catalog
'82 - '84

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

POST OFFICE BOX 917

HENDERSON, NORTH CAROLINA 27536

TELEPHONE: Henderson 492-2061 Oxford 693-4088

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

1982-1984 Catalog

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Calendar of Events
1982-1984

FALL QUARTER 1982

September 9, 10	*Thursday, Friday*	New Student Orientation Registration - Payment of Fees
September 13	*Monday*	Registration - Payment of Fees
September 14	*Tuesday*	Classes Begin Curriculum and Extension
September 20	*Monday*	Last Day to Add a Class
September 27	*Monday*	Last Day to Withdraw without Penalty
October 25	*Monday*	Last Day to Withdraw with a "W" Grade
November 25, 26	*Thursday, Friday*	Thanksgiving Holiday
December 1	*Wednesday*	Classes End

WINTER QUARTER 1982-83

November 16-18	*Tuesday, Wednesday, Thursday*	Registration - Payment of Fees
December 6	*Monday*	New Student Orientation
December 7	*Tuesday*	Registration, Payment of Fees
December 8	*Wednesday*	Classes Begin
December 14	*Tuesday*	Last Day to Add a Class
December 21	*Tuesday*	Last Day to Withdraw without Penalty
December 22, 31	*Wednesday-Thursday*	College Closed, Christmas Holiday
January 28	*Friday*	Last Day to Withdraw with a "W" Grade
March 4	*Friday*	Curriculum Classes End

SPRING QUARTER 1983

February 22-24	*Tuesday, Wednesday, Thursday*	Registration, Payment of Fees
March 9	*Wednesday*	New Student Orientation
March 10	*Thursday*	Curriculum Registration - Payment of Fees
March 11	*Friday*	Curriculum Classes Begin
March 17	*Thursday*	Last Day to Add a Class
March 24	*Thursday*	Last Day to Withdraw without Penalty
April 4	*Monday*	Easter Holiday
April 22	*Friday*	Last Day to Withdraw with a "W" Grade
May 27	*Friday*	Curriculum Classes End

SUMMER QUARTER 1983
5-Week Session — July 11 thru August 12 (College Transfer)

June 30-July 1	*Thursday/Friday*	Registration - Payment of Fees
July 11	*Monday*	Classes Begin
July 13	*Wednesday*	Last Day to Add a Class
July 18	*Monday*	Last Day to Withdraw without Penalty
July 28	*Thursday*	Last Day to Withdraw with a "W" Grade
August 12	*Friday*	Classes End

11-Week Session — June 10 thru September 2

May 19-20	*Thursday-Friday*	Registration/Payment of Fees
June 10	*Friday*	Registration/Payment of Fees
June 13	*Monday*	Curriculum Classes Begin
June 17	*Friday*	Last Day to Add a Class
June 24	*Friday*	Last Day to Withdraw without Penalty
July 4-8	*Monday-Friday*	College Closed/Independence Holiday
July 29	*Friday*	Last Day to Withdraw with a "W" Grade
September 2	*Friday*	Curriculum Classes End
September 11	*Sunday*	Graduation

FALL QUARTER 1983

August 23-25	*Tuesday, Wednesday, Thursday*	Registration - Payment of Fees
September 5	*Monday*	Labor Day Holiday
September 6-9	*Tuesday-Friday*	New Student Orientation
September 12	*Monday*	Registration/Payment of Fees
September 13	*Tuesday*	Curriculum Classes Begin
September 19	*Monday*	Last Day to Withdraw without Penalty
October 24	*Monday*	Last Day to Withdraw with a "W" Grade
November 24-25	*Thursday-Friday*	Thanksgiving Holiday
November 30	*Wednesday*	Curriculum Classes End

WINTER QUARTER 1983-84

November 21-23	*Monday, Tuesday, Wednesday*	Registration - Payment of Fees
December 5	*Monday*	New Student Orientation
December 6	*Tuesday*	Registration, Payment of Fees
December 7	*Wednesday*	Curriculum Classes Begin
December 13	*Tuesday*	Last Day to Add a Class
December 20	*Tuesday*	Last Day to Withdraw without Penalty
December 21-30	*Wednesday-Friday*	College Closed, Christmas Holiday
January 27	*Friday*	Last Day to Withdraw with a "W" Grade
March 2	*Friday*	Curriculum Classes End

SPRING QUARTER 1984

February 21-23	*Tuesday, Wednesday, Thursday*	Registration - Payment of Fees
March 12	*Monday*	New Student Orientation
March 13	*Tuesday*	Curriculum Registration - Payment of Fees
March 14	*Wednesday*	Curriculum Classes Begin
March 20	*Tuesday*	Last Day to Add a Class
March 27	*Tuesday*	Last Day to Withdraw without Penalty
April 23	*Monday*	Easter Holiday
April 25	*Wednesday*	Last Day to Withdraw with a "W" Grade
May 3	*Wednesday*	Curriculum Classes End

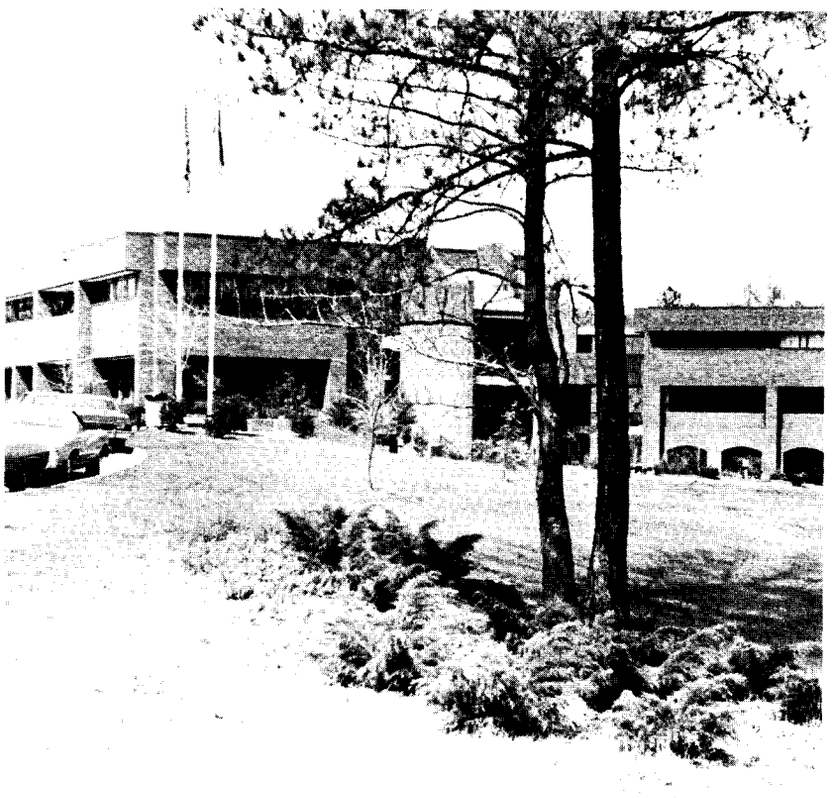
SUMMER QUARTER 1984

5-Week Session - July 9 thru August 10

June 28-29	*Thursday-Friday*	Registration - Payment of Fees
July 9	*Monday*	Registration/Classes Begin
July 11	*Wednesday*	Last Day to Add a Class Last Day to Withdraw without Penalty
July 16	*Monday*	Last Day to Withdraw with a "W" Grade
August 10	*Friday*	Classes End

11-Week Session - June 8 thru August 31

May 22-24	*Tuesday, Wednesday, Thursday*	Registration - Payment of Fees
June 8	*Friday*	Registration - Payment of Fees
June 11	*Monday*	Curriculum Classes Begin
June 15	*Friday*	Last Day to Add a Class
June 22	*Friday*	Last Day to Withdraw without Penalty
July 2-6	*Monday-Friday*	College Closed/Independence Holiday
July 27	*Friday*	Last Day to Withdraw with a "W" Grade
August 31	*Friday*	Curriculum Classes End



MESSAGE FROM THE PRESIDENT

The purpose of Vance-Granville Community College is to extend accessible and affordable lifelong learning opportunities to the citizens of the area. We endorse and support the basic "Open Door" admissions philosophy of the Community College System of North Carolina. In order to assure all an equal opportunity to learn and to improve skills, to develop social abilities and responsible attitudes, the doors to Vance-Granville Community College will not be closed to anyone of suitable age who can profit from its programs.

Vance-Granville Community College has grown from a one-county technical institute in 1969 to a comprehensive community college in 1976. The five new modern buildings are located on a rolling 83-acre campus midway between Oxford and Henderson. The college is supported by Vance and Granville counties, but serves Franklin and Warren counties as well.

Major additions were made to the college's curriculum in 1981 to provide appropriate skill training to meet the emerging industrial and health care needs of the area. The college recognizes the broad range of learning differences of students and places emphasis on those programs needed by students to overcome the handicaps imposed by illiteracy and insufficient mastery of basic skills. While the college's emphasis is on technical and vocational training, our college transfer program offers the first two years of transferable college credit.

A student has many purposes for attending school. I am convinced that you can profit from the learning experiences available at the college and that you will be more successful and live a more complete and satisfying life because you took advantage of the opportunities afforded by Vance-Granville Community College.

Ben F. Currin, President

THE COLLEGE

Vance-Granville Community College was created as Vance County Technical Institute by the 1969 North Carolina General Assembly. The College enrolled its first students in Continuing Education classes during the same year.

The old Maria Parham Hospital building in Henderson was converted into an educational facility and technical/vocational courses began the following fall. From the beginning, the institute's Board of Trustees desired permanent facilities. The Board of Trustees requested the Vance County Board of Commissioners to hold a two-million-dollar bond referendum. Granville County representatives expressed interest in supporting a joint effort to construct and maintain the new campus. The progressive-minded voters of the two counties showed overwhelming support for the local technical institute. With the passing of the bond issue and the joint support of the two counties, the college changed its name to Vance-Granville Technical Institute. In 1976, the institution moved to the new campus located midway between Henderson and Oxford. Also during this year, the technical institute was approved for community college status and its name was changed to Vance-Granville Community College.

Enrollment continued to increase as new programs of study were added to meet employment opportunities of the local region. A fifth building was added in 1978, and the college service area was expanded to include Vance, Granville, Franklin, and Warren counties. The 1981 General Assembly funded a special appropriation for much-needed equipment.

Vance-Granville Community College is beautifully located on 83 acres of land and has five buildings valued at over 8 million dollars. The college currently offers 35 curricular programs.

LOCATION

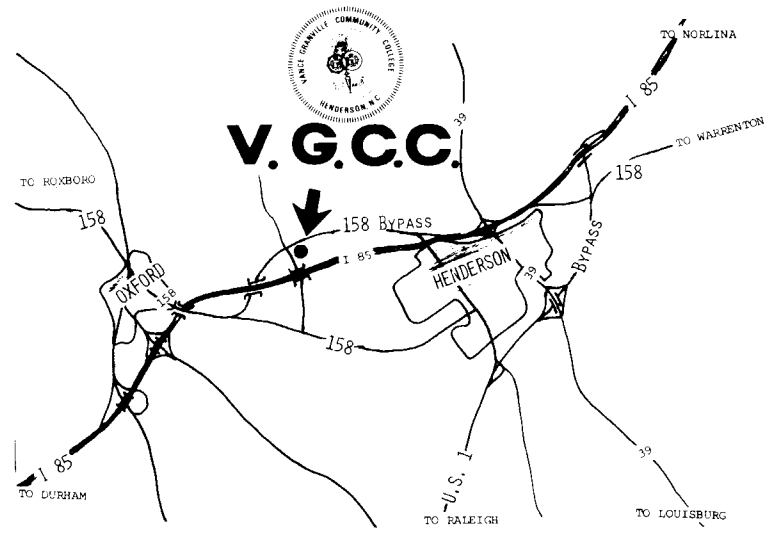
Vance-Granville Community College is located equidistant from Henderson and Oxford, between Highway 158 Bypass and Interstate 85 on County Road 1126. In addition to courses offered at the main location, the college offers courses throughout the four-county area.

CAMPUS OFFICE HOURS

Administrative Offices: 8 a.m. - 5 p.m. Monday thru Friday

Counseling Center/Records Office: 8 a.m. - 8 p.m. Monday thru Thursday, 8 a.m. - 4 p.m. Friday

How To Locate



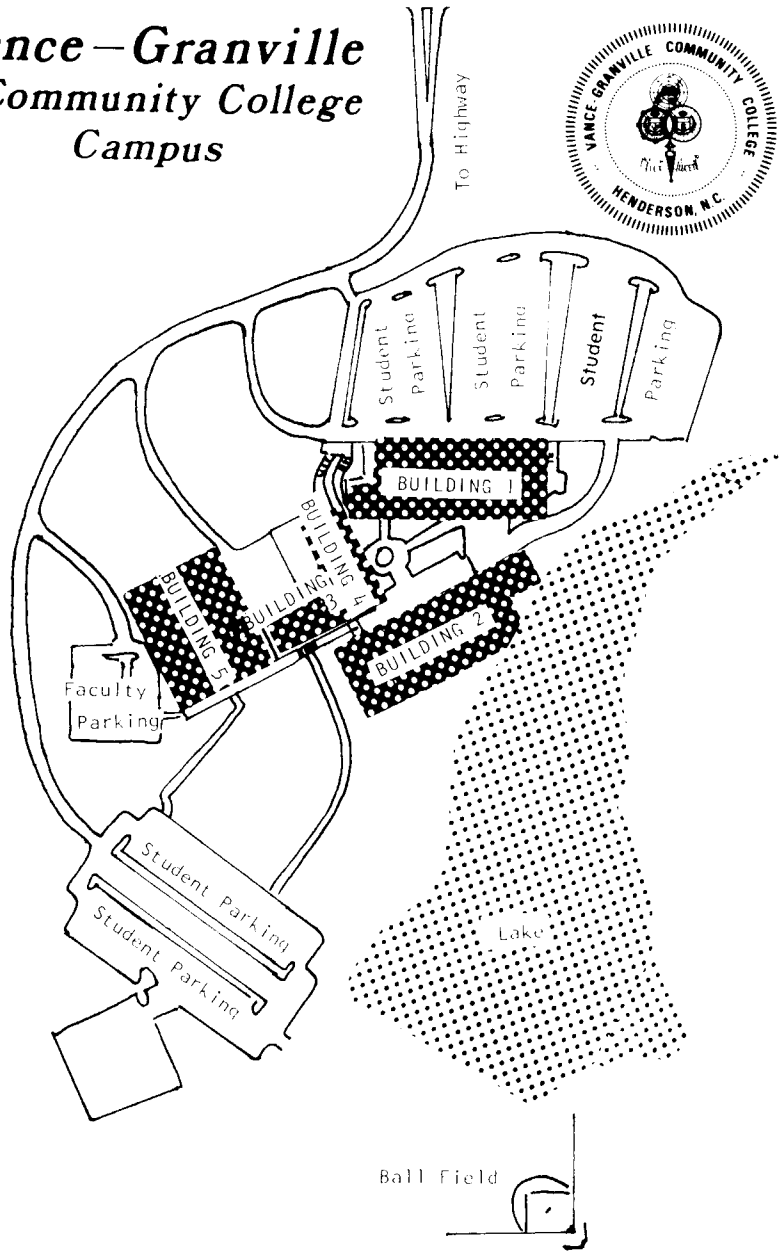
Henderson 492-2061
Oxford 693-4088

VISITORS

Visitors are always welcomed at Vance-Granville Community College. The Student Affairs Office will provide guided tours for groups or individuals. The main campus is open Monday through Thursday both day and evening and on Friday during the day, exclusive of holidays. Personnel from Student Affairs are always happy to answer questions about the college and its programs.

Visitors are not permitted to attend classes or contact students on campus without permission from the Dean of Student Affairs.

Vance–Granville Community College Campus



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 accessible and affordable lifelong learning opportunities that will enable the citizens of Vance, Granville, Franklin, and Warren counties and beyond to acquire the skills necessary to obtain gainful employment, overcome handicaps imposed by illiteracy and insufficient mastery of basic skills, acquire the first two years of a college education, and enhance the quality of life through the development of personal interests and talents.

Specific objectives established to accomplish this purpose are to:

- Provide associate degree and diploma programs in technical and vocational areas, to prepare students for initial employment as qualified technicians and skilled craftsmen;
- Offer a broad scope of occupational courses designed to upgrade the skills of workers in their present job situations;
- Offer literacy training, high school preparation and development programs for adults to overcome barriers set by insufficient mastery of basic skills;
- Provide a college transfer program extending through two years of college coursework;
- Make available opportunities for people to pursue a vocational interest and cultural enlightenment;

- Provide administrative leadership sensitive to the community's educational needs and responsible in the management of the resources entrusted to the college;
- Provide student development services including personal, educational and vocational counseling;
- Provide competent and sensitive instructors and the essential academic support services to enhance the student's likelihood of success;
- Maintain articulation between this college and the public schools and other institutions and agencies to assure a complete educational program for all citizens.

In recognition of the legitimate claims of every person to develop to the fullest his educational potential, the doors of Vance-Granville Community College are open to anyone of suitable age who can benefit from what the college has to offer.

ACCREDITATION AND MEMBERSHIPS

Vance-Granville Community College is a member of the North Carolina Community College System and operates under the authority of a local Board of Trustees and the State Board of Education, as specified in chapter 115a of the General Statutes of North Carolina and Amendments thereto. Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Community Colleges.

Vance-Granville Community College is a member institution of the American Association of Community and Junior Colleges.

Admissions

ADMISSIONS

Vance-Granville Community College maintains an "open door" Admissions Policy for all applicants who are high school graduates or who are eighteen years or older. Placement of students in the various programs of instruction is selective with special emphasis on career guidance and individual admissions counseling. The college serves all individuals who can profit from instruction regardless of race, creed, sex, age, religion, national origin, physical or mental disability or other non-relevant factors.

Admission to a specific course of study is based upon guidelines developed to help the student determine his/her chances of success in that career field. Before the student is admitted to any curriculum, a counseling interview and/or academic advising session is arranged, and a series of placement tests are scheduled. When scores on tests or other evidence indicate a lack of readiness to pursue a specific curriculum, the student will be assigned to the Academic Skills Center, or he/she may be encouraged to reevaluate occupational and/or educational goals.

Selective admission procedures will be followed in programs which limit enrollment due to regulatory agencies or space/equipment requirements.

Admissions Procedures for College Transfer, Technical, and Vocational Programs.

The admissions process requires that the applicant

1. Submit a completed admissions application,
2. Submit a transcript of all previous education beyond the eighth grade,
3. Report to the college for admissions placement testing. The student will be tested in the areas of English, mathematics and reading to determine entry level skills.
4. Participate in academic advising.

Students entering degree programs are required to be high school graduates or the equivalent. 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, and who can profit from the instruction.

Admission Procedures for Cosmetology, Nursing, and Radiologic Technology Programs

Selective admission is used in these program areas and requires additional procedures before final acceptance of applicants into the program of study. In addition to the standard procedures required of all curricular applicants, students desiring enrollment in Cosmetology, Nursing, and Radiologic Technology must complete the following:

1. Qualify on entrance tests as prescribed for program of study
2. Upon qualifying, applicants will be scheduled for personal interviews with members of the department in which they desire to enroll.
3. Three personal references must be furnished prior to the final interview.
4. After all admission requirements have been met by an applicant, official admission is contingent upon satisfactory physical examination as required by regulatory agencies.
5. All of the above admission procedures *should* be completed by *April 1* for fall enrollment.

Note: Radiologic Technology prerequisites

1. Applicants are required to have satisfactory scores on the "Entrance Examination for School of Health Related Technologies." This examination costs approximately twenty ($20.00) dollars and will be administered during May and/or June.
2. Recommended completion of course in biology, advanced biology, algebra, geometry, chemistry, and physics at the secondary school level.
3. Scholastic Aptitude Test scores of at least 800.
4. Rank in upper third of high school graduating class.

Admission of High School Students "Shared Time" or Dual Enrollment

By the authority of the North Carolina State Board of Education and agreements with the Vance-Granville Community College Board of Trustees, high school students may enroll at the college for credit and non-credit courses. Students must be at least 16 years of age, have permission of high school principal, and meet other criteria set forth in state and local guidelines.

TRANSFER FROM POST-SECONDARY 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 transcripts of all previous educational experience. A catalog of the college attended or an official statement giving description of the courses completed would be beneficial.

Courses completed at other institutions for which transfer credit is requested will be evaluated by the Coordinator of Admissions and Records with Vance-Granville Community College academic and curricular regulations. Transfer credit and credit from proficiency examinations may not exceed 50% of the required and elective subjects in desired program of study. Consideration will be given for previous educational and work experience, and evaluation of this experience will be made to determine if the student is to be exempt from certain courses. (Exceptions will be made in the 50% transfer credits if transferring between community colleges.)

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 department chairman.

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.

Applicants wishing to transfer into the Practical Nursing Education Program are evaluated by the department faculty.

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 end of the first eight weeks 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 end of the eight weeks' 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 admissions requirements for curricular programs.

ADULT EDUCATION AND EXTENSION STUDENTS

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.

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.

WAIVER OF TRANSCRIPT REQUIREMENTS

The transcript requirement is waivered for applicants who enter to audit courses or enroll as special students.

REENTERING STUDENTS

A student who previously attended Vance-Granville Community College but was not enrolled the immediate preceding quarter must make application for readmission. If the applicant was enrolled in another college during the interval, he must request that college to send an official transcript of academic work to the Admissions Office.

PLACEMENT TESTING

Each new curricular student is required to take a placement test battery prior to the initial registration. The placement tests are not an entrance examination and will in no way deny admission to any applicant. Placement scores will be used in academic advising and determining a student's chances of success in selective courses of study. Students who lack sufficient scores on the placement test to meet the minimum prerequisites for selective admissions will be given opportunities to eliminate deficiencies through the Academic Skills Center. All testing must be scheduled in advance through the Student Affairs Division. All individuals wishing to be tested must have a **completed application on file in the Admissions Office.**

WAIVER OF PLACEMENT TESTS

The placement test battery may be waived for the following applicants:

1. Transfer students who have earned a grade of "C" or better in one English and one mathematics course at a college, university, or technical college.
2. Applicants who scored at least 800 on the Scholastic Aptitude Test (SAT) with neither score below 400.
3. Applicant who enrolls as special or audit student.

RESIDENCE STATUS FOR TUITION PAYMENT

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. G.S. 116-143.1 of N.C. State Statutes covers the requirements for determining resident status for tuition purposes. A portion of G.S. 116-143.1 is quoted as follows:

"To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes . . . until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution . . ."

Information relating to claimed North Carolina residence for tuition purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Dean of Student Affairs as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Student Affairs Committee of the College. Should the Student Affairs Committee's ruling be contrary to the applicant's expectation, it may be appealed to the State Residence Committee. In the event that an appeal is deemed necessary, full information on procedures shall be provided by the Dean of Student Affairs.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification. Decisions by the college will be based on the requirements of the General Statutes of North Carolina, and regulations specified in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Applicants with questions not covered by this section should contact the Dean of Student Affairs.

An information questionnaire will be supplied to each student upon acceptance. This questionnaire should be completed and returned to the Admissions Office prior to registration.

ADVANCED PLACEMENT

Advanced placement is offered to those students who because of their demonstrated abilities are qualified to accelerate their studies. In some courses offered at VGCC, proficiency tests are given or can be requested for students who already have mastery of the subject matter contained within a given course. Such tests are generally administered during the drop/add period at the beginning of each quarter. Permission for such an examination must be obtained from the appropriate subject area department chairman, with the Dean of Instruction concurring.

CREDIT BY EXAMINATION

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 credit by examination. Information on the college's policy on credit by examination may be obtained from the Counseling Center. Vance-Granville Community College will allow up to forty-five (45) quarter hours credit by examination.

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 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 less than 54 quarter hours of credit.

SOPHOMORE—A student who has earned 54 or more quarter hours of credit.

FULL-TIME OR REGULAR STUDENT—A student who is registered for 12 or more hours.

PART-TIME STUDENT—A student who is taking less than a full-time course of instruction.

SPECIAL STUDENT—An auditor or part-time student not seeking a degree.

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

GRADUATION REQUIREMENTS

Only one formal graduation is held annually.

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 Records Office. This checklist must be completed with the student's advisor within three weeks of the beginning of the student's last quarter.

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.

Grade	Explanation	Quality Points Per Credit Hour
A	Excellent Quality	4
B	High Quality	3
C	Average Quality	2
D	Minimum Satisfactory Quality	1
F	Unacceptable Quality	0
I	Incomplete Grades (No Credit)	0
R	Reschedule	0
X	Audit (No Credit)	0
W	Officially Withdrew	0

INCOMPLETE GRADE

(No Credit) The symbol "I" is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments. The requirements for satisfactory completion of a course will be established by the instructor in accordance with course objectives. The incomplete "I" is temporary and must be changed to a grade (A, B, C, D, F) within the time period designated by the instructor, but not to exceed six weeks from the close of the term in which the course was taken, or graduation, whichever occurs first. The "I" is used for verifiable unavoidable reasons and extends enrollment without requiring rescheduling of the course. The instructor will award a permanent grade based on course objectives successfully completed, and it is the responsibility of the student to ensure satisfactory completion.

"R" GRADE

(No Credit) The "R" indicates the student is making *progress* but has not met the minimum course objectives. The student can profit by remaining in the course and should *reschedule* during the next registration. The "R" will not be computed in quality point averages and no credit is awarded. The "R" grade may only be used in designated developmental courses and in the AVT Center. (For financial aid purposes and veterans benefits, the "R" grade is classified as non-punitive.)

"W" GRADE

(No Credit) The "W" indicates the student officially withdrew from the course without academic penalty. The "W" requires the student to reenroll in order to receive credit for the course. Students who officially register for a course may not withdraw merely by nonattendance.

Note: "I", "R", and "W" grades may also affect eligibility for financial aid and veterans benefits in accordance with academic standards of progress.

Students who fail to withdraw officially will receive an "F" on each course for which they were registered.

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.

CONTACT HOURS AND CREDIT HOURS

Quarterly credit hours are awarded for classes on the following arrangements:

Lecture: one quarter hour credit for each class hour per week for eleven weeks.
Demonstration Laboratory: One quarter hour credit for each two hours of laboratory work per eleven weeks.
Manipulative Laboratory: one quarter hour credit for each three hours of laboratory or shop per week for eleven weeks.

STANDARDS OF PROGRESS

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree or diploma or certificate. 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 *academic probation.* Any curricular student on probation who fails to make satsifactory 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.

ACADEMIC PROBATION

Students who do not meet minimum retention requirements will be placed on academic probation.*

Students on academic probation are required to consult with their advisor and may be required to elect less than the normal course load.

*The college will not certify a veteran or a dependent for educational benefits at the end of the second quarter of probation unless his/her progress is sufficient to remove the probationary status.

ACADEMIC SUSPENSION

Students who have not met the retention requirements of the academic progress scale after one quarter in a probationary status will be suspended from the college for two quarters or directed to more appropriate programs offered by the college.

Students who wish to appeal their suspension must submit a written appeal to the Dean for Student Affairs. The Dean, after reviewing the appeal, has the right to reinstate students on a probationary status.

Students readmitted to the same program after suspension must earn a quality point average of 2.00 each subsequent quarter until satisfactory progress has been achieved. Failure to maintain a satisfactory average will result in suspension or direction to more appropriate programs.

DEAN'S LIST

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.

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 Dean of Student Affairs.

Veterans Adminstration 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.

DISMISSAL FROM A PROGRAM

If at any time during the quarter, the head of a program determines that a student is not a safe and dependable practitioner in the clinic, shop, lab, or a similar area, the student may be dismissed from the program with the concurrence of the Dean for Student Affairs. The student will be afforded the right of due process.

Certain occupational programs enroll students as a "class" and require them to take all courses in the sequential pattern shown in the catalog. The courses are offered only once each year and there is no opportunity for repeating a course or offering a substitution. Accordingly, a student who fails one or more courses within one of these programs will be dismissed from the program at the end of the quarter during which the failure occurs.

Students dismissed from an occupational program under this policy may petition the Dean of Student Affairs for enrollment in a later class.

APPEALS

Local Board Policies provide for appeal procedures. (For complete information, consult Dean for Student Affairs.)

REGISTRATION AND RECORDS

REGISTRATION

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 at the end of drop/add period.

CHANGE OF REGISTRATION

In some instances it is necessary for students to make adjustments in their schedule. To ensure that the student will receive proper credit, a drop/add form should be completed and returned to the Records Office.

ADDITION OF A COURSE

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 department chairman.

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

WITHDRAWAL FROM A COURSE

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 and before the end of the sixth (6th) week will be recorded as "W". No student may officially withdraw from a course during the last five weeks of the quarter except under mitigating circumstances which must be documented, and a copy of this documentation must be placed in the student's academic file. Mitigating circumstances must be evaluated by the Dean of Students or his designee after certification by the instructor.

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.

WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to withdraw from the college must do so through the Student Affairs Office. Students will complete a drop/add form and turn it in to the Records Office.

If students withdraw from the college within the first ten school days of a regular quarter, no grade will be reported. Students who withdraw from the college after the first ten days of a regular quarter and before the end of the sixth week will receive a grade of "W".

