the economically deprived, and racial minorities.

Prerequisite: REC 214

REC 241 Camping for Special Populations Su 3 0 3

An overview of camping for special populations. Aids the student in developing activities to match each camper's individual abilities. Includes a discussion of programming, physical facilities, equipment and materials needed to effectively operate a camp for special populations.

Prerequisite: None

REC 242 Resident and Day Camp Administration Su 3 0 3

Develops an understanding of the total camping program to include programming, the role of the counselor, use of volunteers, and maintenance of grounds.

Prerequisite: None

REC 243 Landscaping in Recreation Su 3 0 3

Emphasizes the application of design principles to landscaping recreation areas and facilities. Includes selecting and planting trees, shrubs, flowers and lawn grasses. Students will prepare detailed landscape plans for a recreation area or facility.

Prerequisite: None

\*REC 282 Recreation Internship and Seminar FWSSu 1 20 3

Actual work experience in which the student serves as an intern with a recreation department, park, summer camp, school, hospital, nursing home, or state institution. A one-hour-per-week seminar serves as a forum for discussion of problems and experiences.

Prerequisite: Successful completion of three quarters of recreation course work.

\*Students, upon recommendation of department, may fulfill REC 282 requirement by approved co-operative work experience.

RDG 100A Reading I TBA 3 0 3

This course will include work in the basic reading skills; (main idea and detail sound and structure, basic study habits).

RDG 100B Reading II TBA 3 0 3

This course will include a one week review of study techniques, literal and figurative comprehension, vocabulary development, and a study of the relationship between rate and purpose.

RDG 100C Reading III TBA 3 0 3

This course will include work in critical reading, specialized vocabulary and rapid reading.

SCI 211 Science for K-3 W 1 2 2

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children participate. Each student plans a science program which could be used as an integral component of the overall program for young children in group care.

SOC 101 General Sociology F, W, S, Su 3 0 3

The nature, concepts, and principles of sociology—society, culture, socialization, groups, institutions and organizations, the class systems, social change and social processes.

Prerequisite: None

SOC 107 The Family F 3 0 3

Study of the family as a social unit and in the American culture with primary focus on the influence of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide

opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

Reviews changing patterns in family roles, the influence of socioeconomic status on family relationships, factors associated with cultural deprivation and the effect on children in such families.

SOC 112 Modern Social Problems S, Su 3 0 3  
Nature, extent, causes and consequence of social problems in America today.  
Prerequisite: SOC 101

SOC 113 Sociology of the Family F 3 0 3  
Study of the American family with attention given to courtship, marriage, family relationships, and interdependences, social or cultural stresses emerging from contemporary family life.  
Prerequisite: SOC 101

SOC 115 Criminology S 3 0 3  
Introduces the causes of crime and delinquency. Discusses the historical and contemporary aspects of crime, law enforcement, and punishment.

SOC 116 Sociology of Religion TBA 3 0 3  
A study of religion as a social institution with emphasis on individual and social behavior.

SOC 117 Juvenile Delinquency W 5 0 5  
A general survey of juvenile delinquency as an individual and social problem. Deals with delinquency, causation, methods of correction and prevention.  
Prerequisite: SOC 101

SOC 211 Marriage and Family F 3 0 3  
The student studies marriage and family relationships and the role families play in the development of children. An in-depth study of the five major areas of conflict. Sexuality and family planning are also covered in depth.  
Prerequisite: None

SPA 101, 102 & 103 Beginning Spanish I, II, III FWS 4 0 4  
A study of the basic elements of Spanish. Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. This sequence of courses is designed for students with less than two units of high school Spanish.  
Prerequisites: SPA 101, none; SPA 102 and 102, the preceding course.

SPA 201, 202, 203 Intermediate Spanish I, II, III FWS 4 0 4  
An intermediate sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with Spanish Civilization.  
Prerequisite: SPA 201, SPA 103 or two high school units of Spanish; SPA 202 & 203, the preceding course.

WLD 1104 Blueprint Reading: Mechanical F, W, S 3 — 1  
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.  
Prerequisite: None

WLD 1110 Beginning Oxyacetylene and Arc Welding F, W, S 5 — 15 10

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

Prerequisite: None

WLD 1117 Blueprint Reading: Welding Su, W, S 3 — 1  
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

Prerequisite: WLD 1104

WLD 1118 Pattern Development and Sketching Su, F, S 5 — 15 10

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of pattern and templates.

