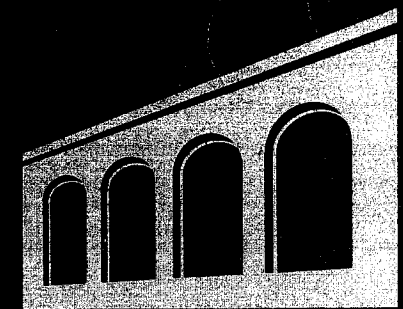


CATALOG
1988-1990



VANCE-GRANVILLE
COMMUNITY COLLEGE

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.

Accreditation and Membership

Vance-Granville Community College is recognized and approved by:
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
North Carolina Board of Nursing
Joint Review Committee, American Medical Association
Division of Vocational Rehabilitation

Vance-Granville Community College is a member of the following:
American Association of Community and Junior Colleges
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools

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
POST OFFICE BOX 917
HENDERSON, NORTH CAROLINA 27536

CATALOG 1988-1990



Directory Information

Vance-Granville Community College Campus

Intersection I-85 and #1129
 Midway between Henderson, NC and Oxford, NC
 Henderson (919) 492-2061
 Oxford (919) 693-6575

Warren County Campus

Highway 158 (bus)-Ridgeway St.
 and Spring St.
 Warrenton, NC

South Campus

Butner-Creedmoor Highway
 Intersection I-85 and
 NC Highway 56

Directory of Correspondence

Inquiries will receive prompt attention if addressed to the Administrative Office below in care of Vance-Granville Community College, Post Office Box 917, Henderson, North Carolina, 27536.

For Information About

Academic Policies and Faculty
 Administrative Affairs
 Admissions
 Adult Basic Education
 Community Services
 Curriculum, Instruction
 Employment
 Extension Programs
 Financial and Veterans' Assistance
 Fiscal and Business Affairs
 High School, G.E.D.
 Human Resources
 Industrial Services
 Library
 Job Placement
 Placement Testing
 Public Information/News Media
 Registration and Student Records
 Small Business
 Student Affairs and Activities
 Transcripts
 Visiting Artist

Write Office of:

Vice President
 President
 Admissions
 Dean of Continuing Education
 Dean of Community Services
 Dean of Curriculum
 Personnel
 Dean of Continuing Education
 Financial Aid
 Business Manager
 Dean of Continuing Education
 Human Resources Development
 Dean of Community Services
 Learning Resources Center
 Career Center
 Dean of Student Affairs
 Public Information
 Registrar
 Small Business Center
 Dean of Student Affairs
 Records
 Dean of Continuing Education

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VANCE-GRANVILLE COMMUNITY COLLEGE 1988-1990 ACADEMIC CALENDAR

SUMMER QUARTER 1988 10-Week Session

May 25, 26	Wednesday, Thursday	Registration (Continuing Students)
June 7	Tuesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 8	Wednesday	Curriculum Classes Begin
June 14	Tuesday	Last Day to Add a Class
June 21	Tuesday	Last Day to Withdraw Without Penalty
July 4-8	Monday-Friday	Independence Day Holidays
July 25	Monday	Last Day to Withdraw With "W" Grade
August 23	Tuesday	Curriculum Classes End

SUMMER QUARTER 1988 7-Week Session

June 7	Tuesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 8	Wednesday	Curriculum Classes Begin
June 13	Monday	Last Day to Add a Class
June 16	Thursday	Last Day to Withdraw Without Penalty
July 4-8	Monday-Friday	Independence Day Holidays
July 14	Thursday	Last Day to Withdraw With "W" Grade
August 2	Tuesday	Curriculum Classes End

FALL QUARTER 1988

September 6	Tuesday	New Student Orientation
September 7	Wednesday	Registration (New, Re-entry, and Continuing Students)
September 8	Thursday	Curriculum Classes Begin
September 15	Thursday	Last Day to Add a Class
September 21	Wednesday	Last Day to Withdraw Without Penalty
October 17, 18	Monday, Tuesday	Faculty Staff Development (No Classes)
October 21	Friday	Last Day to Withdraw With "W" Grade
November 24, 25	Thursday, Friday	Thanksgiving Holidays
November 29	Tuesday	Curriculum Classes End

WINTER QUARTER 1988-89

November 21, 22	Monday, Tuesday	Registration (Continuing Students)
December 5	Monday	Orientation/Registration (New, Re-entry, and Continuing Students)
December 6	Tuesday	Curriculum Classes Begin
December 13	Tuesday	Last Day to Add a Class
December 19	Monday	Last Day to Withdraw Without Penalty
December 20-30	Tuesday-Friday	Christmas Holidays
January 16	Monday	Martin L. King, Holiday
January 30	Monday	Last Day to Withdraw With "W" Grade
March 6	Monday	Curriculum Classes End

SPRING QUARTER 1989

February 27, 28	Monday, Tuesday	Registration (Continuing Students)
March 16	Thursday	Orientation/Registration (New, Re-entry, and Continuing Students)
March 20	Monday	Curriculum Classes Begin
March 24	Friday	Easter Holiday
March 28	Tuesday	Last Day to Add a Class
April 3	Monday	Last Day to Withdraw Without Penalty
May 1	Monday	Last Day to Withdraw With "W" Grade
June 5	Monday	Curriculum Classes End