Students may not withdraw from the college during the last five weeks of a regular quarter for reasons other than those of a medical or emergency nature. Medical or emergency excuses will be determined by the Dean of Student Affairs.

Students who discontinue a course and/or leave the college without obtaining an official withdrawal will be graded according to their academic performance in the course.

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 personal 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.

PROCEDURES GOVERNING RELEASE OF INFORMATION

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.

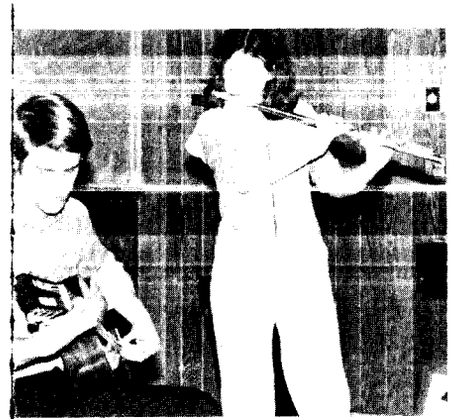
THE OFFICIAL ACADEMIC RECORD

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.

Each student who is in attendance or who has been in attendance at the college or parents of a dependent student who claim the student as an exemption on their Federal Income Tax Return have the right to inspect and review the student education records maintained by the college. The college will comply with a request to review an education record within a reasonable time but in any event not more than 30 days after the request is made. Any student or parent desiring to review the student education records should make his/her request directly to the Dean of Student Affairs.

General Information



GENERAL INFORMATION

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.

APPLICATION FOR GRADUATION

It is the responsibility of the student to make application for graduation during the quarter preceding that in which he/she expects to complete curricular requirements (See "Academic Calendar" for dates to apply). The student should first see his/her advisor to: (1) determine status in regard to completion of curricular requirements, and (2) obtain an Application for Graduation Form. When this form has been completed by the student and signed by the advisor, the student files it with the Records Office, who will certify the student for graduation when all graduation requirements have been met. The graduation fee must be paid at this time.

Graduation exercises to award degrees and diplomas are held following Summer Quarter. The specific date is listed in the College Academic Calendar.

Candidates for degrees and diplomas must attend commencement exercises unless excused by the Dean of Students.

COUNSELING CENTER

The Counseling Center is located in Room 4254. Many sources of information regarding over 1,000 different careers and occupations are on file in this center. Counseling services, including assistance with personal, educational, or career concerns are available to all VGCC students. When the college is in session, counselors are available from 8 a.m. to 4 p.m. on weekdays and, for the convenience of evening students, from 5:30 p.m. to 8:00 p.m., Monday through Thursday.

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 snacks are served.

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.

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, program 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.

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.

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.

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.

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College for either full-time or extension classes, the President, or his representative, shall make the final decision. Classes missed as the result of the closing of school due to adverse weather or other factors shall be made up using a method to be determined by the President of the college.

Notice of school closings will be made through local radio stations.

JOB PLACEMENT

Placement services are available through the Counseling Center of the Officie 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.

ORIENTATION

A special orientation program is provided for entering freshmen and other new students to help acquaint them with the college. Academic programs and campus regulations are discussed during orientation and college personnel are present to answer any questions which may arise. With the assistance of the counseling staff, student academic programs for the first quarter are scheduled as an integral part of orientation.

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.

STUDENT CONDUCT

Students will be expected to conduct themselves at all times as mature and responsible individuals, and should show 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.

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 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 President. 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 ACTIVITIES APPROVAL

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

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 Student Affairs Office for application procedures.

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.

Expenses/Financial Aid

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:

CURRICULUM 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 quarter hour	$ 16.50 per quarter hour
Activity Fee	$ 5.00 per quarter	$ 5.00 per quarter
Insurance (voluntary)	$ 5.50 annually	$ 5.50 annually
Graduation Fee	$19.00	$ 19.00
Parking Fee	$ 1.00 per quarter	$ 1.00 per quarter
Late Registration Fee	$ 5.00	$ 5.00
Continuing & Adult Education Fees	$ 8.00	

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.

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 $90.00 per quarter.

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 prorated basis.

GRADUATION FEE

A graduation fee of $19.00 will be due and payable to the Business Office once a curricular 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 $8.00 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.

INSURANCE

The college cannot assume the responsibility for injuries or loss sustained on or off campus by students. In order to protect the individual student, the college makes available on a voluntary basis the purchase of accident insurance. This insurance is available to the student at registration on an annual basis.

TRANSCRIPT FEE

A fee of $1.00 will be charged for each transcript requested by the student.

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 Records 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.

INDEBTEDNESS TO COLLEGE

No student will be permitted to register or enroll in college-sponsored activities if he or she has an indebtedness to the college.

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

TYPE OF AID AVAILABLE

Pell Grant (formerly B.E.O.G.)
Supplemental Educational Opportunity Grant (SEOG)
College Work Study Program
North Carolina Student Incentive Grant (NCSIG)
Harriet-Henderson Scholarship
Hedrick Scholarship
Migrant and Seasonal Farmworkers Association, Inc.
Vocational Rehabilitation
Bureau of Indian Affairs
Social Security

VETERANS AND WAR ORPHANS

Veterans and war orphans in any curricular program offered at 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	¾ Time
6-8	¼ 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	¾ Time
11-15	½ 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:

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.

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. Satisfactory progress is determined on the cumulative quality point average and also the accumulation of "F" grades. Twelve or more credit hours of "Fs" in degree programs and 22 contact hours of "Fs" in diploma programs will be considered nonsatisfactory.

The 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, audiovisual-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. Audiovisual materials are produced, and audiovisual 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.

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 card when ready to check out any media.

CIRCULATION REGULATIONS

GENERAL

Most books and audiovisual 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. Students will not be permitted to register until media is returned.

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.

PERIODICALS

The library subscribes to 12 newspapers and over 250 magazines. Current newspapers are located on the newspaper stand. Current magazines are placed on the magazine racks. Older issues are stored in the storage unit under the appropriate magazine. Back issues of magazines for the entire current year are stored in this manner. Back issues for past years 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.

AUDIOVISUAL-MEDIA PRODUCTION

The Audiovisual-Media Production Unit of the Learning Resources Center is divided into two sections—Audiovisual Equipment and the Media Production sections.

AUDIOVISUAL EQUIPMENT

The Learning Resources Center has a variety of audiovisual equipment: 16 mm and 8 mm projectors, slide projectors, filmstrip projectors, reel-to-reel and cassette tape recorders, record players, sound filmstrip projectors, microfilm readers and reader-printers, microfiche readers, language masters, opaque projectors, overhead projectors, thermocopier, cassette copier, dry mount press, slide synchronizer and laminator.

Patrons borrowing equipment from the Audiovisual unit of the Learning Resources Center are responsible for any damage due to negligence. Equipment must be returned within twenty-four hours.

MEDIA PRODUCTION

The Learning Resources Center can produce transparencies, posters, cassette copies and laminated articles.

Films may be requested through the Media Technical Assistant. Three weeks' ordering time should be allowed for films from the North Carolina State and Health Libraries.

INSTRUCTIONAL UNIT

The Individualized Instruction Laboratory of the Learning Resources Center 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 fulfills 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.

ADULT HIGH SCHOOL DIPLOMA

Any adult who is 18 years old or older and 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. Students who have completed high school courses may receive credit for units completed by transferring units to the LRC.

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.

The curriculum of the Adult High School Diploma Program consists of nine units of course work.

Required Units	**Number**
English and Literature	4
Social Studies: American Studies (1) American Government (1)	2
Science: General Science (1) Biology (1)	2
General Mathematics	1
	9

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 percent 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. 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 Crolina.

SPECIAL NEEDS

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 EDUCATIONAL DEVELOPMENT TESTS HIGH SCHOOL EQUIVALENCY PREPARATION

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

Each GED preparatory student is given a diagnostic reading 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.

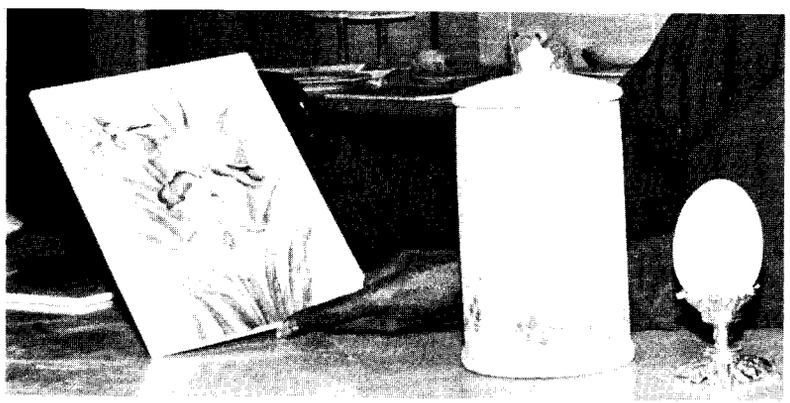
The GED test covers five subject areas: writing skills, social studies, science, reading skills, and mathematics. Students build proficiency in these areas through programmed and other self-instructional materials. Students who have taken the GED tests before but whose scores were below the passing level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

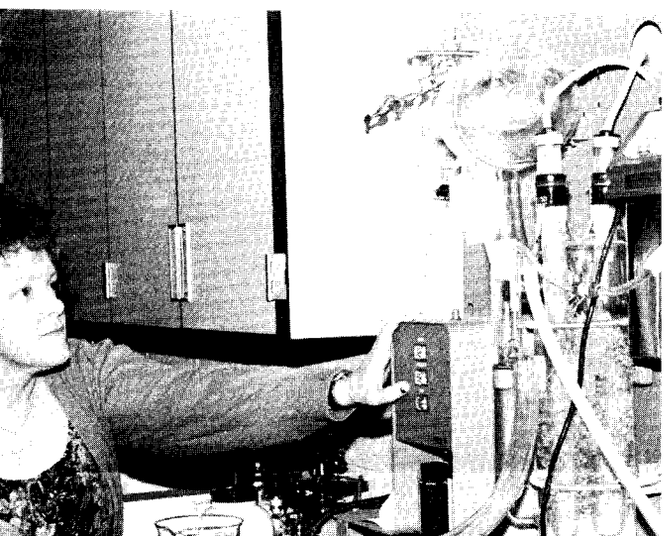
VETERANS BENEFITS

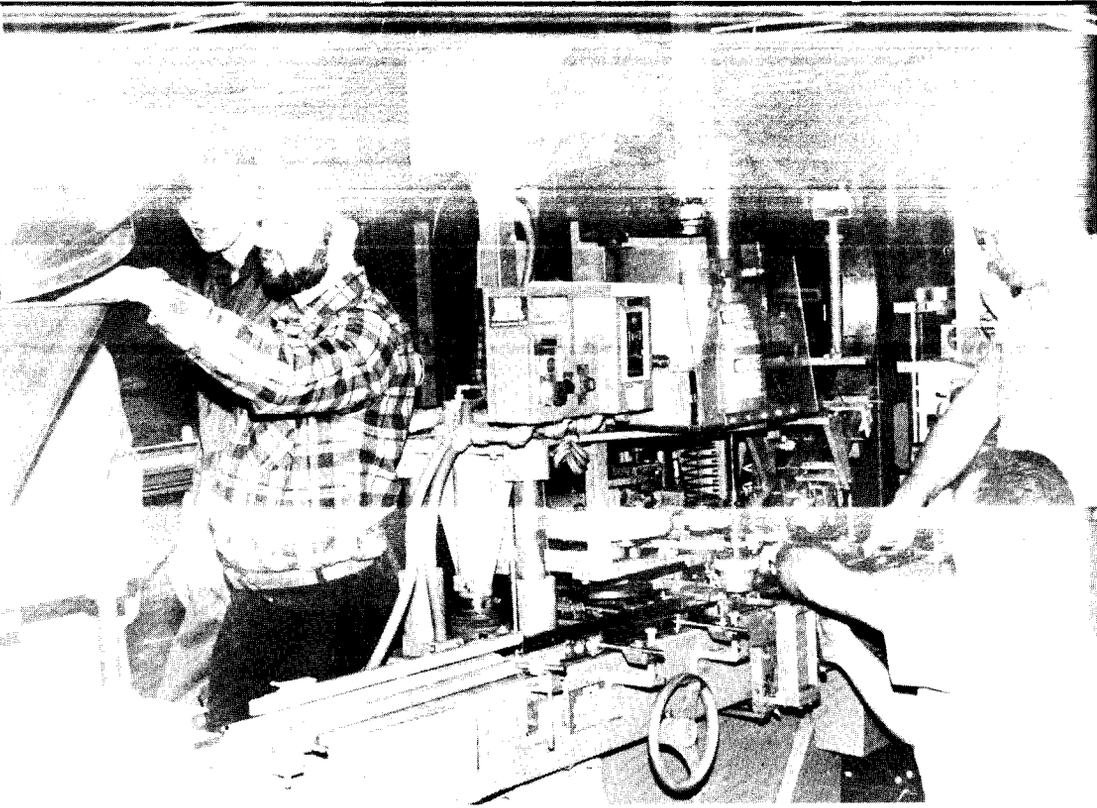
Veterans and war orphans in the Adult High School Program and the General Educational Development Test (GED) Preparatory Program may qualify for veteran benefits from the Veterans Administration. Veterans who are considering one of these programs of study should contact the Veterans Coordinator at the 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.

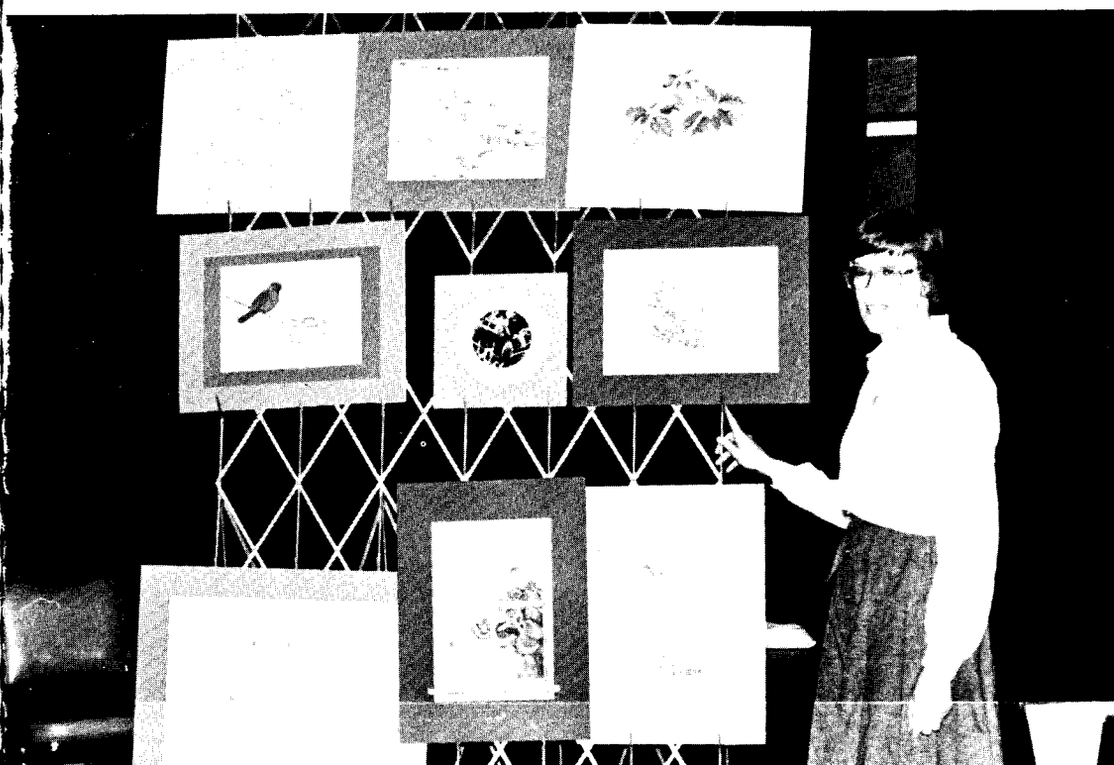
Veterans must attend 18 hours of study each week in the laboratory in order to qualify for full-time benefits. Three-quarters time benefits require 14 hours of laboratory study each week, and half-time benefits require 9 hours of laboratory study every week.







Continuing Education



CONTINUING EDUCATION

The Continuing Education Division sponsors non-credit courses designed to meet the educational needs and interests of adults. Continuing education can be defined as vocational and avocational activities engaged in by adults.

Through continuing education, one may learn to read, complete high school, learn English as a second language, sharpen job skills, take certificate renewal courses, develop a skill, take personal enrichment courses and many others. These courses vary in length and are offered during the day and evening hours both on and off campus. The division brings many cultural exhibits and events in order to develop an appreciation for the Arts.

The development of continuing education activities for adults is based upon the interests shown by the community, availability of qualified instructional personnel and the availability of equipment, adequate teaching facilities and funds. The college welcomes requests and suggestions in any subject area except recreation.

ADMISSION

Any adult who has reached his eighteenth birthday, or whose regular high school class has graduated, is eligible to participate. Any individual having special high school educational needs, but does not meet the admission requirements, may enroll with written permission of the superintendent and the principal of his high school.

FEES

Continuing Education classes require an $8.00 registration fee each quarter. However, the Adult Basic Education program, High School Equivalency program (GED) and some public service training programs are free-of-charge. Adults over the age of 65 can also attend classes free-of-charge.

SCHEDULES

Adult Education classes are scheduled when a need for a class is established. Classes normally begin and conclude on a quarterly schedule in conjunction with the curriculum programs, but variations may occur as needs exist. A list of scheduled classes is prepared before each quarter, and interested persons may contact the Continuing Education Division in order to request a schedule of classes.

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 receive Continuing Education Units (CEUs).

CANCELLATION OF CLASSES

The Continuing Education Division offers courses that will be of interest to the public. Sometimes, due to insufficient interest and low enrollment, it is necessary for a course to be cancelled either in advance or after the first class meeting. Registering in advance is the best insurance against course cancellation. Occasionally a course may be cancelled for other unforeseen reasons such as the sudden unavailability of an appropriate instructor or location. When a course must be cancelled, a refund will be made to those enrolled.

RENEWAL/RECERTIFICATION

For individuals holding teaching certificates who choose to maintain their certificates may take any continuing education course if: (1) approved by the appropriate administrative unit prior to enrolling in the course; (2) it applies to the subject matter of the individual's certificates and (3) the course is satisfactorily completed.

CEUs/CERTIFICATES

Continuing Education Units (CEUs) are awarded for all extension courses approved by the Division. The CEUs are established for recording an individual's participation in noncredit activities which meet the appropriate criteria. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Anyone earning CEUs at Vance-Granville Community College can obtain a transcript of those CEUs for his or her personal file by requesting in writing a transcript from the Records Office. Certificates of completion are normally awarded to classes.

Course offerings through continuing education constantly expand. Listed below are some of the categories used for courses:

Art
Religion
Languages
Math
Anthropology
Economics
Geography
History
Journalism
Philosophy
Politics
Clothing
Textiles
Family Foods
Interior Design
Typing
Personal Improvement
Teacher Recertification
Air Conditioning
Automotive
Blueprint Reading
Personal Services
Plumbing
Small Engine Repair & Services
Textile Production and Fabrication
Sociology
Psychology
Science
Seminars
Applied Chemistry
Civil Engineering Methods
Physics
Agriculture
Accounting/Bookkeeping
Data Processing
General Clerical
Office Machines
Advertising
Finance and Credit
Insurance
Marketing
Real Estate
Transportation
Driver Education
First Aid
P.N. Upgrading
R.N. Refresher
Safety
Child Care
Administrative Management
Carpentry
Drafting
Electrical Construction
Graphic Arts
Masonry
Welding
Woodworking

ADULT EDUCATION PROGRAMS

Vance-Granville Community College offers four programs in the area of Adult Education designed to assist adults in learning to speak and write English, obtain an eighth grade level of education and to complete high school through the Adult High School Equivalency (GED) and Adult High School Diploma programs. Classes are offered both on and off campus. The Adult High School Diploma program is offered only through the Individualized Instruction Area of the Learning Resources Center. For more information contact the office of Continuing Education.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education classes are offered to help adults who have had little or no formal schooling to acquire skills in reading, writing, computation, and problem solving to at least an eighth grade level. Classes are also designed to help adults apply those skills in such areas as consumer economics, government and law, occupational knowledge, community resources, and health so that they are better able to function in their adult life roles. Classes are free of charge, and are held at various sites and times throughout the community. Instruction is individualized and students may enter at any time during the quarter.

ENGLISH AS A SECOND LANGUAGE (ESL)

Instruction in English as a second language is offered for foreign-born adults who have difficulty reading, writing and speaking the English language. ESL classes are also designed to help students become better oriented to American culture, and especially to those practical demands placed upon adult individuals as heads of household, workers and citizens.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The General Educational Development (GED) program helps adults earn the equivalent of a high school diploma. The student is guided in the areas of study needed to pass the high school equivalency tests. The tests are designed to measure intellectual competency in a subject, rather than detailed knowledge. They also determine an individual's ability to think clearly and evaluate information critically. The GED test covers five subject areas: writing skills, social studies, science, reading skills, and mathematics. When a student is ready, he or she can take the GED tests which are administered on campus ($5.00 for all five tests). 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. A student who passes receives a nationally recognized High School Equivalency Diploma from the State of North Carolina.

ADULT HIGH SCHOOL DIPLOMA

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 English and literature, eleventh grade American studies, eleventh grade American government, twelfth grade English and addition to the successful completion of the course requirements, the students must be able to demonstrate competency in high school work as defined by the State of North Carolina.

THE VISITING ARTIST PROGRAM

Vance-Granville Community College is one of the forty-three North Carolina Community College System institutions which participated in the Visiting Artist program which is unique nationally. The program was established in 1971. It provides communities with creative artists whose talents encompass a wide range in both the performing and the visual arts.

Vance-Granville Community College participated in the Visiting Artist program in 1975-1976, Robin Leher, artist and painter; followed in 1977-1978 by another talented graphic artist, Diane Rathburn. The next two years, the gifted pianist, Vincent Phillips was the visiting Artist. In 1980-82, Haskell Fitz-Simons served the college in the areas of acting, directing, and theatre management.

The services of the Visiting Artist at Vance-Granville Community College are available to schools, civic organizations and interested groups and individuals in the counties of Vance, Granville, Warren and Franklin.

INDUSTRY SERVICES

Industry Services works with new, expanding, and existing industries. Its main purpose is to provide a custom training program tailored to fit the needs of a particular company and its employees. The short-term programs terminate when the immediate needs of employment have been accomplished. The flexible design of the program accommodates the training and education of employees for specialized jobs.

Courses sponsored by Industry Services include:

1. Business and Industrial Training programs — designed to train supervisory personnel to increase efficiency of business organization and to update employee vocational skills.
2. New and Expanding Industry Training — designed to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.
3. Management Development program — designed to broaden the educational background of supervisors, to develop the leadership abilities of supervisors, and to provide preparatory supervision training.

Industry Services also provides training for governmental agencies, which include law, fire, and local government. Some of the courses available to these agencies are:

1. Fire Service — designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment.
2. CPR and First Aid — designed to train persons to properly administer first aid to a victim of accident or sudden illness.
3. Law Enforcement Training—designed to meet the needs of state, county, city, and other law enforcement agencies. Includes the basic courses required for certification.
4. Emergency Medical Technician — designed to aid persons in becoming a state certified Emergency Medical Technician.

Admissions, fees, schedules, and certificates follow the same procedure outlined for the Division of Continuing Education.

CAREER DEVELOPMENT SERVICES

The Career Development Services program (CDS) offers pre-vocational 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, interpersonal 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

Developmental Studies

DEVELOPMENTAL STUDIES

In an effort to maintain the "open door" concept and to offer students a means to remove deficiencies in basic skills for entry into post-secondary level curricula, the Developmental Studies program provides instruction in reading, mathematics, and English.

Placement tests are administered as part of the admissions process, and the results of these tests are used to place the student in the appropriate classes. For whatever reason, students who do not attain minimum scores on the placement tests will be assigned to the Academic Skills Center for preparatory work. After successfully completing these courses, the student may begin his regular curricular program of study.

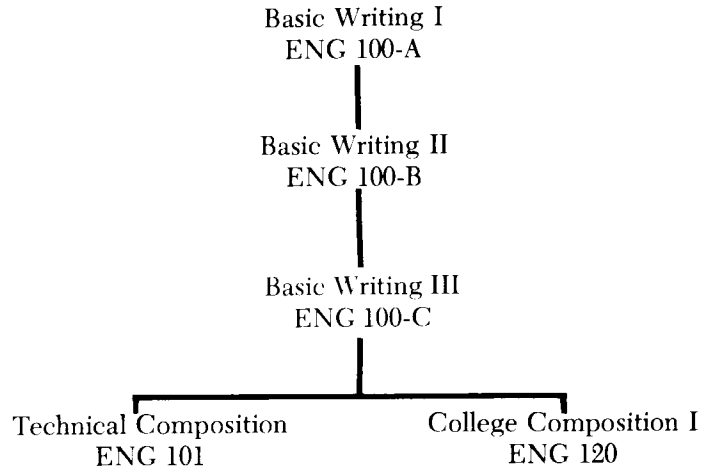
Directed by an instructor in individualized classroom settings, the courses assist students in gaining the basic academic skills necessary to succeed in vocational, technical, and college transfer curricula. These courses carry instructional credit, and the grades earned are figured in the student's quality point average.

Academic Skills Courses		Contact	Lab	Credit
Education 104	Self Dynamics	2	0	1
Education 105	Group Dynamics	2	0	1
Education 106	Career Dynamics	2	0	1
English 100A	Basic Writing I	5	0	5
English 100B	Basic Writing II	5	0	5
English 100C	Basic Writing III	5	0	5
Mathematics 90	Arithmetic I	5	0	5
Mathematics 91	Arithmetic II	5	0	5
Mathematics 92	Arithmetic III	5	0	5
Mathematics 105	Pre-College Algebra I	5	0	5
Reading 100A	Reading I	3	0	3
Reading 100B	Reading II	3	0	3
Reading 100C	Reading III	3	0	3

Courses may be applied as Electives and General Studies in some trades and occupational programs. If applied in these areas, credit will count towards graduation.

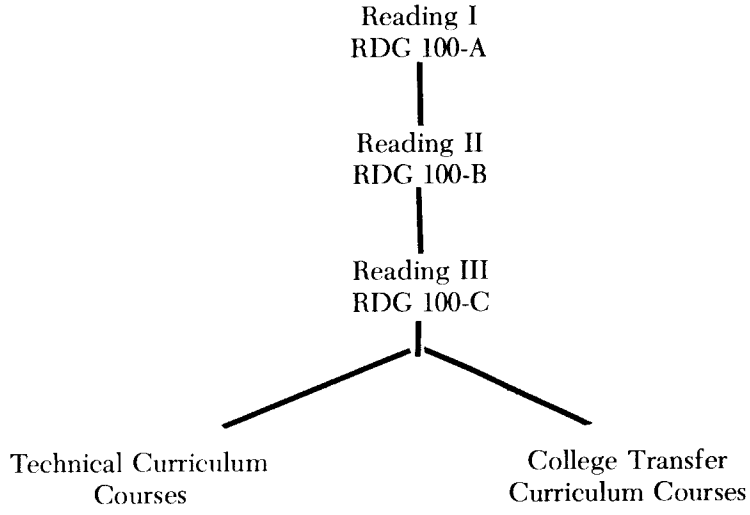
ENGLISH

On the Diagnostic Placement Essay the prospective student is asked to write an essay of no fewer than three paragraphs, choosing a topic listed on the instructional sheet. The essay should be a sample of the best writing the student can do in a limited time (about half an hour). It is evaluated by the members of the English Department to determine the student's initial placement in English courses.



READING

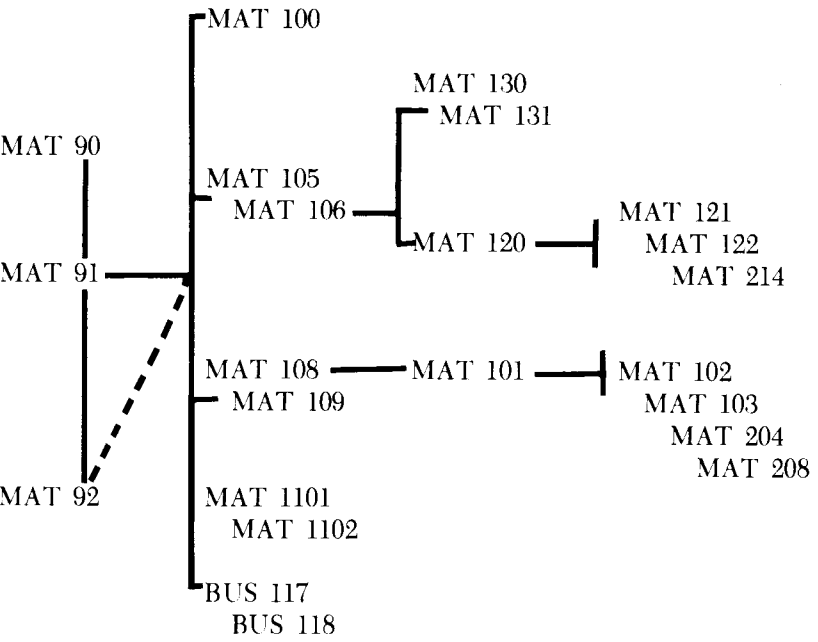
The Nelson Denny Reading Inventory is used as a placement tool to determine student reading levels. Individuals will be placed according to grade level scores. Students who place above 10.5 will be permitted to enroll in regular curricular courses. Reading 100A and 100B courses are used as part of the graduation requirements in trades programs. Students who score high on the Nelson Denny Placement Test may waiver the reading requirement.