Prerequisite: WLD 1117

WLD 1120 Arc Welding Su, W, S 5 — 15 10

The 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. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: WLD 1110

WLD 1129 Basic Welding W(D), Su(E) 2 3 3

Presents basic characteristics of metals, equipment; its construction and operation, by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Instruction in safe and correct methods of assembling and operating gas and arc welding equipment. Students practice surface welding, bronze welding, silver-soldering, and flamecutting and arc welding methods applicable to mechanical repair work.

WLD 1130 Pipe Welding Su, F, S 5 — 15 10

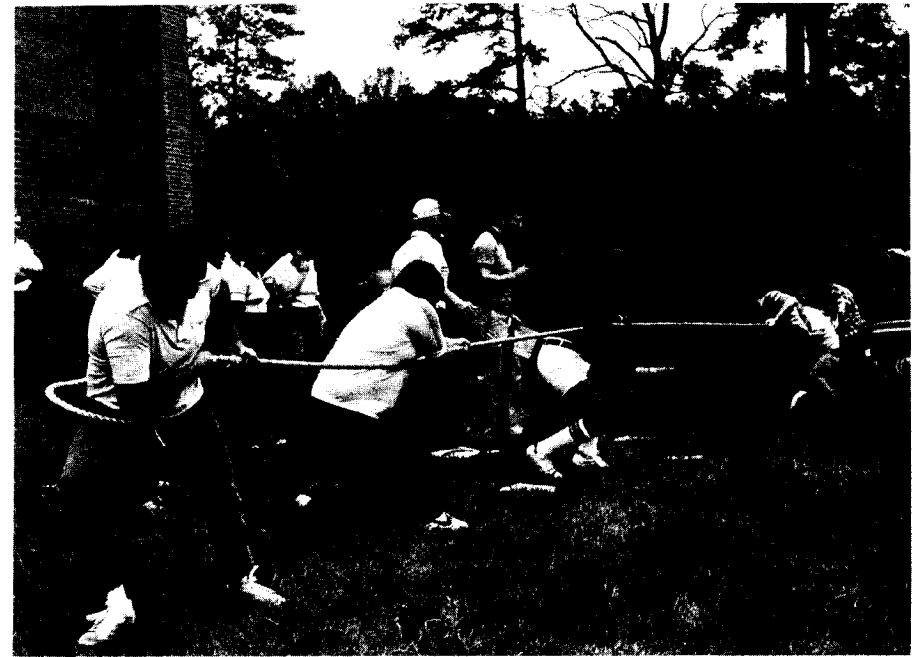
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1120

WLD 1131 Mechanical Testing and Inspection Su, F, S 1 — 3 2  
The standard methods for mechanical testing of welds. Introduces the various types of tests and testing procedures. The student performs the details of the test which give adequate information as to the quality of the weld. Types of tests to be covered are: bend, tee-bend, nondestructive, V-notch, charpy impact, etc.  
Prerequisites: WLD 1110 and WLD 1120

WLD 1140 Inert Gas Welding Su, F, W 5 — 12 9  
Introduction and practical operations in the use of inert-gas-shield arc welding. A study is made of the equipment, operation, safety and practice in the various positions. A thorough study of principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.  
Prerequisite: WLD 1120 and WLD 1130

WLD 1141 Certification Practices Su, F, W 4 — 6 6  
Practice in welding the various materials to meet certification standards. The student uses various tests, including the guided bend and the tensile strength tests, to check the quality of his work. Emphasis on attaining skill in producing quality welds.  
Prerequisites: WLD 1130 and WLD 1110



# Faculty & Staff



## THE BOARD OF TRUSTEES

### OFFICERS

George T. Wilson ..... Chairman  
 John K. Nelms ..... Vice-Chairman  
*Education Boards' Appointees*  
 George B. Blum, Vance County, 1979  
 Eben G. McSwain,  
 Granville County, 1985  
 Allen Williams, Vance, County, 1981  
 George T. Wilson, Vance County, 1983

### *Governor's Appointees*

L. Opie Frazier, Jr., Vance County, 1979  
 Dr. Don H. Gwynn, Vance County, 1981  
 Michele B. Scott, Granville County, 1983  
 Carolyn Green, Vance County 1985