MATHEMATICS

Students are placed in entry level mathematics courses from recommendations of scores on the placement exam. All students will be administered the math fundamentals portion of the exam. Students who are successful on the short fundamentals portion of the test should elect the pre-college algebra placement exam. Students should investigate the specific math requirements for their major career field.

Mathematics Sequence

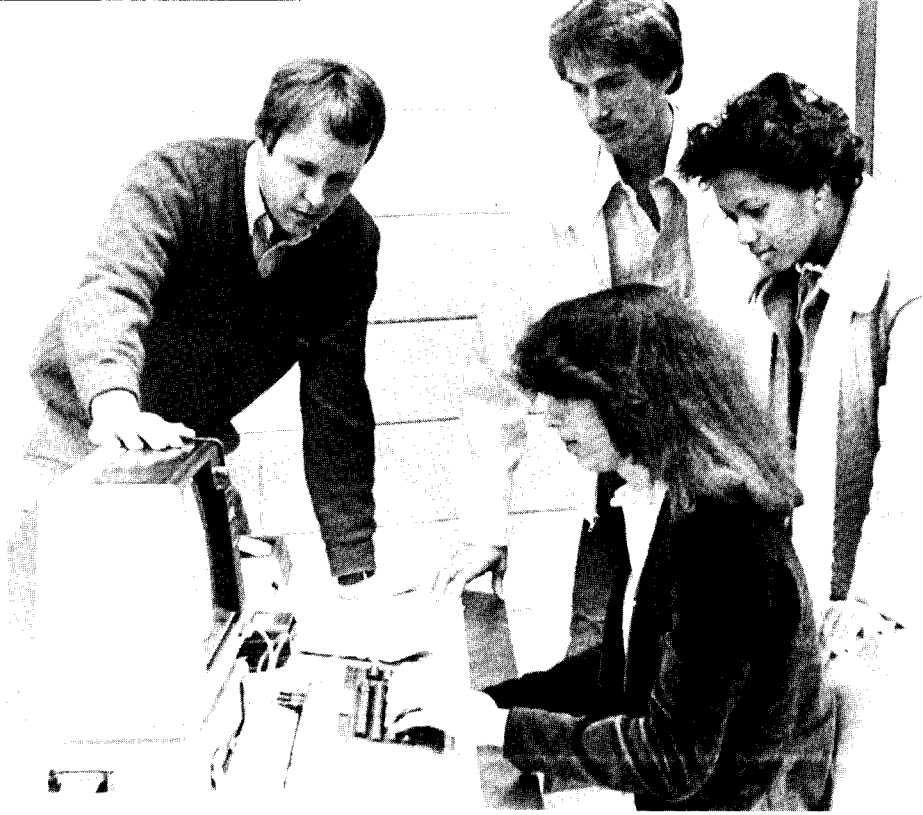


MATHEMATIC REQUIREMENTS BY PROGRAMS

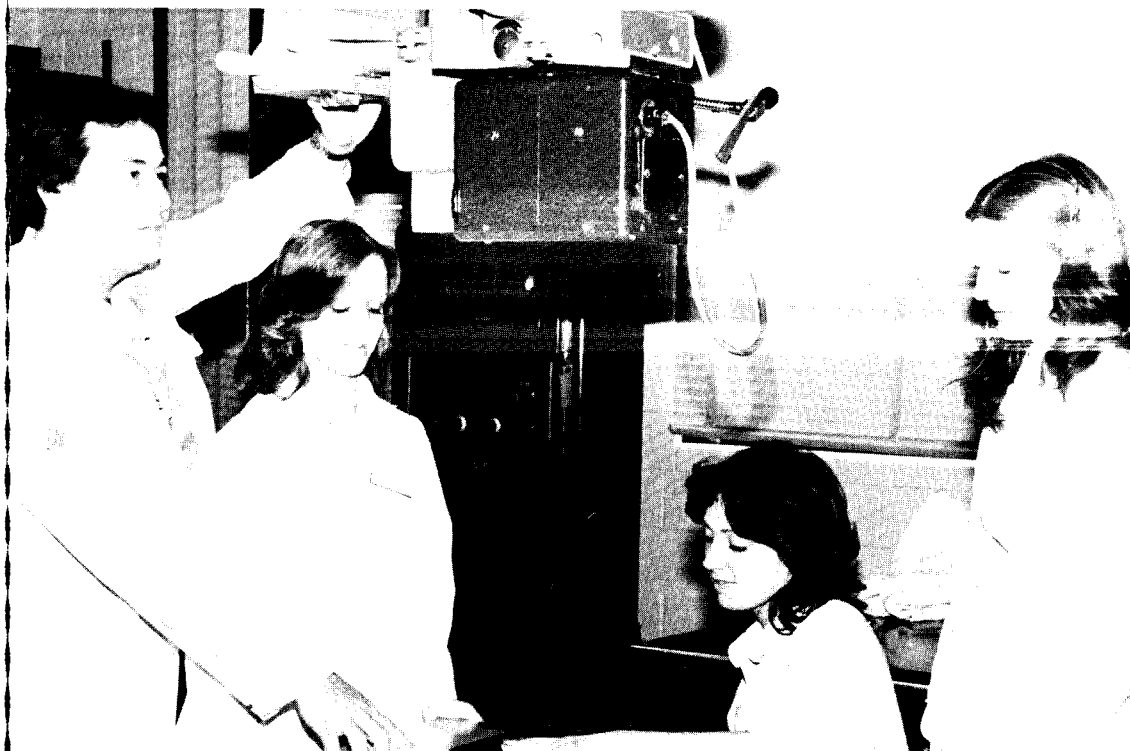
Program	Mathematic Credit Requirements	Entry Level Courses	
Accounting	10	BUS 117	Business Math I
Automotive	8	MAT 1101	Trades Math I
Banking & Finance	10	BUS 117	Business Math I
Business Administration (AAS)	10	BUS 117	Business Math I
College Transfer			
Liberal Arts (AS)	10	MAT 120	College Math I
Business Ad. (AS)	15	MAT 120	College Math I
Pre-Education (AS)	10	MAT 120	College Math I
Cosmetology	None		
Criminal Justice	5	MAT 100	Consumer Math
Educational Associate (including Early Childhood, Teacher Aide, and Special Ed.)	5	MAT 100	Consumer Math
Electrical Installation	4	MAT 1101	Trades Math I
Electronic Data Processing	15	MAT 105	Pre-College Algebra I
Electronic Engineering	25	MAT 101	Technical Math I
General Office Specialty	10	BUS 117	Business Math I
General Office Technology	10	BUS 117	Business Math I
Heating and Air Conditioning	8	MAT 1101	Trades Math I
Industrial Maintenance	8	MAT 1101	Trades Math I
Industrial Management	10	MAT 101	Technical Math I
Light Construction	8	MAT 1101	Trades Math I
Marketing & Sales	10	BUS 117	Business Math I
Nursing Assistant	None		
Practical Nursing	(Placement Scores)	MAT 105	or above
Radiologic Technology	6	MAT 108	Radiologic Math
Recreation (includes Recreation Assoc. and Recreation Therapy)	5	MAT 100	Consumer Math
Secretarial Science (includes Executive, Legal, and Medical Sec. Sc.)	10	BUS 117	Business Math I
Welding	8	MAT 1101	Trades Math I

Curricula

- Accounting
- Automotive Mechanics
- Banking and Finance Technology
- Business Administration
- College Transfer
- Cosmetology
- Criminal Justice Technology
- Education Associate
  - Early Childhood Specialist
  - Special Education Associate
  - Teacher Aide Associate
- Education Associate
- Electrical Installation and Maintenance
- Electronic Data Processing
- Electronic Engineering Technology
- General Office Technology
- Heating and Air Conditioning
- Industrial Maintenance/Electromechanical
- Industrial Management
- Light Construction
- Nurses' Assistant
- Practical Nursing Education
- Radiologic Technology
- Recreation Associate Technology
- Recreation Therapy Technology
- Secretarial Science-Executive
- Secretarial Science-Legal
- Secretarial Science-Medical
- Textile Technology and Management
- Welding



Programs of Studies



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 enterprises.

The Accounting curricular student receives training in the organization and management of business operations, the fundamentals of accounting, and the analysis of the financial statements. Students learn how to operate standard business machines related to accounting and receive an introduction to data processing systems.

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 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 78
All Required

BUS 101, 102, 110, 111, 115, 116, 117, 118
BUS 121, 123, 124, 222, 223, 224, 225, 229
BUS 230, 269
ECO 102, 104

Area III General Studies 12
*ENG 206 plus 9 other credits

BUS 233, 235, 271, CJC 115
EDP 109; HEA 115; HUM 125, 126, 202
ISC 112, 212, 224, 228; MAT 105, 107
POL 102, 110

Suggested Sequence of Courses for Accounting

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	117	Business Math I	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	110	Office Machines I	1	2	2
SECOND QUARTER					
BUS	120	Accounting I	5	2	6
BUS	118	Business Math II	5	0	5
ENG	102	Oral Communications	3	0	3
BUS	111	Office Machines II	1	2	2
BUS	115	Business Law I	3	0	3
THIRD QUARTER					
ENG	103	Technical Report Writing	3	0	3
BUS	116	Business Law II	3	0	3
ECO	102	Economics I	3	0	3
BUS	121	Accounting II	5	2	6
BUS	123	Finance I	3	0	3
FOURTH QUARTER					
ECO	104	Economics II	3	0	3
BUS	124	Finance II	3	0	3
BUS	222	Intermediate Accounting I	5	2	6
—	—	Electives	6	0	6
FIFTH QUARTER					
ENG	206	Business Communications	3	0	3
BUS	223	Intermediate Accounting II	5	2	6
BUS	225	Cost Accounting	3	2	4
BUS	229	Taxes I	3	2	4
SIXTH QUARTER					
BUS	235	Business Management	3	0	3
BUS	269	Auditing	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
BUS	224	Advanced Accounting	3	2	4
BUS	230	Taxes II	3	2	4

Evening Curriculum

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	117	Business Math I	5	0	5
ECO	102	Economics I	3	0	3
BUS	115	Business Law I	3	0	3
SECOND QUARTER					
BUS	116	Business Law II	3	0	3
ECO	104	Economics II	3	0	3
BUS	118	Business Math II	5	0	5
BUS	110	Office Machines I	1	2	2
THIRD QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	120	Accounting I	5	2	6
BUS	111	Office Machines II	1	2	2
FOURTH QUARTER					
BUS	123	Finance I	3	0	3
BUS	121	Accounting II	5	2	6
BUS	235	Business Management	3	0	3
FIFTH QUARTER					
ENG	102	Oral Communications	3	0	3
BUS	222	Intermediate Accounting I	5	2	6
BUS	124	Finance II	3	0	3
SIXTH QUARTER					
ENG	103	Technical Report Writing	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
BUS	223	Intermediate Accounting II	5	2	6
SEVENTH QUARTER					
ENG	206	Business Communication	3	0	3
BUS	224	Advanced Accounting	3	2	4
BUS	102	Typewriting I	2	3	3
EIGHTH QUARTER					
BUS	229	Taxes I	3	2	4
BUS	269	Auditing	3	2	4
BUS	225	Cost Accounting	3	2	4
NINTH QUARTER					
BUS	230	Taxes II	3	2	4
—	—	Elective	3	0	3

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, discussions, 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.

Minimum Credit Hours Required for Diploma: 72

Area I Core 3

*WLD 1129

Area II Major 45
All Required

*AHR 1101; AUT 1123, 1124, 1203
*PME 1101, 1102, 1221

Area III General Studies 24
24 Credit Hours Required

BUS 117; ENG 100A; HEA 112; MAT 100,
MAT*1101, *1102; PHY 1101; PSY 101,
PSY *114, 115; *RDG 100A, 100B;
SOC 101, 112

Diploma Program

AUTOMOTIVE MECHANICS

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
PME	1102	Basic Electrical & Fuel Systems	5	0	15	10
*MAT	1101	Trades Mathematics I	4	0	0	4
PHY	1101	Applied Science	3	2	0	4
*RDG	100A	Reading I or approved elective	3	0	0	3
SECOND QUARTER						
PME	1101	Internal Combustion Engines	3	0	12	7
AUT	1203	Automotive Emission Controls	3	0	3	4
WLD	1129	Basic Welding	2	0	3	3
*RDG	100B	Reading II or approved elective	3	0	0	3
THIRD QUARTER						
AUT	1123	Brakes, Chassis & Suspension Systems	3	0	9	6
HEA	112	First Aid and Safety	3	0	0	3
MAT	1102	Trades Mathematics II	4	0	0	4
PME	1221	Front Suspension, Alignment and Power Steering	3	0	9	6
FOURTH QUARTER						
AUT	1101	Automotive Air Conditioning	3	0	6	5
AUT	1124	Automotive Power Train Systems	3	0	12	7
*PSY	114	Human Relations or approved elective	3	0	0	3

(Certificate Program)

AUTOMOTIVE MECHANICS

Evening Curriculum

Minimum Credit Hours Required for Certificate: 48

Area I Core 3

*WLD 1129

Area II Major 45

All Required

*AHR 1101; AUT 1123, 1124, 1203
*PME 1101, 1102, 1221

Area III General Studies 0

None Required

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

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

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
AUT	1124	Auto Power Train Systems	3	0	12	7
SECOND QUARTER						
PME	1102	Basic Electrical & Fuel Systems	5	0	15	10
THIRD QUARTER						
PME	1101	Internal Combustion Engines	3	0	12	7
WLD	1129	Basic Welding	2	0	3	3
FOURTH QUARTER						
AUT	1123	Brakes, Chassis & Suspension Systems	3	0	9	6
AHR	1101	Automotive Air Conditioning	3	0	6	5
FIFTH QUARTER						
PME	1221	Front Suspension, Alignment and Power Steering	3	0	9	6
AUT	1203	Automotive Emission Controls	3	0	3	4

BANKING AND FINANCE TECHNOLOGY

With the rapid development and expansion of business and industry in North Carolina, there is a greater demand for qualified personnel to assist management in this economic growth. Graduates of the two-year program will be prepared to enter full-time employment in banking and finance. This program will also appeal to those currently employed in banking and finance occupations who may wish to improve their positions. Additionally, this will provide an educational program for those bank employees who wish to receive the American Institute of Banking Certificate. Upon completion of this program, graduates will also be prepared for careers in retail credits, investment companies, savings and loan associations, mortgage companies, as well as banks and finance companies.

Upon completion of this two-year program, the graduate will be awarded the Associate in Applied Science Degree in Banking and Finance Technology. The first year of this program is similar to other curricula in business. In the second year each student will pursue his/her specialty in Banking and Finance. This curriculum includes professional courses in banking and finance, courses in related areas, and general education. Instruction will include both theoretical concepts and practical applications needed for future success.

Persons already employed in the banking and financial industry, who do not wish to pursue a degree program, may pursue the required course of study for certificates by the American Institute of Banking. Four types of certificates awarded by the AIB are: (1) Basic, (2) Standard, (3) Advanced, and (4) General.

Minimum Credit Hours Required for Degree: 111

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 84
All Required

*AIB 202, 203, 205, 209, 210, **231,
*AIB 232, 235, 236; BUS 101, 102, 110,
BUS 111, 115, 116, 117, 118, 121, 123, 124,
*BUS 209, 219, 222, 239, 280, 281, 283,
*BUS 286, 287; ECO 102, 104

Area III General Studies 9
9 Credit Hours Required

BUS 229, 230, 233, 235, 271; ENG 206
ISC 228; PSY 101; SOC 101

*Students may select these courses as specialized courses in the Banking and Finance Curriculum.
**For Savings and Loan Associations

Suggested Sequence of Courses

Two-Year Degree Program

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
ENG	101	Technical Composition		3	0	3
BUS	102	Typewriting I		2	3	3
BUS	117	Business Math I		5	0	5
BUS	101	Introduction to Business		5	0	5
BUS	110	Office Machines I		1	2	2
SECOND QUARTER						
ENG	102	Oral Communications		3	0	3
BUS	118	Business Math II		5	0	5
BUS	120	Accounting I		5	2	6
BUS	115	Business Law I		3	0	3
BUS	111	Office Machines II		1	2	2
THIRD QUARTER						
ENG	103	Technical Report Writing		3	0	3
ECO	102	Economics I		3	0	3
BUS	121	Accounting II		5	2	6
BUS	116	Business Law II		3	0	3
BUS	123	Finance I		3	0	3
FOURTH QUARTER						
BUS	222	Intermediate Accounting I		5	2	6
BUS	124	Finance II		3	0	3
ECO	104	Economics II		3	0	3
		Specialized Course				
		Specialized Course				
FIFTH QUARTER						
ENG	206	Business Communications		3	0	3
		Electives				
		Specialized Course				
		Specialized Course				
SIXTH QUARTER						
EDP	104	Introduction to Data Processing		3	0	3
		Specialized Course				
		Specialized Course				
		Specialized Course				
		Specialized Course				

AIB CERTIFICATE REQUIREMENTS

Basic Certificate

(Required Courses)

Course	No.	Course Title	Lec	Lab	Credit
AIB	202	Principles of Banking	4	0	4
ECO	102	Economics I	3	0	3
ECO	104	Economics II	3	0	3
ENG	101	Technical Composition	3	0	3
		Elective	3	0	3
			16	0	16

Standard Certificate

(Required Courses)

BUS	120	Accounting I	5	2	6
AIB	210	Money and Banking	4	0	4
		Course in Banking Function	4	0	4
AIB	205	Bank Mangement (or management elective)	4	0	4
ENG	102	Oral Communications	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			26	2	27

Advanced Certificate

(Required Courses)

		Foundation of Banking (Economics, Principles of Banking, etc.)	3	0	3
		Banking Functions (three courses)	12	0	12
AIB	205	Bank Management	4	0	4
		Management/Supervision	3	0	3
		General Elective	3	0	3
		General Elective	3	0	3
		General Elective	3	0	3
			31	0	31

General Certificate

(36 Hours Required)

No course or content area requirements, but only half of the 36 credits needed, may be transfer credits.

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.

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

Minimum Credit Hours Required for Degree: 109

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 76
All Required

BUS 101, 102, 110,. 111, 115, 116, 117
BUS 118, 121, 123, 124, 222, 229, 230
BUS 233, 239, 243, 247, 271,
ECO 102, 104

Area III General Studies 15
15 Credit Hours Required

BUS 235, CJC 115; EDP 109
*ENG 206; HEA 115; HUM 125, 126;
ISC 112, 212, 224, 228; MAT 105, 106
POL 102, 110

*Required

Suggested Sequence of Courses for Business Administration

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	101	Introduction to Business	5	0	5
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
SECOND QUARTER					
ENG	102	Oral Communications	3	0	3
BUS	118	Business Math II	5	0	5
BUS	120	Accounting I	5	2	6
BUS	115	Business Law I	3	0	3
BUS	111	Office Machines II	1	2	2
THIRD QUARTER					
ENG	103	Technical Report Writing	3	0	3
BUS	116	Business Law II	3	0	3
BUS	121	Accounting II	5	2	6
ECO	102	Economics I	3	0	3
BUS	123	Finance I	3	0	3
FOURTH QUARTER					
BUS	124	Finance II	3	0	3
ECO	104	Economics II	3	0	3
BUS	222	Intermediate Accounting I	5	2	6
BUS	243	Advertising	3	2	4
		Elective	3	0	3
FIFTH QUARTER					
ENG	206	Business Communication	3	0	3
BUS	229	Taxes I	3	2	4
BUS	233	Personnel Management	3	0	3
BUS	239	Marketing	3	0	3
		Electives	6	0	6
SIXTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
BUS	271	Office Management	3	0	3
BUS	247	Business Insurance or Elective	3	0	3
BUS	230	Taxes II	3	2	4
		Elective	3	0	3

Evening Curriculum

Suggested Sequence of Courses for Business Administration

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	117	Business Math I	5	0	5
ECO	102	Economics I	3	0	3
BUS	115	Business Law I	3	0	3
SECOND QUARTER					
BUS	116	Business Law II	3	0	3
ECO	104	Economics II	3	0	3
BUS	118	Business Math II	5	0	5
BUS	110	Office Machines I	1	2	2
THIRD QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	120	Accounting I	5	2	6
BUS	111	Office Machines II	1	2	2
FOURTH QUARTER					
BUS	123	Finance I	3	0	3
BUS	121	Accounting II	5	2	6
		Elective	3	0	3
FIFTH QUARTER					
ENG	102	Oral Communications	3	0	3
BUS	222	Intermediate Accounting I	5	2	6
BUS	124	Finance II	3	0	3
SIXTH QUARTER					
ENG	103	Technical Report Writing	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
		Elective	3	0	3
SEVENTH QUARTER					
ENG	206	Businesss Communications	3	0	3
BUS	239	Marketing	3	0	3
BUS	233	Personnel Management	3	0	3
BUS	271	Office Management	3	0	3
EIGHTH QUARTER					
BUS	229	Taxes I	3	2	4
BUS	102	Typewriting I	2	3	3
BUS	235	Business Management	3	0	3
NINTH QUARTER					
BUS	230	Taxes II	3	2	4
BUS	247	Business Insurance or Elective	3	0	3
BUS	243	Advertising	3	2	4

COLLEGE TRANSFER PROGRAM

In the first two years of a four-year college degree, students secure a general education in areas of humanities, social science, science, and mathematics. These courses are known as general education requirements. The aim of the College Transfer Program at Vance-Granville Community College is to provide quality instruction in these areas to assure students of transfer credit to four-year institutions.

The College Transfer Program has several missions. First, it makes available in pre-planned programs of study, the first two years of college for students who intend to transfer to a four-year college or university to complete a baccalaureate degree. Second, it provides individual college courses for out-of-school citizens who desire to continue their education. Finally it provides an opportunity to study the arts and sciences for those whose educational goals are satisfied by two years or less of work. Students who complete the two-year program are awarded an associate degree.

Students who plan to transfer to a four-year college or university are advised to give careful attention to several important considerations.

1. The transferability of courses taken at Vance-Granville Community College is determined solely by the institution to which the student transfers. Curricula and courses have been developed in accordance with state recommended guidelines in order to facilitate transfer of credits. However, some four-year institutions may have specific requirements which warrant special attention.
2. Students are responsible for meeting the entrance requirements of the institution to which they transfer. Students should work with the Director of College Transfer and their faculty advisor to ensure that they take courses which enable them to meet these requirements.

LIBERAL ARTS AND EDUCATION

Associate in Arts Degree

This curriculum is designed for persons who plan to transfer to a four-year college or university to complete requirements for a Bachelor's Degree. Students in this program may wish to pursue majors in the following areas.

Biological Science
Botany
Economics
Education
English
Foreign Language
History
Humanities
Journalism
Library Science
Literature
Philosophy
Political Science
Pre-Dental
Pre-Law
Pre-Medical
Psychology
Public Administration
Sociology

Minimum Credit Hours Required for Degree: 96

Area I Communications 14
All Required

ENG 120, 121, 122, 220

Area II Humanities 18
18 Credit Hours Required from three departments.

*ENG 230, 231, 232, or *ENG 240, 241, 242
ENG 150, 152, 250, 251 FRE 101, 102, 103
FRE 201, 202, 203; HUM 114, 115, 116,
HUM 125, 126, 202;

Area III Social Science 18
18 Credit Hours Required from three departments.

ANT 100; ECO 102, 104;
*HIS 101, 102, 103 or *HIS 207, 208
POL 102, 110; PSY 101; SOC 101, 112, 113

Area IV Mathematics 10
10 Credit Hours Required

*MAT 120, 121, 122, 130, 131, 214

Area V Science 12
All Required

*BIO 101, 102, 103

Area VI Physical Education or Health 3
3 Credit Hours Required

HEA 111, 112

Area VII Electives 21
21 Credit Hours Required

BIO 105, 108, 205;
CJC 101; GEO 110; PSY 209, 212
SOC 115, 116, 117, 211 or
Any of the courses listed in Areas I, II, III, IV, V, and VI not used to meet a requirement.

*Required

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	120	College Composition I	3	0	3
MAT	120	College Math I: Basic Concepts	5	0	5
HIS	101	Western Civilization I	3	0	3
		or			
HIS	207	American History I	5	0	5
BIO	101	Biology	3	3	4

SECOND QUARTER					
ENG	121	College Composition II	3	0	3
MAT	121	College Math II: Finite Mathematics	5	0	5
HIS	102	Western Civilization II	3	0	3
		or			
HIS	208	American History II	5	0	5
BIO	102	Biology II	3	3	4
THIRD QUARTER					
ENG	122	College Composition III	3	0	3
MAT	122	College Math III: Calculus	5	0	5
HIS	103	Western Civilization III	3	0	3
BIO	103	Biology III	3	3	4
		*Elective	6	0	6
FOURTH QUARTER					
ENG	240	American Literature I	3	0	3
		or			
ENG	230	English Literature I	3	0	3
PSY	101	General Psychology	3	0	3
ENG	220	Speech	5	0	5
		*Electives or HEA 111	6	0	6
FIFTH QUARTER					
ENG	241	American Literature II	3	0	3
		or			
ENG	231	English Literature II	3	0	3
SOC	101	General Sociology	3	0	3
		*Electives or HEA 112	9	0	9
SIXTH QUARTER					
ENG	242	American Literature III	3	0	3
		or			
ENG	232	English Literature III	3	0	3
		*Electives	12	0	12

*Elementary Education majors should take HIS 207, 208; HUM 114 or 115, 116 and PSY 101.

UNC-CH requires two years of Foreign Language if beginning a new language.

Other electives are ECO 102, 104, HUM 125, 126, 202, MAT 214, POL 102.

BUSINESS ADMINISTRATION MAJOR

Associate in Arts Degree

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	120	College Composition I	3	0	3
MAT	120	College Math I: Basic Concepts	5	0	5
BIO	101	Biology I	3	3	4
		Foreign Language on Elective	5	0	5

SECOND QUARTER					
ENG	121	College Composition II	3	0	3
MAT	121	College Math II: Finite Mathematics	5	0	5
BIO	102	Biology II	3	3	4
		Foreign Language or Elective	5	0	5
THIRD QUARTER					
ENG	122	College Composition III	3	0	3
*MAT	122	College Math III: Calculus	5	0	5
BIO	103	Biology III	3	3	4
		Foreign Language or Elective	5	0	5
FOURTH QUARTER					
ENG	230	English Literature I	3	0	3
*ECO	102	Economics I	3	0	3
HIS	207	American History I	5	0	5
MAT	214	Statistics	5	0	5
HEA	111	Personal Community Health	3	0	3
FIFTH QUARTER					
ENG	213	English Literature II	3	0	3
*ECO	104	Economics II	3	0	3
HIS	208	American History II	5	0	5
ENG	220	Speech	5	0	5
SIXTH QUARTER					
ENG	232	English Literature III	3	0	3
POL	102	National Government	3	0	3
		Electives	9	0	9

*ECO 102, 104, POL 102, MAT 122 are strongly recommended for business administration majors. Other electives are HUM 125, 126, 202, ENG 152, HEA 112.

THE ADVANTAGES OF BEGINNING A 4-YEAR TRANSFER PROGRAM AT VANCE-GRANVILLE COMMUNITY COLLEGE

A reputation for producing excellent transfer students at four-year colleges and universities

Lower costs

Smaller classes

Individual attention

Excellent instruction

Opportunity to improve reading, composition, and mathematics skills to college level

Students may be employed in their hometown communities while earning college credits

Loans, scholarships, and on-campus work opportunities

COSMETOLOGY

Professional hair styling 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 demand 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 of Cosmetology Examination 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 establishment of a business and be able to perform any duties established by the State Board of Cosmetic Arts.

Minimum Credit Hours Required for Diploma: 68

Area I Core 0

Area II Major 65
All Required

COS 1001, 1002, 1003, 1004, 1005, 1011
COS 1022, 1033, 1044, 1055

Area III General Studies 3
Required

HEA 112

Students may choose to complete 1500 hours in lieu of working the 6 months apprenticeship.

The fifth quarter will be a continuation of practice in fingerwaving, pincurling, roller patterns, permanent waving, chemical hair relaxing and hair tinting.

Scientific study will be a complete review of each subject covered in preparation for the State Board Examination.

COSMETOLOGY

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
COS	1001	Scientific Study I	4	6	6
COS	1011	Mannequin Practice	1	19.5	7
HEA	112	First Aid and Safety	3	0	3
SECOND QUARTER					
COS	1002	Scientific Study II	5	0	5
COS	1022	Clinical Application I	0	25	8
THIRD QUARTER					
COS	1003	Scientific Study III	5	0	5
COS	1033	Clinical Application II	0	25	8
FOURTH QUARTER					
COS	1004	Scientific Study IV	5	0	5
COS	1044	Clinical Application III	0	25	8
FIFTH QUARTER					
COS	1005	Scientific Study V	5	0	5
COS	1055	Clinical Application IV	0	25	8

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
All Required

CJC 101, 115, 125, 206, 209, 210, 211,
CJC 212, 220, 230, 234, 282;
SOC 115, 117

Area III General Studies 44
44 Credit Hours Required

BUS 102; CJC 260, 261, 262, 263; EDU 104,
EDU 105, 106; *ENG 101, 102, 103, 105
ENG 120, 121, 122, 220; HEA 112;
HIS 101, 102, 209; MAT *100, 120, 121
MAT 122; POL 102, 110; *PSY 101, 209
PSY 114, 212; *SOC *101, 112, 113;
REC 112

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

No more than 49 hours may be transferred from schools not in the State System of Community Colleges.

Suggested Sequence of Courses for Criminal Justice Technology

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	125	Court Procedures and Evidence	3	0	3
ENG	105	Library Services	3	0	3
MAT	100	Consumer Mathematics	5	0	5
		Elective	3	0	3
SECOND QUARTER					
CJC	220	Criminal Justice Administration	5	0	5
CJC	230	Counseling	5	0	5
ENG	101	Technical Composition	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		Elective	3	0	3
THIRD QUARTER					
SOC	115	Criminology	3	0	3
CJC	115	Criminal Law	5	0	5
PSY	209	Abnormal Psychology	3	0	3
ENG	103	Technical Report Writing	3	0	3
		Elective	3	0	3
FOURTH QUARTER					
CJC	212	Drugs	3	0	3
CJC	209	Corrections Law	3	0	3
CJC	210	Criminal Investigation I	3	0	3
HEA	112	First Aid and Safety	3	0	3
		Elective	3	0	3
FIFTH QUARTER					
CJC	206	Criminal Justice & The Community	3	0	3
SOC	117	Juvenile Delinquency	5	0	5
CJC	211	Criminal Investigation II	3	0	3
		Elective	3	0	3
SIXTH QUARTER					
CJC	225	Seminar in Criminal Justice	3	0	3
CJC	234	Community Based Corrections	5	0	5
ENG	102	Oral Communications	3	0	3
		Elective	3	0	3

***The college offers instruction in the evening for the above courses, but the sequence may differ and the time is extended beyond the normal two-year period for completion of the program.

EDUCATION ASSOCIATE PROGRAM

The Education Associate Program is designed to train individuals who are interested in working in one of the subfields of education. The program is comprised of two levels: a diploma level and a degree level. All students in the program will take a core of courses, totaling 64 hours, which will lead to a diploma as a paraprofessional in the field of education.

A student may proceed to the second level of the program and take additional courses toward an associate degree in a specialized field of education. Associate of Applied Science degrees will be awarded in the areas of Early Childhood, Special Education, and Teacher Aide.

Diploma Level

Minimum Credit Hours Required for Diploma: 64

Area I Core 26
All Required

*EDU 101, 102, 103, 104, 105, 106, 107,
*EDU 108, 149, 203, 234

Area II Major 0

None Required

Area III General Studies 38
38 Credit Hours Required

*BUS 102, 103, 127, *ENG 102, 105;
*HEA 105, *111, *112, *MAT 100;
*PSY 101, *115, *116, 209, 212; SOC *107, 101
SOC 112, 117

*Required

Suggested Sequence of Courses for Education Associate Diploma

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
HEA	111	Personal & Community Health	3	0	3
EDU	101	Introduction to Education	3	0	3
EDU	104	Self-Dynamics	2	0	1
EDU	234	Audiovisual Techniques	3	0	3
		Elective	3	0	3
SECOND QUARTER					
BUS	102	Typewriting I	2	3	3
HEA	105	Nutrition	3	0	3
HEA	112	First Aid & Safety	3	0	3
SOC	107	The Family	3	0	3
EDU	106	Career Dynamics	2	0	1
		Elective	3	0	3
THIRD QUARTER					
MAT	100	Consumer Mathematics	5	0	5
PSY	115	Human Growth & Development I	3	0	3
EDU	103	Parent Education	3	0	3
EDU	105	Group Dynamics	2	0	1
EDU	107	Seminar in Reporting & Observation	1	4	3
EDU	149	Role of Education Associate	1	0	1
FOURTH QUARTER					
ENG	102	Oral Communications	3	0	3
PSY	116	Human Growth & Development II	3	0	3
EDU	102	Educational Methods	3	2	4
EDU	108	Behavior Management	3	0	3
EDU	203	Exceptional Child	3	0	3

EARLY CHILDHOOD SPECIALIST
DEGREE LEVEL

The Early Childhood Specialist curriculum is designed to prepare individuals to work in programs devoted to the care and development of infants and young children. Through course work and application in such areas as the care and guidance of children, activities for young children, problems of childhood, and the administration of child care facilities, the student will be able to function effectively as a child care worker or director in facilities such as day care centers, nursery schools, child development centers, camps and recreational centers.

An optimal development of the pre-school child becomes increasingly emphasized and as more and more parents enter the work force necessitating day care for their pre-schoolers, the job market for persons trained as early childhood specialists will continue to grow.

Minimum Credit Hours Required for Degree: 103

Area I Core 26
All Required

*EDU 101, 102, 103, 104, 105, 106, 107
*EDU 108, 149, 203, 234

Area II Major 28
All Required

*EDU 111, 202, 206, 216, 217, 222, 231
*EDU 243, 244

Area III General Studies 49
49 Credit Hours Required

*BUS 102, 103, 127, *293; *ENG, 101, *102
*ENG 105; *HEA 105, *111, *112; *MAT 100;
PSY 101, *115, *116, 209, 212;
SOC 101, *107, *108, 112, 117

*Required

Suggested Sequence of Courses for Early Childhood Specialist

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
HEA	111	Personal & Community Health	3	0	3
EDU	101	Introduction to Education	3	0	3
EDU	104	Self-Dynamics	2	0	1
EDU	234	Audiovisual Techniques	3	0	3
		Elective	3	0	3
SECOND QUARTER					
BUS	102	Typewriting I	2	3	3
HEA	105	Nutrition	3	0	3
HEA	112	First Aid & Safety	3	0	3
SOC	107	The Family	3	0	3
EDU	106	Career Dynamics	2	0	1
		Elective	3	0	3
THIRD QUARTER					
MAT	100	Consumer Mathematics	5	0	5
PSY	115	Human Growth & Development I	3	0	3
EDU	103	Parent Education	3	0	3
EDU	105	Group Dynamics	2	0	1
EDU	107	Seminar in Reporting & Observation	1	4	3
EDU	149	Role of Education Associate	1	0	1
FOURTH QUARTER					
ENG	102	Oral Communications	3	0	3
PSY	116	Human Growth & Development II	3	0	3
EDU	102	Educational Methods	3	2	4
EDU	108	Behavior Management	3	0	3
EDU	203	Exceptional Child	3	0	3
FIFTH QUARTER					
BUS	293	Small Business Enterprise	3	0	3
ENG	101	Technical Composition	3	0	3
EDU	216	Problems of Childhood	3	0	3
EDU	217	Language & Literature	2	2	3
EDU	231	Creative Activities for Pre-School	1	2	2
EDU	243	Physical Education for Pre-School	1	2	2
SIXTH QUARTER					
SOC	108	Community Resources	1	2	3
EDU	111	Administration & Supervision of Day Care	3	0	3
EDU	202	Science & Math for Pre-School	3	0	3
EDU	206	Music for Young Children	1	2	2
EDU	244	Care of Pre-School Child	2	2	3
		Elective	3	0	3
SEVENTH QUARTER					
EDU	222	Practicum	Variable		7

SPECIAL EDUCATION ASSOCIATE

DEGREE LEVEL

The Special Education curriculum is designed to prepare individuals to work in programs devoted to the care and development of persons with exceptionalities. Through course work and application in such areas as mental retardation, emotional disturbance, physical handicaps, learning disabilities, and the gifted, the student will be able to function effectively as an employee in a sheltered workshop, group home, residential institution for persons with exceptionalities, or special education classroom.

At present, there are an abundance of jobs available in the field of special education; and since the federal government mandates education of the handicapped, there will continue to be jobs available to persons interested in working with individuals with exceptionalities.

Minimum Credit Hours Required for Degree: 103

Area I Core 26
All Required

*EDU 101, 102, 103, 104, 105, 106, 107
*EDU 108, 149, 203, 234

Area II Major 27
All Required

*EDU 200, 210, 212, 215, 222, 245, 246, 252

Area III General Studies 50
50 Credit Hours Required

BUS *102, 103, 127; *ENG 101, *102, *105
*HEA 105, 111, *112; *MAT 100; PSY 101
PSY *115, *116, 209, 212; *REC 222
SOC 101, *107, 112, 117

*Required

Suggested Sequence of Courses for Special Education Associate

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
HEA	111	Personal & Community Health	3	0	3
EDU	101	Introduction to Education	3	0	3
EDU	104	Self-Dynamics	2	0	1
EDU	234	Audiovisual Techniques	3	0	3
		Elective	3	0	3
SECOND QUARTER					
BUS	102	Typewriting I	2	3	3
HEA	105	Nutrition	3	0	3
HEA	112	First Aid & Safety	3	0	3
SOC	107	The Family	3	0	3
EDU	106	Career Dynamics	2	0	1
		Elective	3	0	3
THIRD QUARTER					
MAT	100	Consumer Mathematics	5	0	5
PSY	115	Human Growth & Development I	3	0	3
EDU	103	Parent Education	3	0	3
EDU	105	Group Dynamics	2	0	1
EDU	107	Seminar in Reporting & Observation	1	4	3
EDU	149	Role of Education Associate	1	0	1
FOURTH QUARTER					
ENG	102	Oral Communications	3	0	3
PSY	116	Human Growth & Development II	3	0	3
EDU	102	Educational Methods	3	2	4
EDU	108	Behavior Management	3	0	3
EDU	203	Exceptional Child	3	0	3
FIFTH QUARTER					
ENG	101	Technical Composition	3	0	3
EDU	210	Emotional Disturbance	3	0	3
EDU	212	Sexuality of Exceptional Person	2	0	2
EDU	215	Physical Handicaps	3	0	3
EDU	252	Learning Disabilities	3	0	3
		Elective	3	0	3
SIXTH QUARTER					
REC	222	Adaptive PE & Recreation	3	0	3
EDU	200	Working with EMR & TMR Children	3	0	3
EDU	245	Activities & Crafts for Persons with Exceptionalities	2	2	3
EDU	246	Working with Adult Mentally Handicapped	3	0	3
		Elective	3	0	3
SEVENTH QUARTER					
EDU	222	Practicum	Variable		7

TEACHER AIDE

DEGREE LEVEL

The Teacher Aide curriculum is designed to prepare individuals to work as assistants to the teaching staff of public or private schools, particularly in kindergarten through third grade classrooms. In addition to procuring jobs as teacher aides, graduates of this program can be employed as nursery school teachers, child care workers, houseparents in a group home environment, or counselors in a camp or recreational facility.

Minimum Credit Hours Required for Degree: 104

Area I Core 26
All Required

*EDU 101, 102, 103, 104, 105, 106, 107
*EDU 108, 149, 203, 234

Area II Major 25
All Required

*EDU 115, 116, 206, 213, 218, 222, 229
*EDU 232

Area III General Studies 53
53 Credit Hours Required

BUS *102, 103, 127; *ENG 101, 102, 105
*HEA 105, HEA *111, *112; *MAT 100; *PHE 220;
PSY 101, *115, *116, 209, 212; *SCI 211
SOC 101, *107, 112, 117

*Required

Suggested Sequence of Courses for Teacher Aide Degree Program

Course	No.		Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
HEA	111	Personal & Community Health	3	0	3
EDU	101	Introduction to Education	3	0	3
EDU	104	Self-Dynamics	2	0	1
EDU	234	Audio-Visual Techniques	3	0	3
		Elective	3	0	3
SECOND QUARTER					
BUS	102	Typewriting I	2	3	3
HEA	105	Nutrition	3	0	3
HEA	112	First Aid & Safety	3	0	3
SOC	107	The Family	3	0	3
EDU	106	Career Dynamics	2	0	1
		Elective	3	0	3
THIRD QUARTER					
MAT	100	Consumer Mathematics	5	0	5
PSY	115	Human Growth & Development I	3	0	3
EDU	103	Parent Education	3	0	3
EDU	105	Group Dynamics	2	0	1
EDU	107	Seminar in Report & Observation	1	4	3
EDU	149	Role of Education Associate	1	0	1
FOURTH QUARTER					
ENG	102	Oral Communications	3	0	3
PSY	116	Human Growth & Development II	3	0	3
EDU	102	Educational Methods	3	2	4
EDU	108	Behavior Management	3	0	3
EDU	203	Exceptional Child	3	0	3
FIFTH QUARTER					
ENG	101	Technical Composition	3	0	3
EDU	213	Levels of Reading & Readiness	3	0	3
EDU	218	Children's Literature	2	2	3
EDU	229	Social Studies for K-3	1	2	2
EDU	232	Creative Activities & Crafts for K-3	1	2	2
		Elective	3	0	3
SIXTH QUARTER					
PHE	220	Games & Activities for Youth	2	2	3
SCI	211	Science & Health for K-3	2	2	3
EDU	115	Language Arts for Children	2	2	3
EDU	116	Math for K-3	2	2	3
EDU	206	Music For Young Children	1	2	2
		Elective	3	0	3
SEVENTH QUARTER					
EDU	222	Practicum	Variable		7

ELECTRICAL INSTALLATION AND MAINTENANCE

The expansion of the local economy and the incresing production of ever ever more sophisticated electrical products assure 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: 71

Area I Core 0

Area II Major 47
All Required

ELC 1110, 1111, *1112, *1113, *1124,
ELC *1125; ELN *1118, 1119

Area III General Studies 24
24 Credit Hours Required

BUS 101, 115, 116, 117, 118, *127
HEA 112; ISC 130, 222; MAT *1101
PHY *1101, *1102; PSY *114; RDG *100A
RDG *100B; SOC 101

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

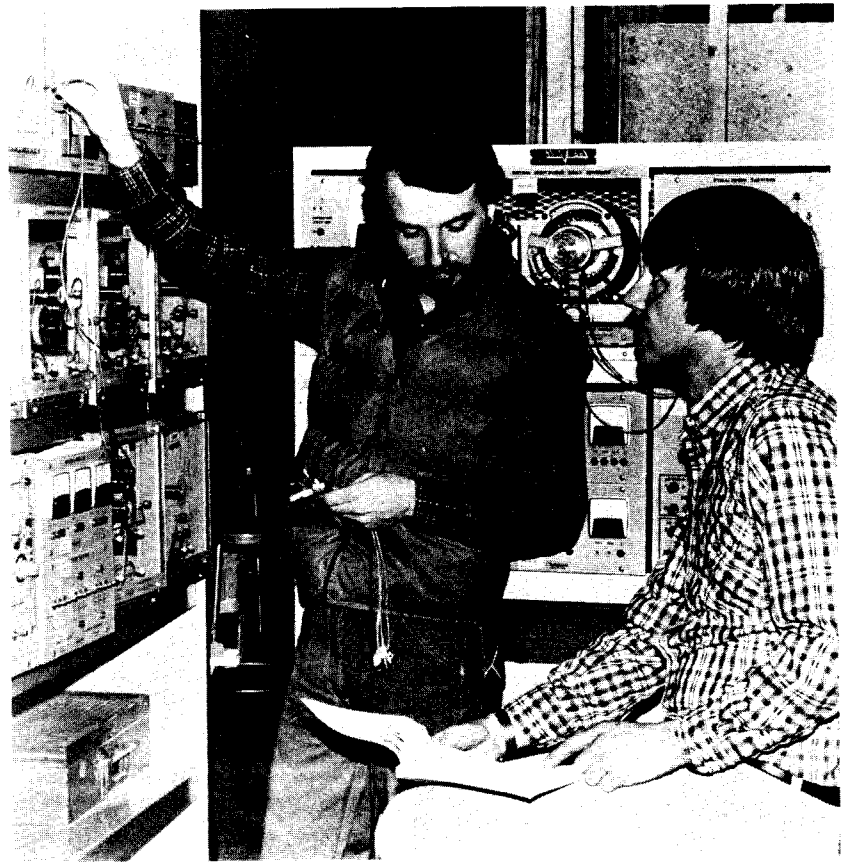
*Required unless waivered by exam or approval of advisor. Other courses listed may be substituted upon approval of advisor.

Electrical Installation and Maintenance

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
ELC	1112	Direct and Alternating Current	5	0	12	9
*RDG	100A	Reading I	3	0	0	3
*MAT	1101	Trades Mathematics I	4	0	0	4
PHY	1101	Applied Science I	3	2	0	4

SECOND QUARTER						
ELC	1113	Alternating and Direct Machine Controls	5	0	12	9
ELC	1110	Blueprint Reading: Building Trades	0	3	0	1
PHY	1102	Applied Science II	3	2	0	4
*BUS	127	Consumer Economics	3	0	0	3
THIRD QUARTER						
ELC	1124	Residential Wiring	5	0	9	8
ELN	1118	Industrial Electronics I	3	0	6	5
ELC	1111	Blueprint Reading: Electrical Trades	0	3	0	1
HEA	112	First Aid and Safety	3	0	0	3
FOURTH QUARTER						
ELN	1119	Industrial Electronics II	3	0	6	5
ELC	1125	Commercial and Industrial Wiring	5	0	12	9
*PSY	114	Human Relations	3	0	0	3



ELECTRONIC DATA PROCESSING

This curriculum is designed to give the student (1) an understanding of the principles of business operation and/or scientific techniques in problem solving, (2) experience in handling computers and in using programming techniques to solve assigned problems, (3) facility in using specialized problem-solving techniques where necessary, (4) ability to properly document his work and to communicate efficiently with concerned personnel.

The data processing specialist applies programming techniques which are compatible with his computer to define problems with minimum supervision. The student analyzes and defines system requirements to develop a program for electronic data processing; conducts detailed analysis of systems requirements; develops all levels of block diagrams and logical flow charts; translates program details into coded instructions; establishes test data; tests, refines, and revises programs and documents procedures. The student ascertains if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results. He or she may prepare a complete set of operating instructions for use by a console operator; on occasion, operates the console in processing program.

Minimum Credit Hours Required for Degree: 108
Minimum Credit Hours Required for Diploma: 55

Area I Core 18
All Required

BUS 102, 115; ENG 101, 102, 103, 206

Area II Major 81
All Required

BUS 120, 121, 225, 271; EDP 104, 105
EDP 109, 110, 202, 210, 211, 215, 220
EDP 224, 225, 226; MAT 101, 105, 214

Area III General Studies 9
9 Credit Hours Required

BUS 110, 111, 229, 230, 233, 235
ECO 102; EDP 229; ISC 228; PSY 101
SOC 101

Suggested Sequence of Courses

Two-Year Associate in Applied Science Degree in Electronic Data Processing

Course	No.	Course Title	Lec	Lab	Credit
ENG	101	Technical Composition	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
MAT	105	Pre-College Algebra I	5	0	5
BUS	102	Typewriting I	2	3	3
EDP	109	Basic Language I	2	4	4
SECOND QUARTER					
BUS	120	Accounting I	5	2	6
EDP	202	COBOL I	2	4	4
ENG	102	Oral Communications	3	0	3
MAT	101	Technical Math I	5	0	5

THIRD QUARTER					
BUS	121	Accounting II	5	2	6
EDP	210	COBOL II	2	4	4
EDP	110	Basic Language II	2	4	4
ENG	103	Technical Report Writing	3	0	3
FOURTH QUARTER					
MAT	214	Statistics	5	0	5
EDP	211	COBOL III	2	4	4
EDP	224	RPG Language	3	2	4
		Elective	3	0	3
		Elective	3	0	3
FIFTH QUARTER					
BUS	225	Cost Accounting	3	2	4
ENG	206	Business Communications	3	0	3
EDP	225	Advanced RPG	3	2	4
EDP	226	FORTRAN Language	2	4	4
BUS	115	Business Law I	3	0	3
SIXTH QUARTER					
BUS	271	Office Management	3	0	3
EDP	215	Operating Systems	3	2	4
EDP	220	Introduction to Systems Analysis	3	2	4
EDP	105	Assembler Language	2	4	4
		Elective	3	0	3

Suggested Sequence of Courses

1-Year Diploma in Electronic Data Processing

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
MAT	105	Pre-College Algebra I	5	0	5
BUS	102	Typewriting I	2	3	3
EDP	109	Basic Language I	2	4	4
SECOND QUARTER					
BUS	120	Accounting I	5	2	6
EDP	202	COBOL I	2	4	4
ENG	102	Oral Communications	3	0	3
MAT	101	Technical Math I	5	0	5
THIRD QUARTER					
BUS	121	Accounting II	5	2	6
EDP	210	COBOL II	2	4	4
EDP	110	Basic Language II	2	4	4
ENG	103	Technical Report Writing	3	0	3

ELECTRONICS ENGINEERING TECHNOLOGY

Electronics is undoubtedly the fastest growing field in the American economy. As electronics expands to more and more areas, there is a rapidly growing demand for men and women with education and training in the field. In order to meet this demand the Electronics Engineering Technology program is designed to provide a broad basic background in practical applications of electronics and in electronics related theory. Courses are designed to present material that will provide the student with progressive levels of job related skills and knowledge.

The opportunities open to the graduate of Electronic Engineering Technology program, which are extensive in scope and varied in number, are increasing each day. The electronics engineering technician may start in one or more of the following areas: research, design, development, production, maintenance, or sales.

The curriculum has been designed with the versatility to allow the student the option of a five-quarter diploma or the two-year associate in applied science degree. After completion of the five-quarter diploma program, the student should be prepared to enter employment as an electronics parts clerk, electronics serviceman, or an electronics installer. The graduate of the two-year AAS degree program may begin as an electronics engineering technician, electronics technician, engineering aide, laboratory technician, equipment specialist, technical sales representative, and supervisor.

Minimum Credit Hours Required for Degree: 128
Minimum Credit Hours for Diploma: 87

Area I Core 56
All Required

DFT 113; EGR 150; ELC 112, 113, 114
ISC 130; MAT 101, 102, 103, 208
PHY 101, 102, 104

Area II Major 48
All Required

ELN 121, 122, 123, 208, 218, 219, 241
ELN 242/247/249; ELN 243/248/250; 246

Area III General Studies 24
22 Credit Hours Required

*ENG 101, 102, 103; **POL 102, 110
**PSY 101, *114; **SOC 101, 112

*Required
**Student may select 12 hours from these courses.

Suggested Sequence of Courses

Two-Year Associate Degree Program in Electronics Engineering

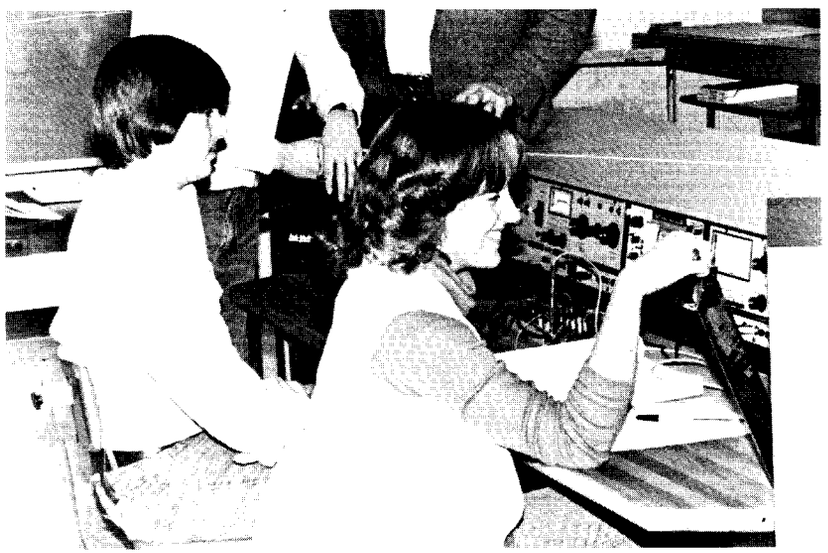
Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
EGR	150	Introduction to Engineering	2	0	2
ELC	112	Electrical Fundamentals I	3	4	5
ENG	101	Technical Composition	3	0	3
MAT	101	Technical Mathematics I	5	0	5
SECOND QUARTER					
ELC	113	Electrical Fundamentals II	3	4	5
ELN	121	Electronics I	3	4	5
ENG	102	Oral Communications	3	0	3
MAT	102	Technical Mathematics II	5	0	5
THIRD QUARTER					
ELC	114	Electrical Fundamentals III	3	4	5
ELN	122	Electronics II	3	4	5
ENG	103	Technical Report Writing	3	0	3
MAT	103	Technical Mathematics III	5	0	5
FOURTH QUARTER					
DFT	113	Electronics Drafting	2	4	4
ELN	123	Electronics III	3	4	5
ISC	130	Industrial Safety	3	0	3
PHY	101	Physics: Properties of Matter	3	2	4
PSY	114	Human Relations	3	0	3
FIFTH QUARTER					
ELN	218	Pulse, Logic and Digital Circuits	3	4	5
ELN	241	Electronics Systems I	3	4	5
PHY	102	Physics: Work, Energy, Power	3	2	4
		Social Science Elective	3	0	3
SIXTH QUARTER					
ELN	208	Industrial Electronics	3	4	5
MAT	208	Calculus and Laplace Transforms for Electronics	5	0	5
		Social Science Elective	3	0	3
SEVENTH QUARTER					
*ELN		Electronic Systems II	3	4	5
ELN	219	Digital Fundamentals	3	4	5
PHY	104	Physics: Light and Sound	3	2	4
		Social Science Elective	3	0	3
EIGHTH QUARTER					
ELN	246	Electronics Design Project	0	6	3
*ELN		Electronics Systems III	3	4	5
		Social Science Elective	3	0	3

*Student must choose from the three options:
(1) Communications
(2) Computers
(3) Automatic Control

Suggested Sequence of Courses

Five-Quarter Diploma Program in Electronics Engineering

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
EGR	150	Introduction to Engineering	2	0	2
ELC	112	Electrical Fundamentals I	3	4	5
ENG	101	Technical Composition	3	0	3
MAT	101	Technical Mathematics I	5	0	5
SECOND QUARTER					
ELC	113	Electrical Fundamentals II	3	4	5
ELN	121	Electronics I	3	4	5
ENG	102	Oral Communications	3	0	3
MAT	102	Technical Mathematics II	5	0	5
THIRD QUARTER					
ELC	114	Electrical Fundamentals III	3	4	5
ELN	122	Electronics II	3	4	5
ENG	103	Technical Report Writing	3	0	3
MAT	103	Technical Mathematics III	5	0	5
FOURTH QUARTER					
DFT	113	Electronics Drafting	2	4	4
ELN	123	Electronics III	3	4	5
ISC	130	Industrial Safety	3	0	3
PHY	101	Physics: Properties of Matter	3	2	4
PSY	114	Human Relations	3	0	3
FIFTH QUARTER					
ELN	218	Pulse, Logic, and Digital Circuits	3	4	5
ELN	241	Electronics Systems I	3	4	5
PSY	102	Physics: Work, Energy, Power	3	2	4
		Social Science Elective	3	0	3



GENERAL OFFICE — TECHNICAL SPECIALTY

One-Year Certificate Program

The General Office-Technical Specialty one-year certificate curriculum is designed for individuals entering, upgrading, or retraining in the office occupation relating to general and clerical duties. Special emphasis is on typing and basic office duties and responsibilities. Through studies in typewriting, basic accounting, office machines, and records management, the individual will be able to function effectively as an office clerk, machine operator, typist or receptionist.

Jobs available to graduates of this one-year certificate program are: adding machine operator, calculating machine operator, transcribing machine operator, clerk-typist, typist, file clerk I, general clerk, appointment clerk, and receptionist.

Minimum Credit Hours Required for Certificate: 56

Area I Core 12
All Required

BUS 120; ENG 101, 102

Area II Major 44
All Required

BUS 101, **102, 103, 104, 110, 11, 112
BUS 115, 117, 118, 134, 211, 214

BUS 106 - Shorthand may be taken in lieu of BUS 118 reducing major hours to 43 and total to 55 rather than 56.

**May be waivered by examination.

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	102	Typing I	2	3	3
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
ENG	101	Technical Composition	3	0	3
SECOND QUARTER					
BUS	103	Typing II	2	3	3
BUS	111	Office Machines II	1	2	2
BUS	112	Records Management	3	0	3
BUS	115	Business Law I	3	0	3
BUS	118	Business Math II	5	0	5
ENG	102	Oral Communications	3	0	3
THIRD QUARTER					
BUS	104	Typing III	2	3	3
BUS	134	Personal Development	3	0	3
BUS	120	Accounting I	5	2	6
BUS	211	Machine Dictation & Transcription I	2	2	3
BUS	214	Office Procedures	3	2	4

GENERAL OFFICE TECHNOLOGY

Two-Year Degree Program

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 Degree: 111

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 81
All Required

BUS 101, *102, **103, 104, 110, 111, 112
BUS 115, 116, 117, 118, 121, 134, 204E
BUS 205, 210, 211, 214, 215, 229, 247, 271
BUS 273, ECO 102

Area III General Studies 12
12 Credit Hours Required

EDP 109: *ENG 206; BUS 106, **107, 233
BUS 235; MAT 105, 106; POL 110; PSY 101
SOC 101

*Required
**May be waivered by examination.