### *County Commissioners' Appointees*

John T. Church, Vance County, 1979  
 Thomas H. Crudup, Jr., Vance County, 1981  
 John K. Nelms, Granville County, 1983  
 Bobby Rogers, Vance County, 1985

STUDENT GOVERNMENT REPRESENTATIVE—Daryl Carliles, 1979

### ADMINISTRATIVE OFFICERS

..... President  
 Dr. Ralph A. Greene ..... Dean of Instruction  
 Frank Madigan ..... Dean of Student Affairs  
 Robert Walker, Jr. .... Acting Business Manager

### FULL-TIME ADMINISTRATION AND FACULTY

Baskerville, Rachel, M.S. .... Instructor, Business  
 Bazemore, Billie Jean, B.S.N. .... Instructor, Nursing  
 Blackburn, Lynn, M.Ed. .... Director, Special Services Program  
 Branch, William C. Jr., B.S. .... Coordinator of Testing  
 Bryan, J. Harry, B.A. .... Financial Aid Officer  
 Bullock, Verna, B.A. .... Instructor, Business  
 Burroughs, William, B.S. .... Instructional Assistant, Math Laboratory  
 Choplin, Mack, M.Ed. .... Division Head, Commerce  
 Dillard, Leon ..... Instructor, Electrical Installation  
 Flippin, Carl B. Jr., M.S. .... Coordinator, Related Areas  
 Frazier, Julius ..... Instructor, Automotive Mechanics  
 Frigoletti, Paul J. .... Veterans Coordinator  
 Garrison, Terry, B.A. .... Coordinator of CDS/CETA  
 Green, Inez, M.A. .... Instructor, Special Education Assoc.  
 Greene, Ralph A., Ed.D. .... Dean of Instruction  
 Gregory, Sam, Vocational Diploma ..... Instructor, Automotive Mechanics  
 Griffin, Robert S. Jr., M.A.E. .... Instructor, Criminal Justice  
 Guin, Daniel, M.Ed. .... Assistant Director, Continuing Education  
 Hale, James E., M.B.A. .... Program Head, Accounting, Marketing and Retailing

Hatcher, Timothy L., B.S. .... Instructor, Heating & Air Conditioning  
 Heath, Jacquelin, M.S. .... Instructor, Teacher Aid  
 Henderson, Nannette, Ph.D. .... Division Head, Health, Science & Public Service  
 Henry, Phillip, M.Ed. .... Counselor, Special Services Program  
 Hoyle, Mary F., B.A. .... Program Head, Nursing  
 Huffaker, William Michael, M.S. .... Instructor, Biology  
 Hunter, Mary L., M.S. .... Admissions Coordinator  
 Jackson, Fannie, M.S.N. .... Head, Associate Degree Nursing  
 Jackson, Jane, B.S. .... Instructor for Recreation Associate and Recreation Therapy  
 Jones, Bill, A.A.S. .... Program Head, Welding  
 Kelly, Leo Jr., M.S. .... Director of Continuing Education  
 Madigan, Frank, M.A. .... Dean of Student Affairs  
 Murdock, Marie, B.A. .... Instructor, Early Childhood Specialist  
 Nelms, Patsy, B.S.N. .... Instructor, Nursing  
 Nelson, Marsha, M.Ed. .... Program Head, Secretarial Science  
 Norwood, Michael, B.S. .... Instructor, Light Construction  
 Oakley, Carolyn, M.S. .... Librarian, LRC  
 Obhrai, Madhu, M.A. .... Division Head, Arts, Humanities, Social Science  
 Perkins, Robert, A.A.S. .... Evening Supervisor  
 Pernell, Elsie H., M.A.T. .... Director, Learning Resources Center  
 Pernell, Julian .... Program Head, Light Construction  
 Porterfield, Robert, M.A. .... Instructor, Math  
 Rose, Jerry, A.A.S. .... Purchasing Agent/Equipment Coordinator  
 Schauer, Irene, M.Ed. .... Instructor, Reading  
 Shafer, Carl, Ph.D. .... Program Head, Math/Science  
 Sinclair, R. Frank, M.L. .... Librarian/English Instructor  
 Slaughter, Wilbur, Vocational Diploma .... Instructor, Welding  
 Snyder, George, M.S. .... Program Head, Criminal Justice  
 Statham, Vicky, M.A. .... Program Head, English  
 Terry, Doris, M.Ed. .... ABE/CEU Coordinator  
 Terry, Leonard, Vocational Diploma .... Instructor, Welding  
 Tucker, Doris, M.Ed. .... Program Head, Early Childhood Specialist, Teacher Aid, Special Education  
 Tunstall, Nancy, M.A. .... Instructor, Mathematics/Math Lab  
 Walker, Robert Jr., B.A. .... Acting Business Manager  
 Webb, William H., B.S. .... Instructor, Industrial Management  
 Welch, Thomas B. .... Program Head, Automotive Mechanics  
 Wester, Billie Rose, B.A. .... Tutorial Coordinator, Special Services  
 Whittaker, Peggy, M.A. .... Counselor, Student Affairs  
 Williams, Dorothy, B.S. .... Instructor/Counselor, CDS  
 Wilson, Faye, R.N. .... Instructor, Nursing  
 Wilson, Frederick Jr., B.S. .... Program Head, Recreation Associate & Recreation Therapy  
 Wilson, Lucille .... Instructor/Counselor, CDS