Suggested Sequence of Courses

Two-Year Degree Program in General Office Technology

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
SECOND QUARTER					
ENG	102	Oral Communications	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	111	Office Machines II	1	2	2
BUS	112	Records Management	3	0	3
BUS	115	Business Law I	3	0	3
BUS	118	Business Math II	5	0	5
THIRD QUARTER					
ENG	103	Technical Report Writing	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	116	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
BUS	134	Personal Development	3	0	3
FOURTH QUARTER					
BUS	121	Accounting II	5	2	6
BUS	204E	Advanced Typing - Executive	2	3	3
BUS	210	Office Machines III - Reprographics	1	2	2
BUS	214	Office Procedures	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
FIFTH QUARTER					
ENG	206	Business Communications	3	0	3
BUS	205	Typewriting V - Speedbuilding	2	3	3
BUS	229	Taxes I	3	2	4
BUS	271	Office Management	3	0	3
BUS	273	Word Processing	3	0	3
		Elective	3	0	3
SIXTH QUARTER					
BUS	215	Office Application	1	9	4
BUS	247	Business Insurance	3	0	3
ECO	102	Economics I	3	0	3
BUS	211	Machine Dictation & Transcription I	2	2	3
		Social Science Elective	3	0	3
		Elective	3	0	3

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.

Minimum Credit Hours Required for Diploma: 77

Area I Core 6
All Required

°WLD 1129; °ELC 1102

Area II Major 47
All Required
°AHR 1104, 1116, 1117, 1120, 1121, 1123
°AHR 1124, 1125, 1126, 1128, 1129

Area III General Studies 24
12 Credit Hours Required

BUS 101, 117, 127; 235; HEA 112;
°MAT 1101, °1102; PHY °1101; PSY 101
°PSY 114; °RDG 100A,° 100B; SOC 112

°Required

Suggested Sequence of Courses for Heating & Air Conditioning

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
AHR	1121	Principles of Refrigeration I	2	3	0	3
AHR	1116	Oil Burner Installation and Service	4	6	0	6
°MAT	1101	Trades Mathematics I	4	0	0	4
°RDG	100A	Reading I	3	0	0	3
PHY	1101	Applied Science I	3	2	0	4
AHR	1104	Blueprint Reading: Mechanical	0	3	0	1
SECOND QUARTER						
AHR	1125	Principles of Refrigeration II	3	6	0	5
AHR	1117	Gas Burners, Electric Heat and Liquid Heat Applications	4	3	0	5
°MAT	1102	Trades Mathematics II	4	0	0	4
°RDG	100B	Reading II	3	0	0	3
ELC	1102	Applied Electricity	2	3	0	3
AHR	1120	Blueprint Reading: A/C	1	3	0	2

THIRD QUARTER						
AHR	1123	Principles of Air Conditioning	3	6	0	5
AHR	1124	Air Conditioning Service	2	9	0	5
WLD	1129	Basic Welding	2	3	0	3
HEA	112	First Aid and Safety	3	0	0	3
FOURTH QUARTER						
AHR	1128	Automatic Controls	3	6	0	5
AHR	1126	All Year Comfort Systems	3	9	0	6
°PSY	114	Human Relations	3	0	0	3
AHR	1129	Principles of Solar Heating	3	3	0	4

Heating and Air Conditioning Evening Curriculum

Suggested Sequence of Courses

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
AHR	1121	Principles of Refrigeration I	2	3	0	3
AHR	1104	Blueprint Reading: Mechanical	0	3	0	1
°MAT	1101	Trades Mathematics II	4	0	0	4
°RDG	100A	Reading I	3	0	0	3
SECOND QUARTER						
AHR	1116	Oil Burner Installation and Service	4	6	0	6
PHY	1101	Applied Science	3	2	0	4
THIRD QUARTER						
AHR	1120	Blueprint Reading: A/C	1	3	0	2
ELC	1102	Applied Electricity	2	3	0	3
°RDG	100B	Reading II	3	0	0	3
°MAT	1102	Trades Mathematics II	4	0	0	4
FOURTH QUARTER						
AHR	1125	Principles of Refrigeration II	3	6	0	5
AHR	1117	Gas Burner, Electric Heat & Liquid Heat Applications	4	3	0	5
FIFTH QUARTER						
AHR	1123	Principles of Air Conditioning	3	6	0	5
HEA	112	First Aid and Safety	3	0	0	3
SIXTH QUARTER						
AHR	1124	Air Conditioning Service	2	9	0	5
WLD	1129	Basic Welding	2	3	0	3
SEVENTH QUARTER						
AHR	1128	Automatic Controls	3	6	0	5
AHR	1129	Principles of Solar Heat	3	3	0	4
EIGHTH QUARTER						
AHR	1126	All Year Comfort System	3	9	0	6
°PSY	114	Human Relations	3	0	0	3

INDUSTRIAL MAINTENANCE/ELECTROMECHANICAL

This curriculum is designed to meet the need for plant maintenance workers. Existing industries in North Carolina and new industries moving into the state express the need for skilled craftsmen with the background, knowledge, and potential to advance in the plant maintenance field. This curriculum is designed to prepare the individual, through theory and practice of various maintenance skills and related courses, to obtain employment in industrial maintenance occupations.

The Industrial Maintenance/Electromechanical program is designed to prepare individuals to repair and maintain mechanical systems and equipment, plumbing, physical structure, and electrical wiring and fixtures of pipe and tubing for gas, water, and hydraulic lines using appropriate tools. They may install electrical equipment and repair or replace wiring and fixtures. They do repair work on metal structures and equipment using welding equipment. They may operate metalworking machines to repair or fabricate new parts. They may clean, lubricate, repair, and replace various machine parts including bearings, gears, pulleys, gauges, valves, and control devices.

The plant maintenance worker may start in one of the following areas: general maintenance helper, factory or mill maintenance repairer helper, and millwright helper. Advanced jobs in the field include plant maintenance worker, factory or mill maintenance repairer, millwright, powerhouse mechanic, maintenance electrician, mechanical maintenance supervisor, and utilities and maintenance supervisor.

The Industrial Maintenance/Electromechanical curriculum is designed to be taught at the vocational level with emphasis on developing manipulative skills. It is structured to provide specific job skills during the one-year program. Examples of possible job opportunities for which courses in the curriculum sequence would provide basic skills include, but are not limited to:

First quarter: electrician helper, gas welding machine operator
Second quarter: arc welding machine operator, pump mechanic
Third quarter: general maintenance helper, millwright helper, factory or mill maintenance repairer helper
Fourth quarter: plant maintenance worker, factory or mill maintenance repairer, millwright, and powerhouse mechanic

Upon completion of this curriculum, the student will be awarded a diploma. During the 1981-82 academic year this program will be expanded into a two-year Associate in Applied Science Degree program. Credits earned in the one-year diploma program may be counted toward the degree should the student elect to enter the two-year curriculum.

Minimum Credit Hours Required for Diploma: 72

Area I Core 0

Area II Major 52
All Required

AHR 1102; DFT 1104; ELC 1112, 1113;
ISC 130, 228; MEC 1101, 1133, 1140;
PLU 1110; WLD 1101, 1102

Area III General Studies 20
20 Credit Hours Required

*ENG 101, 102; *MAT 1101, 1102;
**PSY 101, 114; **SOC 101

*Required
**Student may select either course for the Social Science elective.

INDUSTRIAL MAINTENANCE/ELECTROMECHANICAL

Suggested Sequence of Courses

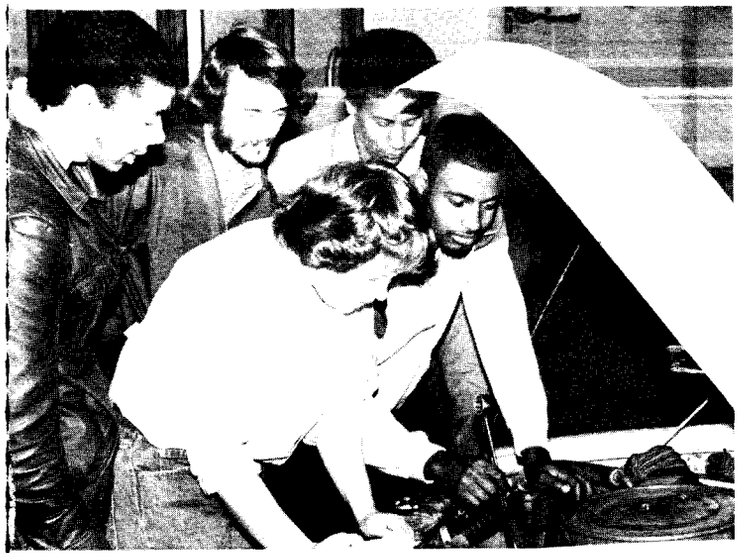
Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
DFT	1104	Blueprint Reading	0	3	1
ELC	1112	Direct and Alternating Current	5	12	9
ISC	130	Industrial Safety	3	0	3
MAT	1101	Trades Mathematics I	4	0	4
ENG	101	Technical Composition	3	0	3
SECOND QUARTER					
ELC	1113	AC & DC Machines & Controls	5	12	9
ENG	102	Oral Communications	3	0	3
MAT	1102	Trades Mathematics II	4	0	4
WLD	1101	Basic Gas Welding	0	3	1
THIRD QUARTER					
ISC	228	Industrial Supervision	3	0	3
MEC	1101	Machine Shop Theory & Practice	3	12	7
MEC	1140	Hydraulics-Fundamentals	3	0	3
PSY	114	Human Relations	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
FOURTH QUARTER					
AHR	1102	Introduction to Heating & Cooling	3	9	6
MEC	1133	Electrical & Mechanical Maintenance	3	6	5
PLU	1110	Plumbing Pipework	2	6	4
		Social Science Elective	3	0	3

Evening Curriculum

Suggested Sequence of Courses

Minimum Credit Hours Required for Diploma

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
MEC	1133	Electrical and Mechanical Maintenance	3	0	6	5
		Elective	3	0	0	3
SECOND QUARTER						
ISC	130	Industrial Safety	3	0	0	3
MAT	1101	Trades Math I	4	0	0	4
ELC	1112A	Direct and Alternating Current (Part I)	2	0	6	4
AHR	1102A	Introduction to Cooling and Heating Systems (Part I)	2	0	3	3
THIRD QUARTER						
MAT	1002	Trades Math II	4	0	0	4
ELC	1112B	Direct and Alternating Current Current (Part II)	3	0	6	5
AHR	1102B	Introduction to Cooling and Heating Systems (Part II)	1	0	6	3
WLD	1101	Basic Gas Welding	0	0	3	1
FOURTH QUARTER						
DFT	1104	Blueprint Reading	1	0	0	3
WLD	1101	Basic Arc Welding	0	0	3	1
ELC	1113A	AC & DC Machine Controls (Part I)	2	0	6	4
MEC	1101	Machine Shop (Part I)	2	0	6	4
FIFTH QUARTER						
PSY	101	General Psychology	3	0	0	3
SOC	101	General Sociology	3	0	0	3
ELC	1113B	AC & DC Machine Control (Part II)	3	0	6	5
MEC	1101B	Machine Shop	1	0	6	3
SIXTH QUARTER						
ISC	228	Industrial Supervision	3	0	0	3
MEC	1140	Hydraulics Fundamental	3	0	0	3
PLU	1101	Plumbing and Pipework	2	0	6	4
SEVENTH QUARTER						
ENG	101	Technical Composition	3	0	0	3
MEC or ELC		Courses as needed	3	0	12	7
EIGHTH QUARTER						
ENG	102	Oral Communications	3	0	0	3
AHR or ELC		Courses as needed	3	0	12	7
NINTH QUARTER						
PSY	114	Human Relations	3	0	3	3
AHR or ELC		Courses as needed	3	0	12	7



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: 104

Area I Core 18
All Required

BUS 120, EDP 104; ENG 101, 102, 103

Area II Major 86
All Required

BUS 101, 102, 121, 233; *ISC 112,
ISC 113, 130, 212, 213, 214, 222
ISC *224, 226, 228, 229, *230, 232, 235
MAT 101, 102; ENG 206; *ECO 102; PSY 101

Suggested Sequence of Courses for Industrial Management

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
BUS	233	Personnel Management	3	0	3
ISC	112	Fundamentals of Management I	5	0	5
MAT	101	Technical Mathematics I	5	0	5
SECOND QUARTER					
PSY	101	General Psychology	3	0	3
ISC	113	Fundamentals of Management II	5	0	5
MAT	102	Technical Mathematics II	5	0	5
THIRD QUARTER					
BUS	102	Typewriting I	2	3	3
BUS	120	Accounting I	5	2	6
ISC	120	Industrial Safety	3	0	3
FOURTH QUARTER					
BUS	121	Accounting II	5	2	6
ECO	102	Economics I	3	0	3
ISC	212	Labor Relations I	3	0	3
FIFTH QUARTER					
ENG	103	Technical Report Writing	3	0	3
ISC	213	Labor Relations II	3	0	3
ISC	214	Work Measurement and Job Analysis	5	2	6
ISC	235	Training Management	3	0	3
SIXTH QUARTER					
BUS	101	Introduction to Business	5	0	5
ENG	102	Oral Communications	3	0	3
ISC	222	Labor Law	3	0	3
ISC	228	Industrial Supervision I	3	0	3
SEVENTH QUARTER					
ISC	224	Industrial Finance	3	0	3
ISC	229	Industrial Supervision II	3	0	3
ISC	230	Budgeting & Control	3	0	3
ISC	232	Quality Control	3	0	3
EIGHTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
ENG	206	Business Communications	3	0	3
ISC	226	Industrial Planning & Control	3	2	4

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 of 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: 75
Minimum Credit Hours Required for Advanced Diploma: 140

Area I Core 0

Area II Major ..... 55 or 120
All Required

CAR 1102, 1103, 1104, 1105, 1106, 1107, 1108
CON 1106, 1107, 1108; LCS 1104, 1105, 1111
LCS 1112, 1113, 1114, 1115; MAS 1101, 1103
MAS 1106

Area III General Studies ..... 20 or 20
20 Credit Hours Required

BUS 117, 127; HEA 112; *MAT 1101, 1102;
*RDG 100A, 100B; PSY 101, *114, 115
SOC 111, 112

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

Students may also elect from Math Courses: MAT 101, 102, 103, 105, 106, 120, 121, 122, 204, and 214.

Suggested Sequence of Courses for Light Construction

First Year

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
MAT	1101	Trades Mathematics I	4	0	0	4
RDG	100A	Reading I	3	0	0	3
MAS	1101	Masonry I	5	0	15	10
LCS	1111	Blueprint Reading and Sketching	1	3	0	2
SECOND QUARTER						
MAT	1102	Trades Mathematics II	4	0	0	4
RDG	100B	Reading II	3	0	0	3
CAR	1102	Carpentry I	5	0	15	10
LCS	1112	Blueprint Reading: Building Trades I	2	3	0	3
THIRD QUARTER						
CAR	1103	Carpentry II	5	0	15	10
MAS	1103	Masonry II	2	0	3	3
LCS	1113	Blueprint Reading: Building Trades II	2	0	0	2
HEA	112	First Aid and Safety	3	0	0	3
FOURTH QUARTER						
LCS	1104	N.C. Building Code and N.C. Construction License	3	0	0	3
CAR	1104	Finish Carpentry	3	0	18	9
LCS	1114	Construction Estimating	3	0	0	3
PSY	114	Human Relations	3	0	0	3

Suggested Sequence of Courses for Light Construction

Second Year

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIFTH QUARTER						
CAR	1105	Carpentry III	5	0	16	10
LCS	1115	Math for Carpenters	3	0	0	3
LCS	1105	Blueprints & Specifications	3	3	0	4
SIXTH QUARTER						
CON	1106	Construction Planning and Estimating	3	0	0	3
MAS	1106	Advanced Masonry	1	0	6	3
CAR	1106	Advanced Carpentry	5	0	15	10
SEVENTH QUARTER						
CAR	1107	Exterior and Interior Methods and Materials	5	22	0	12
CON	1107	Construction Cost Determination	3	0	0	3
EIGHTH QUARTER						
CAR	1108	Cabinet Making	5	0	20	12
CON	1108	Construction Documents	5	0	0	5

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.

Minimum Requirement: 1 Quarter

Area I Core 0
None Required

Area II Major 12
All Required

NUR 1150-V, 1151-V, 1152-V

Area III General Studies 3
Required

HEA 112

Suggested Sequence of Courses for Nurses' Assistant

Course	No.	Course Title	Lec	Lab	Credit
ONE QUARTER					
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
HEA	112	First Aid and Safety	3	0	3

PRACTICAL NURSING EDUCATION

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 judgement. 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.

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.

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 October. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse."

Minimum Quality Points Required for Diploma: 150
Minimum Credit Hours Required for Diploma: 73

Area I Core 0

Area II Major 73
All Required

BIO 105; *NUR 1111, 1113, 1120, 1121
NUR 1122, 1123, 1130, 1131, 1132, 1140
NUR 1141, 1142

Area III Electives 8
All Required

HEA 112; SCI 099

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

Suggested Sequence of Courses for Practical Nursing

Course	No.	Course Title	Lec	Lab	Clin.	Credit
FIRST QUARTER						
BIO	105	Basic Anatomy and Physiology	4	2	0	5
NUR	1113	Nursing Fundamentals	6	6	0	9
NUR	1111	Nutrition, Maternal and Child Care	4	2	0	5
SECOND QUARTER						
NUR	1120	Medical-Surgical I	6	2	0	7
NUR	1121	Maternal & Child Care				
		(Obstetrics)	3	0	0	3
		(Pediatrics)	3	2	0	4
NUR	1122	Clinical	0	0	14	5
NUR	1123	Drugs & Solutions: Measurement & Preparation	0	2	0	1
THIRD QUARTER						
NUR	1130	Medical-Surgical II	6	2	0	7
NUR	1131	Drug Therapy	2	2	0	3
NUR	1132	Clinical	0	0	21	7
FOURTH QUARTER						
NUR	1140	Medical-Surgical III	6	2	0	7
NUR	1141	Nursing Seminar	4	0	0	4
NUR	1142	Clinical	0	0	21	7

RADIOLOGIC TECHNOLOGY

The Radiologic Technology Program may be completed in 24 consecutive months and leads to an Associate in Applied Science Degree in Radiologic Technology. The program has achieved national accreditation by the Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.). Graduates of the accredited American Medical Association approved program are eligible to sit for the national examination of the American Registry of Radiologic Technologists (A.R.R.T.). Upon successfully passing the examination graduates are credentialed as a Registered Technologist in Radiography with the A.R.R.T.

Radiologic Technologists perform an important function in the rapidly growing branch of medicine known as Radiology. They are assistants to physicians who specialize in the use of ionizing radiation to help diagnose and treat diseases and injuries. The R.T. (R) A.R.R.T. credentialing abbreviations, indicate that the technologist is primarily concerned with demonstrations of portions of the human body on an x-ray film or fluoroscopic screen for diagnostic use of the radiologist.

The technologist adjusts x-ray equipment to the correct setting for a specific examination, positions the patient, makes the required number of radiographs, and develops and files the finished work. The R.T. may use mobile x-ray equipment at a patient's bedside and in surgery.

Graduates may pursue additional training in ancillary areas such as Radiation Therapy, Nuclear Medicine, C/T Scanning or Ultrasound. A higher academic degree may be pursued in education, administration, the specialty area or may be combined with one of the ancillary areas. There are some colleges in the state that will accept this degree as equivalent to the first two yers of a four-year baccalaureate degree at their institution.

Most Radiologic Technologists are employed in hospital radiology departments, while others work in physician's offices and clinics. Other possibilities include teaching and commercial positions connected with the manufacture, sales and servicing of radiographic equipment.

Minimum Credit Hours Required for Degree: 132

Area I Core 0

Area II Major 94
All Required

RDT 101, 102, 103, 105, 106, 110, 111, 112
RDT 113, 114, 203, 204, 205, 206, 207
RDT 208, 209, 215, 216, 217, 218, 219

Area III General Studies 38
38 Credit Hours Required

BIO 105, 115, 116, 208; ENG 101, 102
ENG 103; HEA 112; MAT 108, 109
PHY 107; PSY 101; SOC 101

Suggested Sequence of Courses for Radiologic Technology

Course	No.	Course Title	Lec	Lab	Clinical	Credit
FIRST QUARTER						
RDT	101	Introduction to Radiologic Technology	3	0	0	3
RDT	110	Medical Ethics/Patient Care	2	2	0	3
RDT	111	Orientation to Clinical Education	1	0	3	2
BIO	105	Basic Anatomy & Physiology	4	2	0	5
BIO	115	Medical Terminology I	3	0	0	3
SECOND QUARTER						
RDT	102	Radiologic Positioning I	5	2	0	6
RDT	105	Radiographic Exposures	3	2	0	3
RDT	112	Clinical Education I	0	0	12	4
MAT	108	Radiologic Mathematics I	3	0	0	3
ENG	101	Technical Composition	3	0	0	3
THIRD QUARTER						
RDT	103	Radiologic Positioning II	5	2	0	6
RDT	106	Radiation Protection	3	0	0	3
RDT	113	Clinical Education II	0	0	12	4
MAT	109	Radiologic Mathematics II	3	0	0	3
ENG	102	Oral Communications	3	0	0	3
FOURTH QUARTER						
HEA	112	First Aid and Safety	3	0	0	3
RDT	114	Clinical Education III	0	0	24	8
PHY	107	Radiologic Physics	3	2	0	4
FIFTH QUARTER						
RDT	203	Radiographic Procedures	2	0	0	2
RDT	204	Radiologic Positioning III	5	2	0	6
RDT	205	Radiographic Processing Technique	2	0	0	2
RDT	215	Clinical Education IV	0	0	24	8
SIXTH QUARTER						
RDT	206	Radiation Biology	3	0	0	3
RDT	216	Clinical Education V	0	0	24	8
RDT	209	Radiologic Equipment	3	0	0	3
PSY	101	General Psychology	3	0	0	3
SEVENTH QUARTER						
BIO	208	Radiographic Pathology	2	0	0	2
RDT	207	Film Evaluation/Imaging	2	0	0	2
RDT	217	Clinical Education VI	0	0	24	8
ENG	103	Technical Report Writing	3	0	0	3
EIGHTH QUARTER						
RDT	208	Radiologic Management/Education	2	0	0	2
RDT	218	Clinical Education VII	0	0	12	4
SOC	101	General Sociology	3	0	0	3
RDT	219	Registry Seminar	2	2	0	3

RECREATION ASSOCIATE TECHNOLOGY

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.

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 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
69 Credit Hours Required

*REC 110, 111, 112, 113, 114, 120, 121
REC 122, 123, 130, 131, 132, 133, 134
REC 140, 141, 142, 143, 144, 210, 211
REC 212, 221, 222, 282

Area II Major 15
All Required

*REC 213, 225, 226, 242, 243

Area III General Studies 29
29: Credit Hours Required

BUS 102, 115; CJC 212; EDU 104, 105, 106
EDU 108, 200, 252; ENG *101, *102, *103
ENG *105, 120, 206, 220; MAT *100
POL 102, 110; PSY *101, 115, *209
SOC 101, 107, 112, 117

*Required

Suggested Sequence of Courses for Recreation Associate

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
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 and Handicapped	3	0	3
REC	114	Social Aspects of Sport	3	0	3

SECOND QUARTER					
PSY	101	General Psychology	3	0	3
ENG	101	Technical Composition	3	0	3
REC	120	History, Philosophy, and 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	123	Social Recreation	3	0	3
THIRD QUARTER					
ENG	102	Oral Communications	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 and Games in Recreation	1	3	2
REC	133	Sports Officiating	1	3	2
REC	134	Nature and Outdoor Recreation	3	0	3
FOURTH QUARTER					
REC	140	Recreation Leadership II	3	0	3
REC	141	Individual Sports and 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 and First Aid in Recreation	3	0	3
FIFTH QUARTER					
REC	210	Leisure Counseling	3	0	3
REC	211	Recreational Drama	1	3	2
REC	212	Introduction to Gerontology	3	0	3
REC	213	Recreation Areas and Facilities and Program Planning I	3	0	3
ENG	103	Technical Report Writing	3	0	3
		Elective	3	0	3
SIXTH QUARTER					
REC	221	Recreation Administration	3	0	3
REC	222	Adaptive Physical Education & Recreation	3	0	3
REC	225	Recreation Areas and Facilities and Program Planning II	3	0	3
REC	226	Organization of Recreation Activities	3	0	3
		Elective	3	0	3
SEVENTH QUARTER					
REC	282	Recreation Internship and Seminar	1	20	3
EIGHTH QUARTER					
MAT	100	Consumer Mathematics	5	0	5
REC	242	Resident and Day Camp Administration	3	0	3
REC	243	Landscaping in Recreation	3	0	3
		Elective	3	0	3

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: 112

Area I Core 69
All Required

*REC 100, 111, 112, 113, 114, 120, 121
*REC 122, 123, 130, 131, 132, 133, 134
*REC 140, 141, 142, 143, 144, 210, 211
*REC 212, 221, 222, 282

Area II Major 14
All Required

*REC 214, 223, 240, 241, 244

Area III General Studies 29
29 Credit Hours Required

BUS 102, 115; CJC 212; EDU 104, 105, 106
EDU 108, 200, 252; ENG *101, *102
ENG *105, 120, 206, 220; MAT *100
POL 102, 110; PSY *101, 115, *209
SOC 101, 107, 112, 117

*Required

Suggested Sequence of Courses for Recreation Therapy Technology

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	105	Library Services	3	0	3
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 and Handicapped	3	0	3
REC	114	Social Aspects of Sport	3	0	3
SECOND QUARTER					
PSY	101	General Psychology	3	0	3
ENG	101	Technical Composition	3	0	3
REC	120	History, Philosophy, and 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	123	Social Recreation	3	0	3
THIRD QUARTER					
ENG	102	Oral Communications	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 and Games in Recreation	1	3	2
REC	133	Sports Officiating	1	3	2
REC	134	Nature and Outdoor Recreation	3	0	3
FOURTH QUARTER					
REC	140	Recreation Leadership II	3	0	3
REC	141	Individual Sports and Games	1	3	2
RED	142	Folk, Square, and Social Dance	1	3	2
REC	143	Effective Supervisory Practices	3	0	3
REC	144	Safety and First Aid in Recreation	3	0	3
FIFTH QUARTER					
REC	210	Leisure Counseling	3	0	3
REC	211	Recreational Drama	1	3	2
REC	212	Introduction to Gerontology	3	0	3
REC	214	Introduction to Therapeutic Recreation	3	0	3
		Elective	3	0	3
ENG	103	Technical Report Writing	3	0	3
SIXTH QUARTER					
REC	221	Recreation Administration	3	0	3
REC	222	Adaptive Physical Education and Recreation	3	0	3
REC	223	Leisure and the Aging	3	0	3
PSY	210	Abnormal Psychology	3	0	3
		Elective	3	0	3
SEVENTH QUARTER					
REC	282	Recreation Internship and Seminar	1	20	3
EIGHTH QUARTER					
MAT	100	Consumer Mathematics	5	0	5
REC	240	Recreation in Institutions for Special Populations	3	0	3
REC	241	Camping for Special Populations	3	0	3
REC	244	Recreational Music	1	3	2

SECRETARIAL SCIENCE (EXECUTIVE)

Two-Year Degree Program

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, accounting, 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: 110

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 80
All Required

BUS 101, **102, 103, 104, **106, 107, 108
BUS 110, 111, 112, 115, 117, 134, 204E
BUS 205, 206, 207, 210, 211, 214, 215
BUS 271, 273; ECO 102

Area III General Studies 12
12 Credit Hours Required

BUS 116, 118, 121, 233, 235; *ENG 206
EDP 109; MAT 105, 106; POL 110; PSY 101
SOC 101

*Required

**May be waivered by examination

Suggested Sequence of Courses for Secretarial Science: (Executive)

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
ENG	101	Technical Composition	3	0	3
SECOND QUARTER					
BUS	103	Typewriting II	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	111	Office Machines II	1	2	2
BUS	112	Records Management	3	0	3
BUS	115	Business Law I	3	0	3
ENG	102	Oral Communications	3	0	3
THIRD QUARTER					
BUS	104	Typewriting III	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	134	Personal Development	3	0	3
ENG	103	Technical Report Writing	3	0	3
FOURTH QUARTER					
BUS	108	Shorthand III	3	2	4
BUS	204E	Advanced Typing - Executive	2	3	3
BUS	210	Office Machines III — Reprographics	1	2	2
BUS	211	Machine Dictation & Transcription I	2	2	3
BUS	214	Office Procedures	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
FIFTH QUARTER					
BUS	205	Typing V - Speedbuilding	2	3	3
BUS	206	Dictation & Transcription I	3	2	4
BUS	271	Office Management	3	0	3
BUS	273	Word Processing	3	0	3
ENG	206	Business Communications	3	0	3
		Elective			
SIXTH QUARTER					
BUS	207	Dictation & Transcription II	3	2	4
BUS	215	Office Application	1	9	4
ECO	102	Economics I	3	0	3
		Social Science Elective			
		Elective			

SECRETARIAL SCIENCE (LEGAL)

Two-Year Degree Program

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 Degree: 110

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 83
All Required

BUS 101, *102, **103, 104, *106, **107, 108
BUS 110, 111, 112, 115, 117, 134, 204L
BUS 205, 206, 207, 210, 211, 212L, 214
BUS 215, 271, 273; ECO 102

Area III General Studies 9
9 Credit Hours Required

CJC 115, *125; ENG *206; MAT 105, 106
POL 110; PSY 101; SOC 101

*Required
**May be waivered by examination

Suggested Sequence of Courses For Secretarial Science: (Legal)

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
ENG	101	Technical Composition	3	0	3
SECOND QUARTER					
BUS	103	Typewriting II	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	111	Office Machines II	1	2	2
BUS	112	Records Management	3	0	3
BUS	115	Business Law I	3	0	3
ENG	102	Oral Communications	3	0	3
THIRD QUARTER					
BUS	104	Typewriting III	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	134	Personal Development	3	0	3
ENG	103	Technical Report Writing	3	0	3
FOURTH QUARTER					
BUS	108	Shorthand III	3	2	4
BUS	204L	Advanced Typing - Legal	2	3	3
BUS	210	Office Machines III - Reprographics	1	2	2
BUS	214	Office Procedures	3	2	4
CJC	125	Court Procedures and Evidence	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
FIFTH QUARTER					
BUS	205	Typing V - Speedbuilding	2	3	3
BUS	206	Dictation & Transcription I	3	2	4
BUS	211	Machine Dictation & Transcription I	2	2	3
BUS	271	Office Management	3	0	3
BUS	273	Word Processing	3	0	3
ENG	206	Business Communications	3	0	3
SIXTH QUARTER					
BUS	207	Dictation & Transcription II	3	2	4
BUS	215	Office Application	1	9	4
ECO	102	Economics I	3	0	3
BUS	212L	Machine Dictation & Transcription II	2	2	3
		Social Science Elective			

SECRETARIAL SCIENCE (MEDICAL)

Two-Year Degree Program

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 consist 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 Degree: 109

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 74
All Required

BUS, **102, 103, 104, **106, 107, 110
BUS 111, 112, 115, 117, 134, 204M, 205
BUS 210, 211, 212M, 214, 215, 247M, 271
BUS 273; ECO 102

Area III General Studies 17
9 Credit Hours Required

*BIO 105, 115; BUS 116, 118, 121, 233, 235
EDP 109; ENG 206; MAT 105, 106; POL 110
PSY 101; SOC 101

*Required
**May be waivered by examination

Suggested Sequence of Courses for Secretarial Science; (Medical)

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	110	Office Machines I	1	2	2
BUS	117	Business Math I	5	0	5
ENG	101	Tehnical Composition	3	0	3
SECOND QUARTER					
BUS	103	Typewriting II	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	111	Office Machines II	1	2	2
BUS	112	Records Management	3	0	3
BUS	115	Business Law I	3	0	3
ENG	102	Oral Communications	3	0	3
THIRD QUARTER					
BUS	104	Typewriting III	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	134	Personal Development	3	0	3
ENG	103	Technical Report Writing	3	0	3
FOURTH QUARTER					
BUS	204M	Advanced Typing - Medical	2	3	3
BUS	210	Office Machines III - Reprographics	1	2	2
BUS	211	Machine Dictation & Transcription I	2	2	3
BUS	214	Office Procedures	3	2	4
BIO	105	Basic Anatomy and Physiology	4	2	5
EDP	104	Introduction to Data Processing	3	0	3
FIFTH QUARTER					
BUS	205	Typing V - Speedbuilding	2	3	3
BUS	212M	Machine Dictation & Transcription II	2	2	3
BUS	271	Office Management	3	0	3
BUS	273	Word Processing	3	0	3
BIO	115	Medical Terminology	3	0	3
ENG	206	Business Communications	3	0	3
SIXTH QUARTER					
BUS	215	Office Application	1	9	4
BUS	247M	Business Insurance - Medical	3	0	3
ECO	102	Economics I	3	0	3
		Social Science Elective			
		Elective			

TEXTILE TECHNOLOGY AND MANAGEMENT

Two-Year Degree Program

The future in textiles for a young man with a good grasp on fundamentals and the ability to work with people has never been brighter. Textiles is broader than the name implies. It covers almost every aspect of our daily lives—with applications in household, apparel, transportation, recreation and sports, medicine, environmental improvement and control, personal safety, building and construction, and outer space. As our world becomes more and more complex and technologically oriented, the smooth flow of men, materials, and products continues to grow in importance.

Employment opportunities in supervision and mid-management have grown extensively during the decade. Supervisory personnel must be concerned daily with human behavior and the physiological factors which affect personnel. They must also be conscious of the responsibilities of their position toward the total economic well-being of the industry.

The Textile Management curriculum is designed to develop the individual's abilities in management, textile fundamentals, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter an industrial occupation, and with experience, assume the responsibilities that go with supervisory and mid-management positions in the textile industry.

The supervisor or foreman in industry coordinates the activities of workers. His duties may encompass interpreting of company policies to workers, planning production schedules and estimating man hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and initiating or suggesting plans to motivate workers to achieve work goals.

Minimum Credit Hours Required for Degree: 108

Area I Core 18
All Required

BUS 120; EDP 104; ENG 101, 102, 103

Area II Major 90
All Required

CHM 111; EGR 101; ISC 112, 130
ISC 214, 222, 226, 228, 232
MAT 101, 105, 106; PHY 110; TEX 101
TEX 201, 202, 203, 204, 206, ECO 102; PSY 101

Suggested Sequence of Courses for Textile Technology and Management

Course	No.	Course Title	Lec	Lab	Credit
FIRST QUARTER					
ENG	101	Technical Composition	3	0	3
EGR	101	Introduction to Engineering Technology	1	2	2
MAT	105	Pre-College Algebra I	5	0	5
TEX	101	Fundamentals of Textiles	3	0	3
SECOND QUARTER					
ENG	102	Oral Communications	3	0	3
ECO	102	Economics I	3	0	3
MAT	106	Pre-College Algebra II	5	0	5
TEX	202	Yarn Forming Systems	5	2	6
THIRD QUARTER					
ENG	103	Technical Report Writing	3	0	3
ISC	112	Fundamentals of Management I	5	0	5
MAT	101	Technical Mathematics I	5	0	5
PHY	110	Technical Physics	3	2	4
TEX	203	Fabric Forming - Weaving	3	2	4
FOURTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
ISC	130	Industrial Safety	3	0	3
ISC	222	Labor Law	3	0	3
ISC	232	Quality Control	3	2	4
TEX	204	Fabric Forming - Knitting & Non-Conventional	5	2	6
FIFTH QUARTER					
BUS	120	Accounting I	5	2	6
CHM	111	General Chemistry I	4	0	4
ISC	214	Work Measurement & Job Analysis	5	2	6
TEX	201	Fiber Science	5	2	6
SIXTH QUARTER					
PSY	101	General Psychology	3	0	3
ISC	226	Industrial Planning & Control	3	2	4
ISC	228	Industrial Supervision I	3	0	3
TEX	206	Dyeing & Finishing	5	2	6

WELDING

There is a tremendous need for welders in North Carolina and beyond. 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 techiques 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 or certificates in the 15-month evening program 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.

At the end of the year the students are given a welding certification examination and if they pass they are certified under the American Welding Society Codes.

Minimum Credit Hours Required for Diploma: 73

Area I Core 0
None Required

Area II Major 50
All Required

WLD 1104, 1110, 1117, 1118, 1120, 1130
WLD 1131, 1140, 1141

Area III General Studies 23
23 Credit Hours Required

BUS 117, 127; HEA 112; MAT *1101, *1102
PSY 101, *114, 115; RDG *100A, *100B
SOC 112

*Required

Suggested Sequence of Courses for Welding Day Curricula

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
WLD	1110	Beginning Oxyacetylene Welding	5	0	15	10
*MAT	1101	Trades Math I or Approved Elective	4	0	0	4
WLD	1140	Blueprint Reading: Mechanical	0	3	0	1
*RDG	100A	Reading I or Approved Elective	3	0	0	3
SECOND QUARTER						
WLD	1120	Arc Welding	5	0	15	10
MAT	1102	Trades Math II or Approved Elective	4	0	0	4
WLD	1117	Blueprint Reading: Welding	0	3	0	1
*RDG	100B	Reading II or Approved Elective	3	0	0	3
BUS	127	Consumer Economics or Approved Elective	3	0	0	3

THIRD QUARTER						
WLD	1131	Mechanical Testing and Inspection	1	0	3	2
WLD	1130	Pipe Welding	5	0	15	10
WLD	1118	Pattern Development and Sketching	0	3	0	1
HEA	112	First Aid and Safety	3	0	0	3
FOURTH QUARTER						
WLD	1140	Inert Gas Welding	5	0	12	9
WLD	1141	Certification Practices	4	0	6	6
*PSY	114	Human Relations or Approved Elective	3	0	0	3

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

WELDING

Suggested Sequence of Courses for Certificate Program Evening Curriculum

Minimum Credit hours required for Welding Certificate: 41 hours

Course	No.	Course Title	Lec	Lab	Shop	Credit
FIRST QUARTER						
WLD	1110A	Beginning Oxyacetylene Welding, Part I	4	0	10	7
WLD	1104A	Blueprint Reading, Part I	0	2	0	1
SECOND QUARTER						
WLD	1110B	Beginning Oxyacetylene Welding, Part II	1	0	5	3
WLD	1117A	Blueprint Reading, Part I	0	2	0	1
WLD	1120A	Arc Welding, Part I	2	0	6	4
WLD	1104B	Blueprint Reading, Part II	0	1	0	0
THIRD QUARTER						
WLD	1120	Arc Welding, Part II	3	0	9	6
WLD	1130A	Pipe Welding, Part I	1	0	3	2
WLD	1117B	Blueprint Reading, Part II	0	1	0	0
FOURTH QUARTER						
WLD	1130B	Pipe Welding, Part II	4	0	12	8
FIFTH QUARTER						
WLD	1131	Mechanical Testing & Inspection	1	0	3	2
WLD	1141	Certification Practices	4	0	6	6
WLD	1118	Pattern Development and Sketching	0	3	0	1

CODE TO COURSE DESCRIPTIONS

Sample Lec Lab Credit

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.

Shop hours will only appear where applicable.

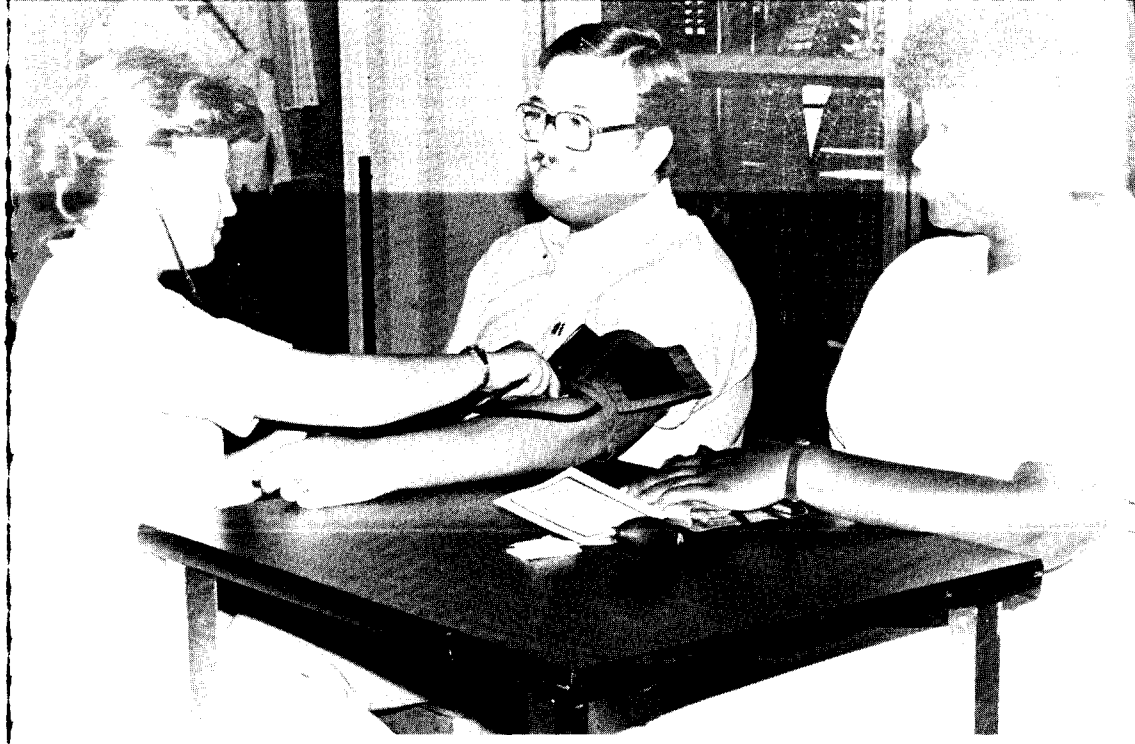
CONTACT HOURS AND CREDIT HOURS

Quarterly credit hours are awarded for classes on the following arrangements:

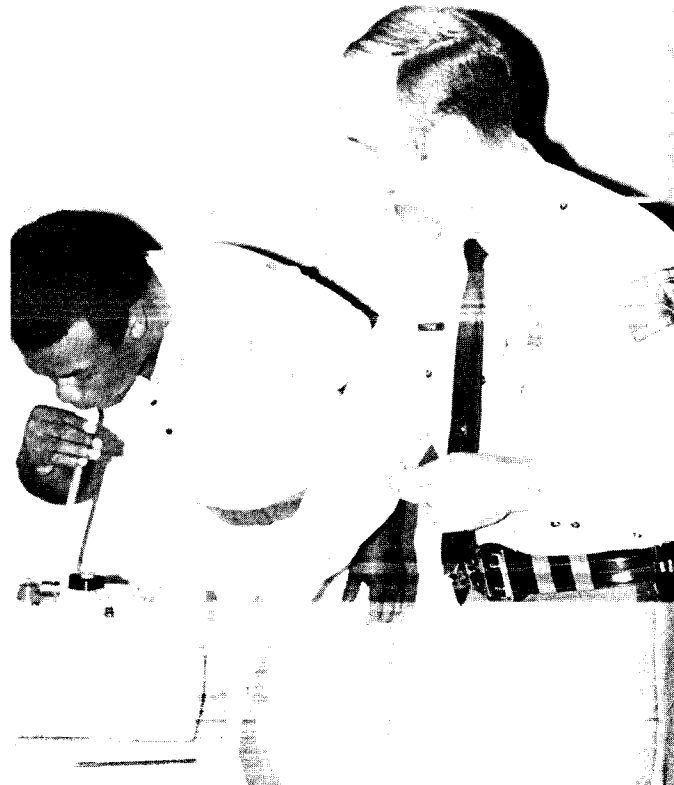
Lecture: one quarter hour credit for each class hour per week for eleven weeks.

Demonstration Laboratory: One quarter hour credit for each two hours of laboratory work per eleven weeks.

Manipulative Laboratory: one quarter hour credit for each three hours of laboratory or shop per week for eleven weeks.



Course Descriptions



COURSE DESCRIPTIONS

AHR **1101 Automotive Air Conditioning** 3 6 — 5
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.

AHR **1102 Introduction to Cooling and Heating Systems** 3 — 9 6
Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.

AHR **1104 Blueprint Reading: Mechanical** 0 3 — 1
An interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

AHR **1116 Oil Burner Installation & Service** 4 6 — 6
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.

AHR **1117 Gas Burners, Electric Heat & Liquid Heat Applications** 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.

AHR **1120 Blueprint Reading: Air Conditioning** 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.

AHR **1121 Principles of Refrigeration I** 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.

AHR **1123 Principles of Air Conditioning** 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.

AHR **1124 Air Conditioning Service** 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.

AHR **1125 Principles of Refrigeration II** 3 6 — 5
A continuation and more advanced study in refrigeration principles.
Prerequisite: AHR 1121

AHR **1126 All Year Comfort Systems** 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.

AHR **1128 Automatic Controls** 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.

AHR **1129 Principles of Solar Heating** 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.

AIB **202 Principles of Bank Operations** 4 0 4
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

AIB **203 Bank Investments** 4 0 4
Describes investment funds, the way the bank's needs for primary reserves and loanable funds limit the funds available for investments, and how their uses are determined. Analyzes primary and secondary reserve needs of commercial banks, sources of reserves; their random and cyclical fluctuations, and studies yield changes as they affect long-term holdings.

AIB **205 Bank Management** 4 0 4
This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of personnel management, but rather of business management. It touches on objective planning, structure, control, and the interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the test also uses illustrative cases.

AIB **209 Installment Credit** 4 0 4
This modular course emphasizes the programmatic "how to" details of installment credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

AIB **210 Money and Banking** 4 0 4
Stresses practical aspects of money and banking basic monetary theory: economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange.

AIB **231 Savings and Time Deposit** 4 0 4
This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial flow from income to capital investment are covered. Also covered are interest rates, types of savings accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity and marketing).

AIB **232 Agricultural Finance** 4 0 4
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than stressing the examination of land and labor resources, which are more closely aligned with agricultural finance which should help the banker in satisfying the credit needs of modern agriculture.

AIB **235 Loan and Discount** 4 0 4
Includes promissory notes; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concept of attachment, perfection, priority, default, and foreclosure. It can be presented as a concentrated workshop or as a twelve-session seminar.

AIB **236 Home Mortgage Lending** 4 0 4
A course to assist mortgage loan officers in developing sound mortgage portfolios. Includes a picture of the mortgage market; the acquisition of a mortgage portfolio, mortgage plans and procedures; mortgage loan processing and servicing; and the obligations of the mortgage loan officer in overall portfolio management.

AUT **1123 Brakes, Chassis & Suspension Systems** 3 — 9 6
A complete study of various braking systems employed on automobiles and lightweight 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** 3 — 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.

AUT **1203 Automotive Emission Controls** 3 — 3 4
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.

BIO **101 Biology I** 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.

BIO **102 Biology II** 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** 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 **105 Basic Anatomy & Physiology** 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 **108 Microbiology** 3 3 4
The morphological and physical characteristics of bacteria, protozoa, and fungi are studied in lecture and laboratory. General principles of cultivation, observation, infection, microbial control, and immunity are included.
Prerequisite: Permission of instructor.

BIO **111 Biology I** 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.

BIO **112 Biology II** 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** 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** 3 0 3
Continuation of previous quarter.
Prerequisite: BIO 115 or instructor's approval.

BIO **200 General Botany I** 4 4 6
A survey of plants and their diversities in structure, life cycle, habitat, and economic importance.
Prerequisite: BIO 101

BIO **201 Vertebrate Zoology** 4 4 6
General characteristics, anatomy, physiology, taxonomy, ecology, and evaluation of the vertebrates.

BIO **202 Invertebrate Zoology** 4 4 6
Basic principles: morphology, physiology, embryology composition, and metabolism; general characteristics, life histories, taxonomy, ecology, and evaluation of the invertebrates.

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 indentification of common ornamentals.
Prerequisite: BIO 200.

BIO **206 Introduction to Ecology** 3 3 4
An introduction to the study of organisms in natural habitats with emphasis on growth of populations, the chemical role of organisms, energy flow through food chains and the development of ecological system involving present and future ecological concerns.

BIO **208 Radiographic Pathology** 2 0 0 2
The student will learn definitions of various diseases and recognize the difference between bacterial and viral organisms. The principles of understanding the conditions of illness involving the systems of the body and the disease identification is presented. Topographic anatomy identifying the relationships of the internal organs to each other is also studied.

BUS **101 Introduction to Business** 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)** 2 3 3
Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Minimum speed requirement: 21 words per minute for five minutes.

BUS **103 Typing II** 2 3 3
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. Minimum speed requirement: 40 words for five minutes.

BUS **104 Typing III** 2 3 3
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)** 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** 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 106 or the equivalent.

BUS **108 Shorthand III** 3 2 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

BUS **110 Office Machines I** 1 2 2
A general survey of business and office machines. Students receive training in techniques, processes, operation, and application of the electronic printing calculator.

BUS **111 Office Machines II** 1 2 2
The student will refine his/her keying skills and integrate these skills with various operating procedures. Emphasis will be placed on simulated office work and individual production rates.
Prerequisite: BUS 110

BUS **112 Records Management** 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** 3 0 3
Acquaints the student with fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS **116 Business Law II** 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** 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** 5 0 5
A continuation of Business Math I emphasizing the calculations associated with the time value of money, present work, 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** 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** 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 120

BUS **123 Finance I** 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 **124 Finance II** 3 0 3
Emphasis is placed on solving actual short and long-term financing problems faced by private business institutions.

BUS **127 Consumer Economics** 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 **134 Personal Development** 3 0 3
This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Areas of study include physical control and visual poise; personal grooming; wardrobe selection; communication skills; social and business etiquette; techniques for getting a job, handling a job efficiently and relating to employers and co-workers.

BUS **204E Advanced Typing (Executive)** 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 the typing of reports. Speed requirement: 55 words per minute.
Prerequisite: BUS 104

BUS **204L Advanced Typing (Legal)** 2 3 3
Develops individual production rates. Students plan and type projects approximating work appropriate in the field of law. Projects include typing of all legal documents. Speed requirement: 55 words per minute.

BUS **204M Advanced Typing (Medical)** 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 the typing of various medical forms. Speed requirement: 55 words per minute for five minutes.
Prerequisite: BUS 104

BUS **205 Typewriting V — Speedbuilding** 2 3 3
Emphasis on this course is on production and speed building. The student will improve typing techniques including stroke control, accuracy, forced speed building and will retain speed for long periods of time by typing straight copy. All production work will be timed.

BUS **206 Dictation and Transcription I** 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 90 words per minute for five minutes on new material.

BUS **207 Dictation and Transcription II** 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 materials.
Prerequisite: BUS 206

BUS **209 Real Estate Finance** 4 0 4
A study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market.

BUS **210 Office Machines III - Reprographics** 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 **211 Machine Dictation & Transcription I** 2 2 3
A study and practice course in the use of transcribing machines in business dictation. Develops proficiency in word usage, correct grammar, and letter styles.
Prerequisites: BUS 103, ENG 101

BUS **212L Machine Dictation & Transcription II - Legal** 2 2 3
A study and practice course in the use of transcribing machines in legal dictation. Proficiency in the usage of legal terminology is emphasized.
Prerequisite: BUS 211

BUS **212M Machine Dictation & Transcription II - Medical** 2 2 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.
Prerequisite: BUS 211

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

BUS **215 Office Application** 1 9 4
During the sixth quarter only, sutdents are assigned to work in a business, technical, or professional office for 9 hours per week. Provides actual work experience for secretarial students and allows practical application of the skills and knowledge previously learned.
Prerequisites: Fifth Quarter Standing; 2.0 average

BUS **219 Credit Procedures and Problems** 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** 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** 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** 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** 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 I** 3 2 4
Application of federal and state taxes as it applies to individuals.
Prerequisite: BUS 120

BUS **230 Taxes II** 3 2 4
Application of federal and state taxes as it applies to business and business conditions.
Prerequisite: BUS 229

BUS **232 Sales Development** 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** 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** 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** 3 0 3
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** 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** 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** 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** 3 0 3
Presents basic principles of risk insurance and their application. Includes a survey of the various types of insurance.

BUS **247M Business Insurance — Medical** 3 0 3
Presents basic principles of medical insurance and their application. Includes a survey of various federal, state, and private health insurance plans and acquaints the student with the handling of various medical insurance claims.

BUS **260 Commercial Display and Design I** 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** 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** 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** 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** 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. Exphasis placed on detailed audits, internal auditing, and internal control.
Prerequisite: BUS 223

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

BUS **272 Principles of Supervision** 4 0 4
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS **273 Word Processing** 3 0 3
The student will be provided a thorough background of word processing concepts and skills for both administrative and correspondence positions.
Prerequisite: BUS 104 or equivalent

BUS **280 The Federal Reserve System** 4 0 4
This course examines the operations and policies of the Federal Reserve System during the past sixty years. The origins, administrative structure, and crucial periods in the history of the system are reviewed. A treatment of international monetary relations following the end of World War II is also included. The course concludes with a review and analysis of monetary instruments and of the goals of monetary policy.

BUS **281 Commercial Banking Services** **4 0 4**
The purpose of this course is to identify topics and issues which bankers must be prepared to address and discuss the quest for solution and responses. Coverage includes: a historical overview of the American Banking System, the constituencies of commercial banks, effective management, sources of bank funds, use of funds, retail banking, wholesale banking, electronic funds transfer systems, multi-national banking, specialized service areas, regulatory constraints, and the new world of banking.

BUS **283 International Banking** **4 0 4**
An introduction to a vast field of those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

BUS **286 Federal Regulation of Banking** **4 0 4**
This course provides a comprehensive treatment of the "why" and "what" of federal bank supervision. Some of the topics covered are agencies regulating banks, banks' charters, bank reports and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions.

BUS **287 Trust Functions and Services** **4 0 4**
This course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business.

BUS **293 Small Business Enterprises** **3 0 3**
Introduces the business world and problems of small business operations, 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.

CAR **1102 Carpentry I** **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.

CAR **1103 Carpentry II** **5 15 10**
Study and practice in the building of residential structures, including floor joists, subflooring, wall studding, and rough interior finishing.
Prerequisite: CAR 1102

CAR **1104 Finish Carpentry** **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** **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** **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** **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** **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

CHM **111 General Chemistry I** **4 0 4**
An introduction to chemistry course involving chemical terminology, atomic structure, properties of some elements, and the function of the periodic table. Properties of compounds and mixtures are studied as are types of chemical reactions. Laboratory work consists of various inorganic reactions and preparations.
Prerequisite: MAT 101

CJC **101 Introduction to Criminal Justice** **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.

CJC **115 Criminal Law** **5 0 5**
Presents a basic concept of criminal laws and provides legal groundwork for those who seek to enter the criminal justice field.

CJC **125 Court Procedures and Evidence** **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.

CJC **206 Criminal Justice and the Community** **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.

CJC **209 Correction Law** **3 0 3**
Familiarizes the student with the specific laws as they pertain to correction, care, custody, and control.

CJC **210 Criminal Investigation** **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.

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

CJC **212 Drugs** 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.

CJC **217 Patrol Procedures** 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, crises intervention (i.e. domestic disputes), eyewitnesses and the mechanics of identification, arrest, handling civil disorders, stolen motor vehicles, and misdemeanor felony cases.

CJC **220 Criminal Justice Administration** 5 0 5
Introduces principles of organization and administration of criminal justice agencies.

CJC **225 Seminar in Criminal Justice** 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** 5 0 5
Presents the basic elements of counseling and applies them to the different socioeconomic groups in our society.

CJC **234 Community Based Correction** 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.

CJC **255 Motor Vehicle Law and Accident Investigation** 3 0 3
Reviews the motor vehicle code of North Carolina and basic concepts of modern accident investigation techniques and procedures. Enable students to apply violations of the motor vehicle code for traffic enforcement safety accident liability determination.

CJC **260 Special Law Enforcement Certification** 4 0 4
Addresses the specific areas of police driver training, firearms training, and ABC Laws and enforcement techniques.

CJC **261 Protective Measures** 5 0 5
Gives a historical perspective on unarmed self-defense. Explores the moral and ethical use of force. Prepares the student to defend himself against sudden attack by single and multiple opponents. Emphasizes methods to subdue and maintain control of personnel without resorting to deadly force during arrest and detention situations. Introduces the student to use of the baton, security devices, and come-along holds in law enforcement-correctional settings. Explores the theories and methods of disarming tactics against firearms and edged weapons.

CJC **262 Constitutional Law I** 5 0 5
This course is an introduction to constitutional law. It covers the 1st through the 4th amendments to the U.S. Constitution and the ramifications of these amendments through Supreme Court interpretation to the Criminal Justice system in the United States. The student is introduced to the application of these amendments to procedure used within the system to comply with their requirements.

CJC **263 Constitutional Law II** 5 0 5
This course is designed to introduce the student to the 5th through 14th amendments to the U.S. Constitution. Subject areas covered include self-incrimination, right to counsel, and other amendments dealing with due process of law. Special emphasis is placed on recent court decisions and the application of these decisions within the Criminal Justice system.

CJC **282 Internship** 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** 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** 3 0 3
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 1106

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

COS **1001 Scientific Study I** 4 6 6
This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin.

COS **1002 Scientific Study II** 5 0 5
A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring.

COS **1003 Scientific Study III** 5 0 5
A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.

COS **1004 Scientific Study IV** 5 0 5
A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping.

COS **1005 Scientific Study V** 5 0 5
Scientific Study will be a complete review of each subject covered in preparation for the State Board Examination. Students may choose to complete 1500 hours in lieu of working the 6 months apprenticeship.