Woodard, Jacqueline, B.A. .... Instructor/Counselor, CDS

NOTE: The faculty includes many part-time instructors, whose expertise is invaluable to the College's educational program; however, space will not allow an appropriate listing of names in the catalog.

#### SECRETARIAL AND SUPPORT STAFF

Ayscue, Nancy .. Secretary, Division Head, Arts, Humanities and Social Science  
 Brame, Mary .... Snack Bar Operator  
 Brame, Sandra .... Payroll/Insurance Officer  
 Burwell, Lavern .... Records Clerk II, AVT Center  
 Clark, Margaret P. .... Technical Assistant, LRC  
 Crumpton, Amine .... Daytime Receptionist  
 Currin, Miriam .... Technical Assistant, LRC  
 Curtis, Christine .... Records Clerk I, AVT Center  
 Davis, Helen .... Laboratory Assistant, AVT Center  
 Egerton, Jacqueline .... Secretary, Director of Special Services  
 Fuller, Mary A. .... Records Technician  
 Graham, Patricia .... Secretary, President  
 Gregg, D. R. .... Manager, Bookstore  
 Grissom, Betsy .... Secretary, Dean of Instruction  
 Hardee, Larry .... Snack Bar Operator  
 Harris, Deborah, .... Lead Teacher, Day Care Lab  
 Heath, Dorothy .... Secretary, Director of Public Relations & Resource Development  
 Hedgepeth, Katherine, .... Secretary/Instructor, Day Care Lab  
 Mayfield, Carolyn .... Secretary, Division Head, Health, Science, Public Service  
 McBride, Doris .... Financial Aid Technician  
 McFall, Theresa .... Secretary, Business Manager  
 McFadden, Linda .... Records Technician  
 Meadows, Frances .... Evening Instructor, AVT Center  
 Neal, Ruth .... Audiovisual Technician, LRC  
 Parham, Anna L. .... Accounts Receivable  
 Pierce, Sherry .... Clerk, Bookstore  
 Pulley, Sarah .... Lead Teacher, Day Care Lab  
 Rideout, Stella, .... Secretary, Dean of Student Affairs  
 Simmons, Iris .... Cashier  
 Smith, Linda .... Disbursements/Assistant Cashier  
 Snyder, Jean .... Machines Operator  
 Spain, Thomas .... Vending Machines Operator  
 Stephens, Dorothy .... Secretary, Supervisor of ABE  
 Thompson, Joann .... Publicity Specialist  
 Wilkins, Ella .... Secretary, Director of Continuing Education  
 Yancey, Eleanor .... Secretary, Evening Supervisor

## MAINTENANCE STAFF

Alexander, Mary ..... Porter  
Brame, William ..... Maintenance Supervisor  
Butcher, Lawrence ..... Porter  
Campbell, Junius H. .... Groundskeeper  
Crews, William ..... Shift Supervisor  
Fuller, Lacey ..... Porter  
Fuller, Mary, ..... Porter  
Harris, Charles ..... Porter  
Hayes, Nathaniel ..... Messenger  
Morgan, Bobby ..... Porter  
Slaughter, Sam B. .... Porter  
Smith, Essie P. .... Porter  
Stanley, Jack ..... Maintenance Technician  
Wade, Rosa Lee ..... Porter