COS **1011 Mannequin Practice** 1 19½ 7
A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

COS **1022 Clinical Application I** 0 25 8
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting.

COS **1033 Clinical Application II** 0 25 8
This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.

COS **1044 Clinical Application III** 0 25 8
A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping.

COS **1055 Clinical Application IV** 0 25 8
The fifth quarter will be a continuation of practice in fingerwaving, pincurling, roller patterns, permanent waving, chemical hair relaxing and hair tinting.

DFT **113 Electronics Drafting** 2 6 4
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.

DFT **1104 Blueprint Reading** 0 3 1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

ECO **102 Economics I** 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** 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** 3 0 3
Covers fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers. Course is a prerequisite for all programming courses.

EDP **105 Assembler Language** 2 4 4
Computer data formats utilizing DC's and DS's; base-displacement addressing of core storage; the 5 basic instruction formats; integer binary arithmetic; binary arithmetic with rounding; data movement instruction; data translation instruction; input-output instruction (macros); writing of print programs utilizing the card reader and the printer.
Prerequisites: EDP 104, EDP 202 or permission of instructor

EDP **109 BASIC Language I** 2 4 4
An introduction to digital computing techniques through the study of the BASIC language. Students learn the techniques of problem solving and program development. Concepts of microcomputer hardware and computer applications areas will be introduced when appropriate.

EDP **110 BASIC Language II** 2 4 4
A continuation of EDP 109, this course examines the use of advanced programming techniques and develops the skills required in the handling of data through various input/output devices. Students will design a program system and supporting documentation utilizing these data handling techniques.
Prerequisite: EDP 109

EDP **202 COBOL I** 2 4 4
This course teaches the basic elements necessary to code programs using sequential data sets (only). The Data Division is treated vigorously. By the end of the course, the students write a print-problem involving several control breaks.
Prerequisites: EDP 104 or previous programming experience and the instructor's permission

EDP **210 COBOL II** 2 4 4
This course introduces the student to the structured programming approach to the COBOL Language. The student is introduced to the Nassi-Shneiderman Technique of program design.
Prerequisites: EDP 104, EDP 202 or permission of instructor

EDP **211 COBOL III** 2 4 4
Fundamentals of sequential and index-sequential disk operations. Extensive programming in building and updating magnetic disks. The course emphasizes the writing and debugging by the student.
Prerequisites: EDP 202, EDP 210, or permission of instructor

EDP **215 Operating Systems** 2 4 4
General introduction to Job Control Language (JCL); through coverage of the JOB, EXEC, and DD cards in JCL; advanced options available through use of LINKAGE EDITOR; Direct Access storage devices and organization methods; introduction to utilization of the UTILITIES.
Prerequisite: EDP 210

EDP **220 Introduction to Systems Analysis** 2 4 4
Who a systems analyst is and what he does;
Tools of a systems analysis;
Standards;
File Design;
Program specification and testing;
Feasibility studies;
System implementation;
Controls and security;
Application packages; and
Management information systems (MIS).
Prerequisites: One year of accounting and either: (a) one quarter of any business-oriented computer language; or (b) EDP 104 or the equivalent and the instructor's permission

EDP **224 RPG Language** 2 4 4
File Description Specifications sheet;
Input Specifications sheet;
Output Specifications sheet;
Introduction to Calculation Specifications sheet;
Use of control breaks;
Thorough coverage of Calculation Spec. sheet;

Table look-up utilizing the File Extension Specification sheet; and
Appropriate programming assignments.
Prerequisites: EDP 104 or previous programming experience and consent of the instructor

EDP **225 Advanced RPG** 2 4 4
Extensive programming practice in advanced RPG programming introducing the student to the RPG program variations required for the System/3 computer system.
Prerequisites: EDP 224 or previous programming experience and permission of instructor

EDP **226 FORTRAN Programming** 2 4 4
A fundamental course in Fortran Programming. The Fortran language structure, statements, and programming methods and techniques are studied. The student will develop program logic and write Fortran programs for solving sample problems.
Prerequisite: EDP 104 or instructor's approval

EDP **229 EDP Project** 1 8 5
Special project assigned by instructor to give the student experience dealing with realistic business problems.
Prerequisite: Approval of instructor

EDU **101 Introduction to Education** 3 0 3
Overview of the history of education in the U.S. and different educational philosophies.

EDU **102 Educational Methods** 3 2 4
Skill development in arranging classrooms, designing bulletin boards, preparing art materials, and lesson plans.

EDU **103 Parent Education** 3 0 3
Discussion of ways in which to include parents in the education process and to expose them to skills involved in parenting.

EDU **104 Self Dynamics** 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. Course designed to involve students in effective exercises using major study skills in various subject areas.

EDU **105 Group Dynamics** 2 0 1
Develops skills in communication, motivation, and understanding people. Projects review handling the emotional risks of life 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, and social group). Stresses importance of improving interpersonal relationships.

EDU **106 Career Dynamics** 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, gaining control over an individual's resources, and learning occupational information and skills.

EDU **107 Seminar in Reporting & Observation** 1 4 3
Observation of day care centers, K-3 classrooms and special education facilities with skill development in recording observations.

EDU **108 Behavior Management** 3 0 3
Overview of techniques designed to cope with unacceptable behavior.

EDU **111 Administration & Supervision of Day Care Facilities** 3 0 3
Introduction to records and files, as well as requirements necessary for licensing of a day care center.

EDU **115 Language Arts for Children** 2 2 3
Flannel board, finger play activities for young children.

EDU **116 Math for K-3** 2 2 3
Activities designed to introduce young children to elementary mathematical concepts.

EDU **149 Role of Education Associate** 1 0 1
Overview of the responsibilities and duties for a para-professional in an educational setting.

EDU **200 Working with EMR & TMR Children** 3 0 3
Characteristics and special needs of mentally retarded children.

EDU **202 Science and Math for the Pre-School Child** 3 0 3
Activities designed to introduce the child to basic concepts from the biological, physical, and mathematical science.

EDU **203 The Exceptional Child** 3 0 3
Overview of exceptionalities including mental retardation, physical deviations, and emotional disorders.

EDU **206 Music for Young Children** 1 2 2
Study of music appropriate for young children, and methods of integrating music into a total program of activities.

EDU **210 Emotional Disturbance** 3 0 3
Discussion of needs and characteristics of children and adults who are emotionally disturbed.

EDU **212 Sexuality of the Exceptional Person** 2 0 2
Discussion of sexuality as it relates to persons with exceptionalities.

EDU **213 Levels of Reading & Readiness for Public Schools** 3 0 3
Instruction in assessment of reading difficulties and strategies for improving reading.

EDU **215 Physical Handicaps** 3 0 3
Characteristics and special needs of the physically handicapped.

EDU **216 Problems of Childhood** 3 0 3
Discussion of many of the problems intrinsic to childhood: bedwetting, fears, school phobia, etc.

EDU **217 Language and Literature** 2 2 3
Activities designed to improve the communication skills of children.

EDU **218 Children's Literature** 2 2 3
Exposure to stories appropriate for young children.

EDU **222 Practicum** Variable 7
Internship in a work setting which allows the student to receive training and "hands on" experience in his/her chosen field of education.

EDU **229 Social Studies for K-3** 1 2 2
Information about and activities related to the child's world.

EDU **231 Creative Activities for Pre-School Children** 1 2 2
Training and experience in conducting arts and crafts projects.

EDU **232 Creative Art & Craft for K-3** 1 2 2
Training and experience in conducting arts and crafts projects.

EDU **234 Audiovisual Techniques** 3 0 3
Training in the operation of audiovisual equipment used in the classroom.

EDU **243 Physical Education for Pre-School** 1 2 2
Activities designed to promote physical development in pre-school children.

EDU **244 Care of the Pre-School Child** 2 2 3
Techniques involved in the physical care of children from birth to 6 years of age.

EDU **245 Activities and Crafts for Persons with Exceptionalities** 2 2 3
Emphasis on music activities and arts and crafts.

EDU **246 Working with Adult Mentally Handicapped** 3 0 3
Study of characteristics and special needs of adult mentally handicapped.

EDU **252 Learning Disabilities** 3 0 3
Characteristics and special needs of individuals with learning disabilities.

ELC **112 Electrical Fundamentals I** 3 4 5
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

ELC **113 Electrical Fundamentals II** 3 4 5
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.
Prerequisites: ELC 112, MAT 101

ELC **114 Electrical Fundamentals III** 3 2 4
Advanced circuit analysis techniques as applied to two part passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities.
Prerequisites: ELC 113, MAT 102

ELC **1102 Applied Electricity** 2 3 3
The use and care of test instruments and equipment used in servicing air conditioning and refrigeration installations. Principles and procedures for trouble-shooting 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** 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** 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** 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** 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** 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** 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 **121 Electronics I** 3 4 5
Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies, amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.
Corequisite: ELC 113

ELN **122 Electronics II** 3 4 5
A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot.
Prerequisite: ELN 121

ELN **123 Electronics III** 3 4 5
Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition fundamentals, design techniques, and typical applications of linear integrated circuits are introduced.

ELN **208 Industrial Electronics** 3 4 5
Electronics as applied to a production system rectification electronically controlled rectifiers, servomechanisms, motors; magnetic amplifiers; ultrasonic cleaning; and variable strobe light.
Prerequisite: ELN 121

ELN 218 Pulse, Logic and Digital Circuits 3 4 5
Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits using discrete and integrated components. Wave shaping topics include simple passive wave shaping circuits and more complicated wave shaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include multivibrators, sweep generators, and other types of special purpose circuits using discrete and integrated components. An introduction to Boolean algebra and its applications for the simplification of logic circuits is also included.
Prerequisite: ELN 123

ELN 219 Digital Fundamentals 3 4 5
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra storing, timing, gating, and counting. Typical applications in industry will be presented.

ELN 241 Electronic Systems I 3 4 5
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specialized nature as appropriate.
Prerequisite: ELN 123

ELN 242 Electronic Systems II: Communications 3 4 5
Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.
Prerequisite: ELN 241

ELN 243 Electronic Systems III: Communications 3 4 5
Study of specialized electronic communication systems such as TV, microwave, radar, and optical communication systems. Discussion of sampling and pulse systems including techniques of multiplexing such as PAM, PSM, PCM, and PPM.
Prerequisite: ELN 242

ELN 246 Electronics Design Project 0 6 3
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.
Prerequisite: ELN 241

ELN 247 Electronic Systems II: Computers 3 4 5
This course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini-micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers.

ELN 248 Electronic Systems III: Computers 3 4 5
This course deals with the detailed theory of the computer systems previously covered followed by troubleshooting and maintenance procedures. The lab consists of digital measurements in support of operation theory followed by actual troubleshooting practice, dealing with systems analysis and diagnostic procedures.
Prerequisite: ELN 247

ELN 249 Electronic Systems II: Automatic Control 3 4 5
Automatic Control concepts including calibration, measurement and standards are introduced. Laboratory exercises are provided on simulated or generalized measurement and control systems that include indicators, recorders, and controllers. Emphasis is placed on process or system stability using various types of controllers. Final control elements and process control systems are included.

ELN 250 Electronic Systems III: Automatic Control 3 4 5
A study of automatic control theory and processes including the characteristics and mathematical models of linear systems. Practice is provided in specifying and selecting process or automatic control parameters and equipment. Electronic and mechanical controls are introduced as well as the use of the minicomputer in the control loop. Practical analysis and evaluation on actual or simulated processes or systems is covered in the laboratory.
Prerequisite: ELN 249

ELN 1101 Basic Electronics 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.

ELN 1118 Industrial Electronics I 3 0 6 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 II 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 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

ENG **100 A, B, C Basic Writing I, II, III** 5 0 5
Designed to aid the student in the improvement of self-expression. The emphasis is on grammar, diction, sentence structure, punctuation, and spelling. The course 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 demonstrate that he or she can write a series of well-structured, properly punctuated, grammatically correct paragraphs. Placement of students in English 100 A, B is determined by individual performance on the English placement examination.

ENG **101 Technical Composition** 3 0 3
The student reviews fundamental grammar and writing skills and studies the techniques of organization necessary to the development of short essays and reports which pertain to subject materials in the student's area of study. Attention is given to proofreading and revising.
Prerequisite: Acceptable score on placement test or satisfactory completion of ENG 100A, B, and C.

ENG **102 Oral Communications** 3 0 3
Designed to promote effective oral communication through appropriate language usage in work situations. Focus is on the nature of the communication process, including self-perception, group interaction, and language as a symbolic process. The communication projects which the student works on will be coordinated with his specific program area.

ENG **103 Technical Report Writing** 3 0 3
(alternating day and evening)
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. The student has an opportunity to gain experience with standard forms such as the accident report and work order. 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 or 101

ENG **105 Library Services** 3 0 3
Develops skills in retrieving information in the Learning Resources Center and introduces the use of audiovisual equipment. The approach stresses application of research and demonstration techniques to occupational needs.

ENG **120 College Composition I** 3 0 3
The study and practice of basic elements in expository writing. Upon successful completion of English 120, the student will be able to write a grammatically correct, multi-paragraph expository theme which has a clear beginning, a well-developed body, and a suitable conclusion.
Prerequisite: Acceptable score on placement test or satisfactory completion of ENG 100A, B, & C.

ENG **121 College Composition II** 3 0 3
Emphasis on writing grammatically correct expository and argumentative themes based on assigned short stores and one novel. Upon completion of this course, students will be able to analyze the ideas in the short story and the novel and synthesize these ideas in their own compositions.
Prerequisite: ENG 120

ENG **122 College Composition III** 3 0 3
Emphasis on writing grammatically correct expository and argumentative themes on assigned poems and plays. A short research paper is required. Upon completion of this course, students will be able to write critically and objectively about ideas expressed in drama and poetry.
Prerequisite: ENG 121 or Permission of Program Head

ENG **150 Major American Authors** 5 0 5
Extensive readings in six to eight authors concentrating on novels and collected works. Credit counts towards fulfillment of humanities requirement.
Prerequisite: ENG 121 or permission of Program Head

ENG **152 Major European Authors** 5 0 5
Extensive readings in six to eight British and Continental authors concentrating on novels and collected works. Credit counts toward fulfillment of humanities requirement.
Prerequisite: ENG 121 or permission of Program Head

ENG **206 Business Communications** 3 0 3
Develops skills and techniques in writing business communications. Emphasis is placed on writing to achieve a desired response in letters and memoranda involving credit and collections, claims and adjustments, orders, inquiries, acknowledgements, and employment.
Prerequisite: ENG 120

ENG **220 Speech** 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 **230 English Literature I** 3 0 3
A survey of English literature from Beowulf to Milton.
Prerequisite: ENG 121 or permission of Program Head

ENG **231 English Literature II** 3 0 3
A survey of English literature from Milton to the Victorians.
Prerequisite: ENG 121 or permission of Program Head

ENG **232 English Literature III** 3 0 3
A survey of English literature from Victorians to the present.
Prerequisite: ENG 121 or permission of Program Head

ENG **240 American Literature I** 3 0 3
A survey of American literature from its Puritan beginnings through Whitman.
Prerequisite: ENG 121 or permission of Program Head

ENG **241 American Literature II** 3 0 3
A survey of American literature from Dickinson through Realism.
Prerequisite: ENG 121 or permission of Program Head

ENG **242 American Literature III** 3 0 3
A survey of American literature from the imagist and symbolist poets to the present.
Prerequisite: ENG 121 or permission of Program Head

ENG **250 World Literature I** 5 0 5
A survey of selected authors of the western world from the Greeks to the Renaissance. Credit counts toward fulfillment of humanities requirement.
Prerequisite: ENG 121 or permission of Program Head

ENG **251 World Literature II** 5 0 5
A survey of selected authors of the Western World from the Renaissance to the present day. Credit counts towards fulfillment of humanities requirement.
Prerequisite: ENG 121 or permission of Program Head

FRE **101, 102, 103 Beginning French I, II, III** 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** 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

HEA **105 Nutrition** 3 0 3
Study of nutritional concepts with introduction to use of cooking in the classroom.

HEA **111 Personal & Community Health** 3 0 3
Covers all aspects of personal and community health with underlying science to clarify and support health education.

HEA **112 First Aid and Safety** 3 0 3
Basic study of health education designed to teach the fundamentals of administering first aid including artificial respiration and cardiopulmonary resuscitation techniques. Emphasizes accident prevention and skilled practical application.

HIS **101 Western Civilization I** 3 0 3
Western Civilization I course covers pre-history to the Middle Ages (1000 A.D.)

HIS **102 Western Civilization II** 3 0 3
Western Civilization II course covers the period from the Middle Ages to the Reformation.

HIS **103 Western Civilization III** 3 0 3
Western Civilization III course covers the period from the Seventh Century to the present.

HIS **207 American History I** 5 0 5
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War.

HIS **208 American History II** 5 0 5
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.

HIS **209 Afro-American History** 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.

HUM **114 Art History** 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.

HUM **115 Art Appreciation** 5 0 5
Introduces the visual arts with emphasis on understanding and personal enjoyment.

HUM **116 Music Appreciation** 5 0 5
A study of the important periods of music history with emphasis upon listening to music for personal enjoyment and cultural enrichment.

HUM **125 Survey of the Old Testament** 5 0 5
Introduces the literature of the Old Testament to acquaint the student with the history and religion of the ancient Hebrews.

HUM **126 Survey of the New Testament** 5 0 5
Introduces the literature of the New Testament in the context of early Christian history.

HUM **202 Introduction to Philosophy** 5 0 5
An introductory course covering such topics as theories of reality, the nature of mind and knowledge, and values.

ISC **112 Fundamentals of Management** 5 0 5
A survey of managerial theories and philosophies associated with typical organizational structures.

ISC **113 Fundamentals of Management II** 5 0 5
A continuation of ISC 112 with emphasis on case studies.

ISC **130 Industrial Safety** 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 **212 Labor Relations I** 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** 3 2 4
A continuation of ISC 212 with emphasis on current labor problems. Also, an indepth study of landmark cases concerning the labor movement will be researched and studied by the students.

ISC **214 Work Measurement** 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** 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** 3 0 3
A survey of financial policies, methods and procedures utilized by industry, business and individuals.

ISC **226 Industrial Planning & Control** 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** 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** 3 0 3
A continuation of ISC 228 with emphasis on the development of the interpersonal skills needed in supervision.

ISC **230 Budgeting & Control** 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** 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** 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** 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** 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** 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** 1 3 2
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

LCS **1112 Blueprint Reading: Building Trades I** 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** 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** 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.

LCS **1115 Math for Carpenters** 3 0 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** 5 15 10
This 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.

MAS **1103 Masonry II** 2 3 3
Study and practical application of the construction of brick walls, veneers, fireplaces, and chimneys.
Prerequisite: MAS 1101

MAS **1106 Advanced Masonry** 1 6 3
Students work with different types of building stones and field stone, learning different methods of fireplace building using heatalators as well as different types of dampers. Clean work and pride in workmanship emphasized.
Prerequisite: MAS 1105

MAT **90 Arithmetic I** 5 0 5
Basic mathematics course designed to build skills in the addition, subtraction, multiplication, and division of whole numbers.

MAT **91 Arithmetic II** 5 0 5
Basic mathematics course designed to build skills in operations involving fractions, decimals, proportions, and percents.

MAT **92 Applications of Arithmetic** 5 0 5
This course is especially designed to increase the confidence and ability of weaker students in problem solving. Topics include: applications using whole numbers, fractions, decimals, proportions, and percents; place value; exponents; roots; measurement; geometry; statistics; and beginning algebra.
Prerequisite: MAT 91 or satisfactory score on placement test.

MAT **100 Consumer Mathematics** 5 0 5
This course provides the student with thorough review of whole numbers, fractions, decimals, percents, measurement, and simple linear equations. Applications relating to everyday life are stressed.
Prerequisite: MAT 91 or satisfactory score on placement test

MAT **101 Technical Mathematics I** 5 0 5
This is the first course in four-quarter sequence. Topics include: algebra review, functions and graphs, right triangle trigonometry, and systems of equations.
Prerequisite: MAT 106 or satisfactory score on placement test

MAT **102 Technical Mathematics II** 5 0 5
A continuation of MAT 101. Topics include: factoring and fractions, quadratic equations, 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** 5 0 5
A continuation of MAT 102. Topics include: determinants and matrices, inequalities, variation, progressions and the binomial theorem, advanced topics in trigonometry, and an introduction to analytic geometry.
Prerequisite: MAT 102

MAT **105 Pre-College Algebra I** 5 0 5
This is the first course in a two-quarter sequence to provide the understanding and manipulative skills of elementary algebra. Topics include: number systems, operations with real numbers, solving equations and inequalities, polynomials, and factoring.
Prerequisite: MAT 92 or satisfactory score on placement test

MAT 106 Pre-College Algebra II 5 0 5
A continuation of MAT 105. Topics include: rational expressions, graphic linear equations, linear systems, roots and radicals, and quadratic equations.
Prerequisite: MAT 105

MAT 108 Radiologic Mathematics I 3 0 3
This course is especially designed to prepare Radiologic Technology students for mathematical applications in their field of study. Topics include: fractions, decimals, percentages, measurements, and meter reading.
Prerequisite: MAT 91 or satisfactory score on placement test

MAT 109 Radiologic Mathematics II 3 0 3
A continuation of MAT 108. Topics include: basic algebra, practical geometry, graphs, and triangle trigonometry.
Prerequisite: MAT 108

MAT 120 College Math I: Basic Concepts 5 0 5
This course is designed to supply the non-technical major with the basic mathematical concepts necessary for application in management, biological or social science, or further study. Topics include: a review of algebra, sets, functions, polynomial models, mathematics of finance, and matrix theory. Applications are stressed in all areas.
Prerequisite: MAT 106 or satisfactory score on placement test

MAT 121 College Math II: Finite Mathematics 5 0 5
This course is designed to offer the interested student some of the modern techniques available to aid the decision process. Topics 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 5 0 5
A survey course in calculus for non-technical majors designed to stress the techniques of curve analysis and applications. Topics include: exponential and logarithmic functions, limits, differentiation, inverse-differentiation, partial differentiation, relative extrema, and integration.
Prerequisite: MAT 120

MAT 130 Pre-Calculus I 3 0 3
This is the first course in a two-course sequence designed to effectively prepare the student to undertake a rigorous calculus sequence. Topics include: properties of real numbers, relations and functions, linear and quadratic functions, systems of equations, conic sections, translations, and circular functions.
Prerequisite: 3 years of college preparatory high school mathematics.

MAT 131 Pre-Calculus II 3 0 3
A continuation of MAT 130. Topics include: trigonometric relations and equations, exponential and logarithmic functions, complex numbers and DeMoivres' Theorem, polynomial and rational functions, zeros of polynomials, and mathematical induction.

MAT 204 Technical Mathematics IV 5 0 5
A continuation of MAT 103. This course introduces the fundamental concepts of differential and integral calculus. Applications of these concepts to technical situations are stressed.
Prerequisite: MAT 103

MAT 208 Calculus and Laplace Transforms for Electronics 5 0 5
An investigation of the methods of calculus which are the most direct use in the study of electronic circuits. Introduction to selected topics from differential equations and laplace transforms and applications of these mthods to the solution of electronic circuit problems.
Corequisite: ELN 218

MAT 214 Statistics 5 0 5
This course covers elementary statistics, including descriptive and inferential statistics. Topics include: collection and presentation of data, elementary probability theory, confidence intervals, hypothesis testing, linear correlations, and regression.
Prerequisite: MAT 101 or MAT 120

MAT 1101 Trades Mathematics I 4 0 4
This course is the first course in a two-quarter sequence especially designed for students in trade programs. Topics include: whole number arithmetic review, fractions, decimals, percentages, and measurement.
Prerequisite: MAT 91 or satisfactory score on placement test

MAT 1102 Trade Mathematics II 4 0 4
A continuation of MAT 1101. Topics include: introductory algebra, formulas, ratios and proportions, right triangle trigonometry, graphs, and additional algebraic topics. Applications will be stressed.
Prerequisite: MAT 1101

MEC 1101 Machine Shop Theory and Practice 3 0 12 7
An introduction to the metalworking trade as it relates to machinery operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.
Prerequisite: MAT 1101, DFT 1104

MEC 1133 Electrical and Mechanical Maintenance 3 0 6 5
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection.
Prerequisites: MEC 1101, DFT 1104
Corequisite: ELC 1112

MEC 1140 Hydraulics - Fundamentals 3 0 0 3
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.
Prerequisite: MAT 1101

NUR 1111 Nutrition, Maternal, and Child Care 6 0 6
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, 44 hours, deals with the principles of good nutrition and their application to the needs of normal individuals including sources and functions of important food elements and modifications necessary for diet therapy. The second part, 22 hours, is a course of study presenting information concerning normal pregnancy, labor and delivery. Emphasis is

placed upon the newer concepts of maternity nursing, and stresses basic principles necessary 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: (2nd Part) BIO 105

NUR **1113 Nursing Fundamentals** 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. Medical terminology is stressed throughout the course. Emphasis is placed on using the vocabulary learned to form correct phrases in reporting and recording observations related to patient care.

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.
Prerequisites: NUR 1113 & BIO 105

NUR **1121 Maternal and Child Care II** 6 2 7
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. Emphasis is placed upon developing skills and attitudes necessary for the adjustment of the child and family to the hospital situation.
Basic principles of communicable diseases fundamental to nursing responsibility for individuals, family, and the community are included.
Prerequisite: NUR 1111, 1113, BIO 105

NUR **1122 Clinical Practice** 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 the patients while performing bedside care. The importance of accurate record keeping and charting is stressed.
Prerequisite: NUR 1113

NUR **1123 Drugs and Solutions: Measurement and Preparation** 0 2 1
Teaches understanding and skills that are basic for safe 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 equivalent, and at least one simple method of preparing solutions and fractional dosages of medications.

NUR **1130 Medical-Surgical Nursing II** 6 2 7
A course of study designed to provide the student with additional knowledge in causes, symptoms, and treatment of more common diseases, emphasizing the development of skills necessary in meeting the needs of the more dependent patient.
Prerequisites: NUR 1120, 1113, 1123, BIO 105

NUR **1131 Drug Therapy** 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. Safety precautions and legal limitations are stressed throughout the course.
Prerequisites: NUR 1120, 1123, 1130

NUR **1132 Clinical Practice** 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.
Prerequisites: NUR 1111, 1120, 1121, 1122, BIO 105

NUR **1140 Medical-Surgical Nursing III** 6 2 7
A course of study presenting 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.
Prerequisites: NUR 1113, 1120, 1121, 1123, 1130, 1131, 1132, BIO 105

NUR **1141 Nursing Seminar** 2 2 3
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.
Prerequisites: NUR 1113, 1120, 1130

NUR **1142 Clinical Practice** 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.
Prerequisites: NUR 1122, 1132

NUR **1150 Basic Nursing** 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.

NUR **1151 Basic Nursing Laboratory** 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.

NUR **1152 Basic Nursing Clinical Practice** 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 or Permission of Department Head

PHE **220 Games and Activities for Youth** 2 2 3
Activities designed to promote the optimal physical development of young children.

PHY **101 Physics: Properties of Matter** 3 2 4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

PHY **102 Physics: Work, Energy, Power** 3 2 4
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: MAT 101, PHY 101

PHY **104 Physics: Light & Sound** 3 2 4
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisites: MAT 101, PHY 101

PHY **107 Radiologic Physics** 3 2 0 4
This course covers fundamentals of mechanics, electricity, magnetism and electronics required to understand basic operations in radiology. Emphasis is placed on these principles underlying the operation of x-ray equipment and auxiliary devices.

PHY **110 Technical Physics** 3 2 4
An introduction to general physics with related lab experiences. Course includes: physical measurement, kinematics, dynamics, statics, energy, momentum, rotational motion, simple harmonic motion, properties of matter, kinetic theory, heat and heat transfer, wave motion, light and sound. Problem solving and laboratory work are emphasized.

PHY **130 Physics I** 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.

PHY **1101 Applied Science I** 3 2 4
Introduces physical principles and their application in industry. Topics include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY **1102 Applied Science II:** 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** 2 6 4
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.

PME **1101 Internal Combustion Engines** 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** 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.

PME **1121 Front Suspension, Alignment, and Power Steering** 3 — 9 6
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.

POL **102 National Government** 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.

POL **110 State and Local Government** 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.

POL **201 20th Century History and Politics** 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** 3 0 3
Study of the various fields of psychology, the developmental processes, motivation, emotion, frustration, and adjustment, mental health, attention and perception, problems in group living.

PSY **114 Human Relations** 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 & Development I** 3 0 3
Development of the child from conception through the preschool years.

PSY **116 Human Growth & Development II** 3 0 3
Development of child from the pre-school years to adolescence.

PSY **209 Abnormal Psychology** 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** 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

RDG **100A Reading I** 3 0 3
The beginning course in the reading improvement sequence, Reading 100A will concentrate on the development of basic skills in word attack (phonic analysis, structural analysis and context) and comprehension.

RDG **100B Reading II** 3 0 3
This course is the intermediate course in the reading improvement sequence. In addition to providing further practice in the basic reading skills (word recognition and literal comprehension), this course will introduce the student to making inferences, critical reading, techniques of rate increase and improved study skills. Types and functions of various written materials will be explored.

RDG **100C Reading III** 3 0 3
This course is the advanced course in the reading improvement sequence. In addition to providing further practice in the basic reading skills, this course will introduce the student to skills in test-taking, writing research papers, and other skills of daily tasks.

RDT **101 Introduction to Radiologic Technology** 3 0 0 3
This course is designed to acquaint the new student with the medical profession of Radiologic Technology. Included are orientations to the goals, philosophies, and organizations of both the radiography program and radiology departments. Both hospital and x-ray department rules and regulations are presented. An appreciation of Radiologic Technology will be established through an understanding of medical history, the evaluations of Radiologic Technology and the professional organizations. The knowledge of career and socio-economic advancements with the profession will enable the student to establish and maintain high goals. One intent of the course is to set the pace for the student's professional growth. Medical specialists and health care delivery in general will be discussed. Certain hospital and radiology situations concerning rules and regulations will include student role playing.

RDT **102 Radiologic Positioning I** 5 2 0 6
This course will provide students with terminology and basic principles of radiographic anatomy and positioning of the following: chest, abdomen, hand and wrist, forearm, elbow humerus, foot, ankle, leg, knee, patella, femur, shoulder, and pelvic girdle.

RDT **103 Radiologic Positioning II** 5 2 0 5
Radiograpahic anatomy and positioning of the following systems will be presented: cranium, sella, turcica, petrous, pyramids, facial bones, zygomatic arches, nasal bones, optic foramina, mandible, TMJ, sinuses, temporal bone, coccyx, sacrum, lumbar spine, thoracic and cervical spine, ribs, sternum, and mammography.

RDT **105 Radiographic Exposures** 2 2 0 3
Prime factors such as milliamperage, time, distance and kilovoltage are explained. Factors influencing radiographic qualities and exposure are presented. Devices such as beam restriction, attentuation, technic charts are discussed as well as accessory equipment and technic formation. Upon completion of this unit, the student will employ technical factors (accessory devices such as grids, screens, etc.) yielding the optimum radiographic result. It is also imperative that the student utilize effective radiation protection methods such as beam restricting devices and shielding in an attempt to not only limit radiation exposure, but also to improve the quality of the image.

RDT **106 Radiation Protection** 3 0 0 3
The student will be shown the need for radiation protection and study the basic interaction or radiation with matter. Quantitites and units, as well as the biological effects of ionizing radiation are presented. Various protection devices and guidelines, for patient, personnel and public are explained including maximum permissible dose and personal exposure monitoring.

RDT **110 Medical Ethics/Patient Care** 3 2 0 4
This course will provide the student with opportunities to establish respect for interpersonal relationships and patient care components of radiography. Included are the moral and ethical responsibilities to increase effective communication and empathy for the patient. Confidentiality of information and other medicolegal considerations are introduced. Radiology related nursing procedures are presented to allow students to appreciate the importance of providing for the physical and emotional needs of the patient.

RDT **111 Orientation to Clinical Education** 1 3 0 2
The lecture part of the course will prepare students for the clinical observation of the radiology departments at each of the four hospital affiliates. Preparation includes basic radiographer terminology used daily in the x-ray department as well as basic radiation protection for themselves and others. Students will begin practical experiences, including ethical and attitudinal situations, observation of patient positioning and radiographic exposure. Basic patient care will be observed and applied based on student competency.

RDT **112 Clinical Education I** 0 0 12 4
This course will correlate with the Radiologic Positioning I course. Students will be supervised and evaluated on a competency based system in the following areas: chest, abdomen, hand, wrist, forearm, elbow, humerus. In addition to the above evaluations, students will also be evaluated in processing, exposures, and patient care, as they relate to the appropriate knowledge transcended from the pertinent courses. "Floating" objectives will also be introduced.

RDT **113 Clinical Education II** 0 0 12 4
This course will correlate with the Radiologic Positioning I course. Students will be supervised and evaluated on a competency based system in the following areas: foot and ankle, leg, knee, femur, shoulder, and pelvis. In addition to the above evaluations, students will also be evaluated in general radiography areas, such as locating and describing the components of a typical (R&F) Radiographic and Flouroscopic unit, as well as performing "floating" objectives.

RDT **114 Clinical Education III** 0 0 24 8
This course will correlate with the Radiologic Positioning II course. Students will be supervised and evaluated on a competency based system in the following areas: cranium, sella, turcica, petrous pyramids, facial bones, zygomatic arches, nasal bones, optic foramina, mandible, TMJ, sinuses, temporal bone. In addition to the above evaluations, students will also be evaluated in fluoroscopy, radiographic technique and radiologic procedures. "Floating" objectives will continue to be evaluated.

RDT **204 Radiologic Positioning III** 5 2 0 6
Radiographic anatomy and positioning will be presented for the following procedures: cerebral pneumography, cerebral angiography, cerebral computed tomography, upper gastrointestinal system, lower gastrointestinal system, gallbladder-biliary system, and urinary system.

RDT **205 Radiographic Processing Technique** 2 0 0 2
Students learn the basic design and function of the processing rooms and learn the various aspects of manual and automatic processing. They evaluate radiographic film characteristics, artifacts, silver reclamation and learn correct storage and handling of film.

RDT **206 Radiation Biology** 3 0 0 3
The student will learn the effects of ionizing radiation in biologic systems and be made aware of the public right to minimal radiation exposure. The irradiation, radiation syndromes, and radiation oncology.

RDT **207 Film Evaluation/Imaging** 2 0 0 2
Recognition of differences between diagnostic and poor quality radiographs is presented. The student is taught to use a film evaluation procedure to explain how to improve the diagnostic quality of a radiograph. Radiographs will be discussed based on reasons governing recognition and differentiation. Students will also be taught to distinguish between the different modes of imaging systems through analyzation and comparisons.

RDT **208 Radiologic Management/Education** 2 0 0 2
Basic managerial techniques applicable to Radiologic Technologists will be explored, including personnel management, planning, organizing, directing and controlling functions. Radiology room design and budgeting are taught. Basic educational teaching techniques are introduced such as classroom preparation and evaluations, as well as preparing objectives for cognitive behavioral and psychomotor domains. This course allows students additional flexibility in preparing for their future in the profession whether at staff, management or educational levels.

RDT **209 Radiologic Equipment** 3 0 0 3
This course will apply the basic knowledge learned in the Radiologic Physics course to the production and properties of x-ray. Basic composition and operation of x-ray tubes, circuits and equipment will be presented as well as various performance tests.

RDT **215 Clinical Education IV** 0 0 24 8
This course will correlate with the Radiologic Positioning II course. Students will be supervised and evaluated on a competency based system in the following areas: coccyx, sacrum, lumbar spine, thoracic and cervical spine, ribs, sternum, and mammography. In addition to the above evaluations, students will also be evaluated in patient traffic control, film critique, body section and stereoscopic radiography. "Floating" objectives will continue to be evaluated.

RDT **216 Clinical Education V** 0 0 24 8
This course will correlate with the Radiologic Positioning III course. Students will be supervised and evaluated on a competency based system in the following areas: upper gastrointestinal system, lower gastrointestinal system, gallbladder, and urinary system. In addition to the above evaluation, students will also be evaluated in quality assurance.

RDT **217 Clinical Education VI** 0 0 24 8
This course will correlate with the Radiologic Positioning III course. Students will be supervised and evaluated on a competency based system in the following areas: (1) observation of these special procedures are proposed at larger medical facilities, such as Duke University or Durham County General Hospital: cerebral pneumography, cerebral angiography, and cerebral computed tomography. (2) Continued application of category exams for other diagnostic and flouroscopic procedures, plus "floating" objectives.

RDT **218 Clinical Education VII** 0 0 12 6
This course will correlate with all Radiologic Positioning courses. Students will be supervised and evaluated on a competency based system in the following areas: (1) final competency examinations, (2) completion of all floating objectives, (3) completion of any remaining category examinations, and (4) rotation through any problem areas in which students are weak.

REC **110 Recreational Arts and Crafts** 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.

REC **111 The Human Body in Health and Disease** 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.

REC **112 Introduction to Recreation Services** 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.

REC **113 Introduction to the Ill and Handicapped** 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.

REC **114 Social Aspects of Sport** 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.

REC **120 History, Philosophy, & Contemporary Nature Recreation in America** 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.

REC **121 Principles of Motor Development** 3 0 3
Gives the student an understanding of the sequential development of fundamental movements, motor patterns and sports skills.

REC **122 Health Practices in Recreation Management** 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.

REC **123 Social Recreation** 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.

REC **130 The Psychology of Sport and Recreation** 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.

REC **131 Recreation Leadership I** 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.

REC **132 Team Sports and Games in Recreation** 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.

REC **133 Sports Officiating** 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.

REC **134 Nature and Outdoor Recreation** 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.

REC **140 Recreation Leadership II** 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** 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.

REC **142 Folk, Square and Social Dance** 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.

REC **143 Effective Supervisory Practices in Recreation** 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.

REC **144 Safety and First Aid in Recreation** 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.

REC **210 Leisure Counseling** 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.

REC **211 Recreation Drama** 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 kits, charades, storytelling, and costuming are included. To develop skill in drama, student participation is encouraged.

REC **212 Introduction to Gerontology** 3 0 3
Addresses the needs and concerns faced by the aged such as income, disability, transportation, religion, and voluntary activities.

REC **213 Recreation Areas and Facilities and Program Planning I** 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.

REC **214 Introduction to Therapeutic Recreation** 3 0 3
Provides coverage of therapeutic recreation and human service models, the therapeutic recreation process, the specialist, and personal professional development.

REC **221 Recreation Administration** 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.

REC **222 Adaptive Physical Education and Recreation** 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.

REC **223 Leisure and Aging** 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 **225 Recreation Areas and Facilities and Program Planning II** 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** 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.

REC **240 Recreation in Institutions for Special Populations** 3 0 3
An extension of REC 214 relating the therapeutic recreation process to youthful and adult offenders, the mentally ill, the mentally retarded, and alcoholic and drug addict, the economically deprived, and racial minorities.
Prerequisite: REC 214

REC **241 Camping for Special Populations** 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.

REC **242 Resident and Day Camp Administration** 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.

REC **243 Landscaping in Recreation** 3 0 3
Emphasizes the application of design principles to landscaping recreation areas and facilities to include selecting and planting trees, shrubs, flowers and lawn grasses. Students will prepare detailed landscape plans for a recreation area or facility.

REC **244 Recreational Music** 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.

°REC 282 Recreation Internship and Seminar 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.

SCI 099 Introduction to Science 5 0 5
A pre-curriculum course intended to introduce or strengthen students' knowledge and abilities in major areas of scientific principles and applications. Included will be specifically areas of scientific thought and basic science concepts oriented to animal life processes. Orientation, study skills and time management will be covered also.
Prerequisite: Permission of Instructor

SCI 211 Science & Health for K-3 2 2 3
Activities designed to introduce children to scientific and health concepts.

SOC 101 General Sociology 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.

SOC 107 The Family 3 0 3
Study of different family structures and their effects on children.

SOC 108 Community Resources 1 2 2
Exposure to resources in the community which assist the family and impact education including the Department of Social Services, Area Mental Health, etc.

SOC 112 Modern Social Problems 3 0 3
Nature, extent, causes and consequence of social problems in America today.
Prerequisite: SOC 101

SOC 113 Sociology of the Family 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 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 3 0 3
A study of religion as a social institution with emphasis on individual and social behavior.

SOC 117 Juvenile Delinquency 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 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.

SPA 101, 102 & 103 Beginning Spanish I, II, III 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 103, the preceding course

SPA 201, 202, 203 Intermediate Spanish I, II, III 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.
Prerequisites: SPA 201, SPA 103 or two high school units of Spanish; SPA 202 & 203, the preceding course

TEX 101 Fundamentals of Textiles 3 0 3
An introduction to textiles, including the history of the industry, description of textile materials and products and their utilization. Presentation of the basic manufacturing systems, materials flow, terminology and calculations.

TEX 201 Fiber Science 5 2 6
This course emphasizes: the chemical constitution and properties of fiber forming polymers; theories of fiber structure; the relationship between the molecular structure of linear polymers and physical properties of natural and man-made fibers; the principles and methods of producing man-made fibers; the chemical behavior of natural and man-made fibers.
Prerequisites: TEX 101, CHM 111, MAT 101

TEX 202 Yarn Forming Systems 5 2 6
A study of the principles of staple and filament yarn systems and structures. The influence of the manufacturing systems and the input materials on product characteristics is established.
Prerequisites: TEX 101, MAT 101

TEX 203 Fabric Forming — Weaving 3 2 4
A study of fabric forming by the weaving process. Emphasis is on fabric construction and geometry. Structures of fabrics and resulting properties are related to raw materials and product performance.
Prerequisite: TEX 202

TEX 204 Fabric Forming — Knitting and Non-Conventional Processes 5 2 6
A study of fabric forming by the knitting and non-conventional processes. Emphasis is on fabric construction and geometry. Structures of fabrics and resulting properties are related to raw materials and product performance.
Prerequisite: TEX 202

TEX 206 Dyeing and Finishing 5 2 6
A comprehensive course designed to familiarize the student with the basic principles involved in the procedures used for the preparation, dyeing, printing, and finishing of natural and man-made fibers. Some emphasis is placed upon the chemical nature of dyes and fastness properties, and the chemical nature of finishes used to impart specific end-use properties.
Prerequisite: TEX 201

WLD 1101 Basic Gas Welding 0 0 3 1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1102 Basic Arc Welding 0 0 3 1
Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1104 Blueprint Reading: Mechanical 3 — 1
Interpretations and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

WLD 1110 Beginning Oxyacetylene and Arc Welding 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.

WLD 1117 Blueprint Reading: Welding 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 — 3 — 1
This is a continued study of different welding symbols, lines, and views, etc. Student will be assigned different patternings of blueprints from the blueprint book to be drawn to scale in either one view or several views.
Prerequisite: WLD 1117

WLD 1120 Arc Welding 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

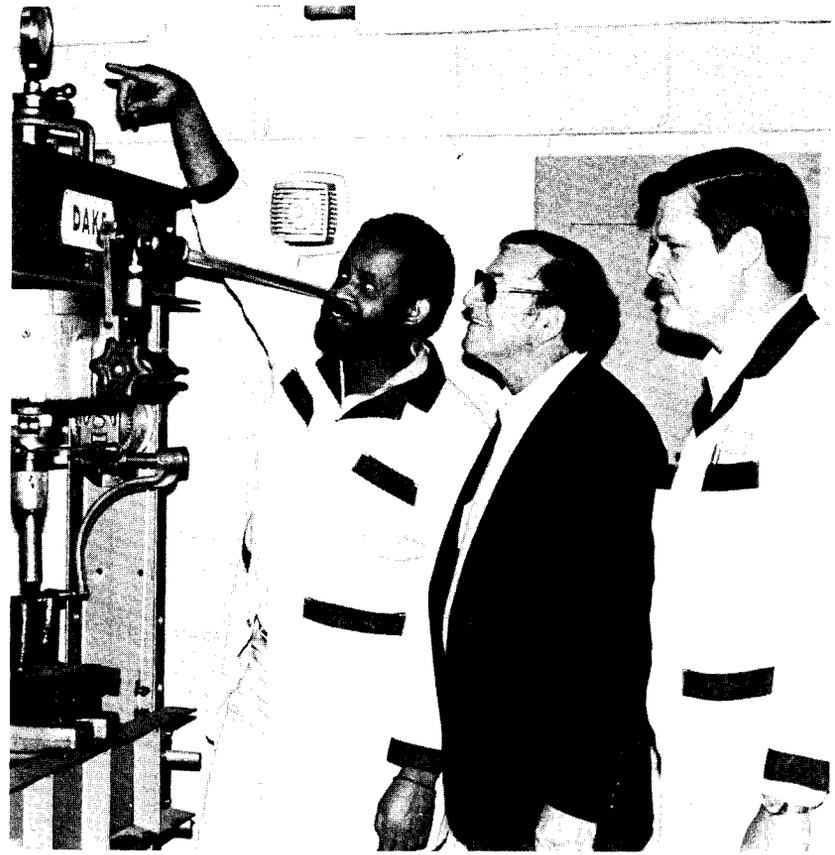
WLD 1129 Basic Welding 2 3 3
Presents basic characteristics of metals, equipment; its construction and operation, by means of audiovisuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Instruction in safe and correct methods of assembling 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 5 — 15 10
Designed to provide practice in the welding of pressure piping in the horizonal, 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 & Inspection 1 — 3 2
This class is for project making design where the student will draw a blueprint to specifications of a project such as a trailer, clothes line, wood heater, fish pan, etc. The student will make a copy of the blueprint to give to the instructor to be used in inspecting and giving a grade after fabricating the project in the shop.
Prerequisites: WLD 1110, 1120

WLD 1140 Inert Gas Welding 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.
Prerequisites: WLD 1120, 1130

WLD 1141 Certification Practices 4 — 6 6
Practice in welding the various materials to meet certification standards and codes. 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. Students who have met the requirements will be permitted to take the certification examination.



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John K. Nelms ..... Vice-Chairman
John T. Church ..... Secretary

Charles E. Anderson ..... Vance County
John T. Church ..... Vance County
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Dr. Robert G. Currin ..... Vance County
L. Opie Frazier, Jr. ..... Vance County
Hubert L. Gooch, Jr. ..... Granville County
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W.D. Payne ..... Vance County
Bobby W. Rogers ..... Vance County
Michele B. Scott ..... Granville County
George T. Wilson ..... Vance County

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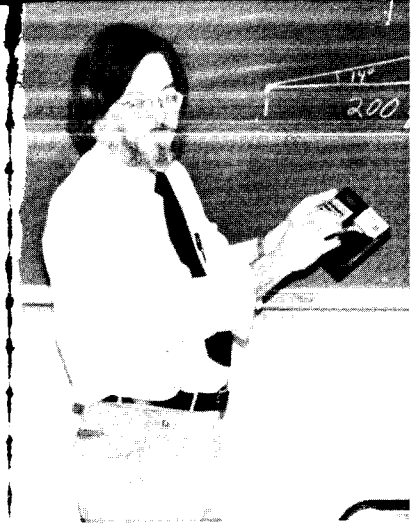
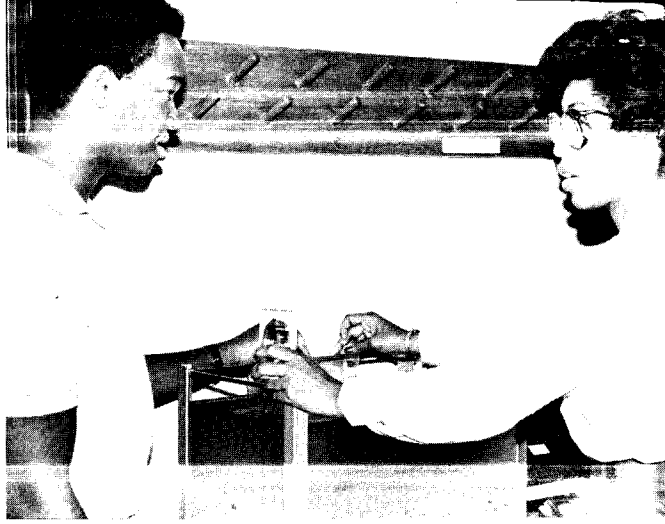
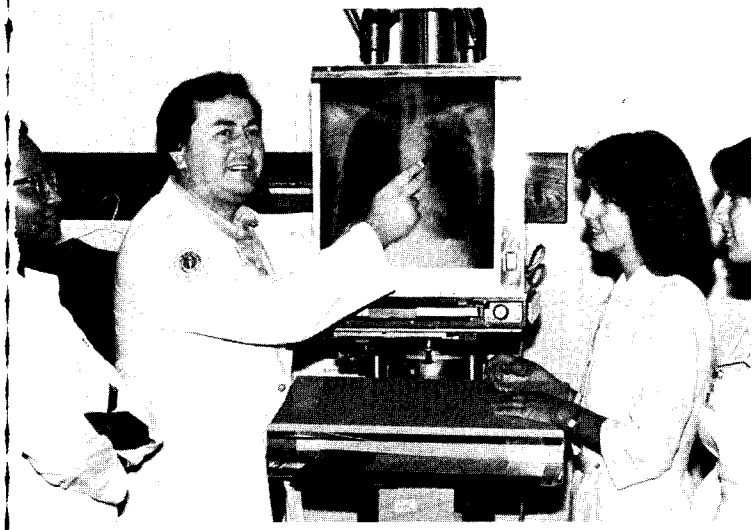
Dr. Ben F. Currin ..... President
Frank H. Madigan ..... Dean of Students Affairs
Elton L. Newbern, Jr. ..... Dean of Instruction
Charles E. Taylor, Jr. ..... Business Manager





Faculty & Staff



Faculty & Staff

FULL-TIME ADMINISTRATION AND FACULTY

Rachel C. Baskerville, M.A. ..... Instructor, Secretarial Science
Billie Jean Bazemore, B.S.N. ..... Instructor, Nursing
William C. Branch, Jr., M.A. ..... Counselor, Special Services
J. Harry Bryan, B.A. ..... Coordinator, Admissions & Records
Verna S. Bullock, B.A. ..... Instructor, Business
Mack R. Choplin, M.Ed. ..... Instructor, Business
Catherine C. Church, M.A. ..... Director of College Transfer and Shared-Time Program
Ben F. Currin, Ed.D. ..... President
Elton Leon Dillard, Vocational Diploma, Contractor's License ..... Program Head, Electrical Installation & Maintenance
Carl B. Flippin, Jr., M.S. ..... Department Chairman, Humanities
Julius M. Frazier, Vocational Diploma, Certified Mechanic, NIASE ..... Program Head, Automotive
Terry E. Garrison, M.S. ..... Director, HRD/CETA
Samuel G. Gregory, Vocational Diploma, Military Experience ..... Instructor, Automotive
Daniel W. Guin, M.Ed. ..... Director, Industry Services
James E. Hale, M.B.A. ..... Department Chairman, Commerce
Nancy E. Hatley, M.A.T. ..... Instructor, Reading Lab
Jacquelin Heath, M.S. ..... Instructor, Teacher Aide
Nannette S. Henderson, Ph.D. ..... Department Chairman, Health Occupations/Sciences
Willie Henderson, Vocational Diploma ..... Instructor, Light Construction
William Michael Huffaker, M.S. ..... Instructor, Biology
Arthur W. Illingworth, Jr., Machinist ..... Program Head Industrial Maintenance
Jane Jackson, B.S. ..... Instructor, Recreation
William J. Jones, A.A.S., A.W.S. Certification ..... Program Head, Welding
Leo Kelly, Jr., M.S. ..... Director of Continuing Education
Charles H. Lincoln, M.S. .... Instructor, Electronic Data Processing
Thomas J. Long, B.S. ..... Program Head, Criminal Justice
Frank H. Madigan, M.A. ..... Dean of Student Affairs
Frances J. Meadows, B.S. ..... Evening Instructor, AVT

Marie Murdock, B.A. ..... Instructor, Early Childhood Specialist
Glennette Murphy, B.A. .... Coordinator, Individualized Instruction LRC
Patsy C. Nelms, B.S.N. ..... Instructor, Nursing
Marsha J. Nelson, M.Ed. ..... Program Head, Secretarial Science
Elton L. Newbern, Jr., M.Ed. ..... Dean of Instruction
Carolyn C. Oakley, M.A.Ed. ..... Librarian, LRC
Robert E. Perkins, A.A.S. ..... Coordinator, Evening Programs
Elsie H. Pernell, M.A.T. ..... Director, Learning Resources Center
Julian Pernell, Contractor's License .. Department Chairman, Trades
Billie Rose Petrou, B.A. ..... Tutorial Coordinator, Special Services
Charles W. Phaneuf, B.S., R.T. ..... Program Head, Radiologic Technology
Robert Porterfield, M.A. ..... Instructor, Mathematics
James R. Powell, Jr., M.A. ..... Instructor, English
Jerry D. Rose, A.A.S. ..... Financial Aid/Veterans Affairs
Walter J. Rublein, M.A.T. ..... Program Head, Electronic Data Processing
Carl R. Shafer, Ph.D. ..... Program Head, Mathematics & Physics
R. Frank Sinclair, M.L.S. ..... Librarian/Instructor
Wilbur O. Slaughter, Vocational Diploma ..... Instructor, Welding
Gail H. Sosna, J.D. ..... Instructor, Criminal Justice
William M. Spain, B.A. ..... Director, Special Services
Vicky Statham, M.A. ..... Program Head, English
Charlie T. Stegall A.A. .... Program Head, Electronics Engineering
Tamara Strickland, M.A. ..... Instructor, English
Nyoka Sutton, (Jackie), A.A.S., State License ..... Program Head, Cosmetology
Charles E. Taylor, Jr., M.B.A. ..... Business Manager
Leonard Terry, A.A.S., A.W.S. Certification .... Instructor, Welding
Nancy A. Tunstall, M.A. ..... Instructor, Math Lab
Martha S. Votaw, M.A. ..... Instructor, English
James H. Wheeler, Jr., M.E. .... Instructor, Business Administration
Peggy S. Whittaker, M.A. ..... Counselor, Student Affairs
Dorothy M. Williams, M.S. ..... Instructor/Counselor, CDS
Doris Terry-Williams, M.E. ..... Coordinator, ABE/CEU
Faye H. Wilson, R.N. ..... Acting Program Head, Nursing
Frederick H. Wilson, Jr., M.S. ..... Department Chairman, Public Service
Lucille W. Wilson ..... Instructor/Counselor, CDS
Alex G. Winston, A.A.S., Contractor's License ..... Program Head, Heating and Air Conditioning
Robert G. Wood, B.S. ..... Program Head, Textile Technology and Industrial Management

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.

CLERICAL AND SUPPORT STAFF

Nancy A. Ayscue ..... Secretary, Commerce/Trades/Humanities
Brenda Beck ..... Admissions Specialist
Nancy F. Catlett ..... Secretary/Lab Assistant, Data Processing
Margaret P. Clark ..... Technical Assistant, LRC
Amine C. Crumpton ..... Receptionist, Day
Miriam R. Currin ..... Technical Assistant, LRC
Barbara N. Davis ..... Technical Assistant, AVT Center
Helen W. Davis ..... Technical Assistant, AVT Center
Deborah K. Edwards ..... Secretary, Director of Industry Services and Director of College Transfer & Shared-Time Program
Jacqueline H. Egerton ..... Secretary, Special Services
Roxanne R. Fleming ..... Bookstore Manager/Data Specialist
Mary Ann Fuller ..... Recruiter/Special Projects, Student Affairs
Rebecca D. Fuller ..... Secretary, LRC
Vera R. Gatano ..... Publicity Specialist
Patricia P. Graham ..... Secretary, President
Betsy B. Grissom ..... Secretary, Dean of Instruction
Carolyn Hargrove ..... Secretary, HRD/CETA
Deborah J. Harris ..... Child Care Specialist, Day Care Center
Mary E. Harris ..... Record's Clerk-Curriculum, Student Affairs
Dorothy J. Heath ..... Cashier/Accounting Clerk, Business Office
Katherine Hughes ..... Child Care Specialist, Day Care Center
Irma B. Lyons ..... Receptionist, Evening
Carolyn I. Mayfield ..... Secretary, Health Occupations/ Public Service
Shelia H. McCall ..... General Accounting Clerk, Business Office
Linda R. McFadden ..... Records Clerk-Continuing Education, Student Affairs
Theresa S. McFall ..... Secretary, Business Manager
Ruth N. Neal ..... Technical Assistant, LRC
Anna L. Parham ..... Technical Assistant, AVT Center
Ernestine J. Peace ..... Purchasing/Accounting Clerk, Business Office
Sarah F. Pulley ..... Child Care Specialist, Day Care Center
Stella S. Rideout ..... Secretary, Dean of Student Affairs
Jean F. Snyder ..... Computer Operator/Accounting Clerk, Business Office

David W. Spence ..... Property Officer/Printer, Business Office
Dorothy Stephens ..... Secretary, Continuing Education
Frances B. Sutton ..... Manager, Day Care Center
Mary Frances Watkins ..... Accounting Supervisor, Business Office
Ella W. Wilkins ..... Secretary, Director of Continuing Education
Ginger Wilson ..... Testing Specialist/Chief GED Examiner, Student Affairs

MAINTENANCE

Mary P. Alexander ..... Maid
William R. Brame ..... Building Maintenance
James Bullock ..... Janitor
Junius H. Campbell ..... Maintenance (PT)
William N. Crews ..... Night Supervisor/Janitor
Mary H. Dawson ..... Day Care Cook
James R. Edwards ..... Supervisor, Plant Operations and Maintenance
Mary Ann Jones ..... Maid
Sammy J. Parsons ..... Grounds Maintenance
Tony L. Person ..... Messenger/Janitor
Howard T. Rudd ..... Janitor
Essie P. Smith ..... Maid
Rosa Lee Wade ..... Maid

SECURITY

Samuel S. Pearson ..... Security Supervisor (Day)
Perry H. Hilliard ..... Security Supervisor (Evenings & Weekends)