SUMMER QUARTER 1989 11-Week Session

May 25	Thursday	Registration (Continuing Students)
June 7	Wednesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 8	Thursday	Curriculum Classes Begin
June 15	Thursday	Last Day to Add a Class
June 21	Wednesday	Last Day to Withdraw Without Penalty
July 3-7	Monday-Friday	Independence Day Holidays
July 26	Wednesday	Last Day to Withdraw With "W" Grade
August 30	Wednesday	Curriculum Classes End

SUMMER QUARTER 1989 7-Week Session

June 7	Wednesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 8	Thursday	Curriculum Classes Begin
June 14	Wednesday	Last Day to Add a Class
June 19	Monday	Last Day to Withdraw Without Penalty
July 3-7	Monday-Friday	Independence Day Holidays
July 11	Tuesday	Last Day to Withdraw With "W" Grade
August 2	Wednesday	Curriculum Classes End

FALL QUARTER 1989

August 23, 24	Wednesday, Thursday	Registration (Continuing Students)
August 22-25	Tuesday-Friday	New Student Orientation
September 6	Wednesday	Registration (New, Re-entry, and Continuing Students)
September 7	Thursday	Curriculum Classes Begin
September 14	Thursday	Last Day to Add a Class
September 20	Wednesday	Last Day to Withdraw Without Penalty
October 18	Wednesday	Last Day to Withdraw With "W" Grade
November 22	Wednesday	Curriculum Classes End

WINTER QUARTER 1989-90

November 15, 16	Wednesday, Thursday	Registration (Continuing Students)
November 30	Thursday	Orientation/Registration (New, Re-entry, and Continuing Students)
December 4	Monday	Curriculum Classes Begin
December 11	Monday	Last Day to Add a Class
December 18	Monday	Last Day to Withdraw Without Penalty
December 19-29	Tuesday-Friday	Christmas Holidays
January 1	Monday	New Year's Holiday
January 15	Monday	Martin L. King Holiday
February 5	Monday	Last Day to Withdraw With "W" Grade
March 5	Monday	Curriculum Classes End

SPRING QUARTER 1990

February 26, 27	Monday, Tuesday	Registration (Continuing Students)
March 15	Thursday	Orientation/Registration (New, Re-entry, and Continuing Students)
March 19	Monday	Curriculum Classes Begin
March 26	Monday	Last Day to Add a Class
April 2	Monday	Last Day to Withdraw Without Penalty
April 13	Friday	Holiday
May 7	Monday	Last Day to Withdraw With "W" Grade
June 4	Monday	Curriculum Classes End

SUMMER QUARTER 1990 11-Week Session

May 28	Monday	Registration (Continuing Students)
June 6	Wednesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 7	Thursday	Curriculum Classes Begin
June 14	Thursday	Last Day to Add a Class
June 21	Thursday	Last Day to Withdraw Without Penalty
July 2-6	Monday-Friday	Independence Day Holidays
August 1	Wednesday	Last Day to Withdraw With "W" Grade
August 29	Wednesday	Curriculum Classes End

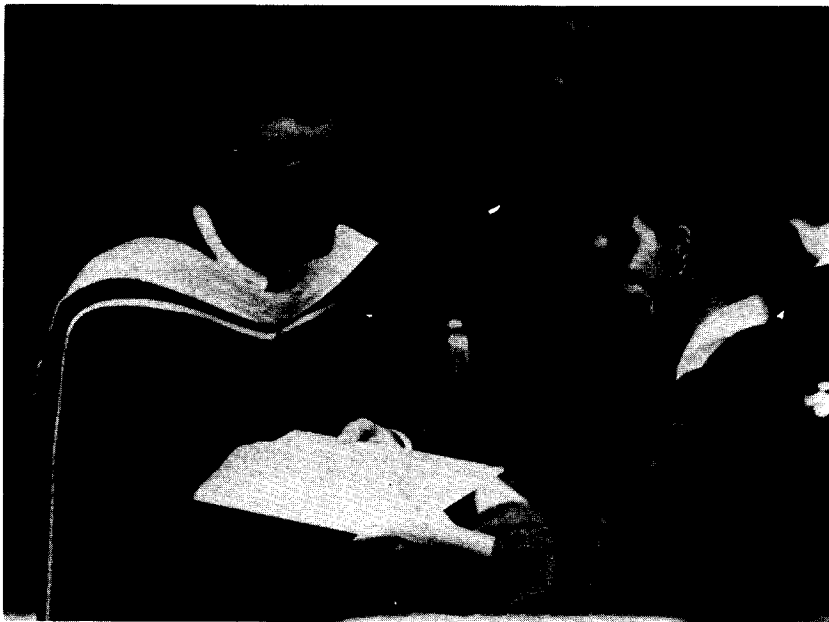
SUMMER QUARTER 1990 7-Week Session

June 6	Wednesday	Orientation/Registration (New, Re-entry, and Continuing Students)
June 7	Thursday	Curriculum Classes Begin
June 12	Tuesday	Last Day to Add a Class
June 18	Monday	Last Day to Withdraw Without Penalty
July 2-6	Monday-Friday	Independence Day Holidays
July 11	Wednesday	Last Day to Withdraw With "W" Grade
August 1	Wednesday	Curriculum Classes End

BOARD OF TRUSTEES

L. Opie Frazier, Jr.Chairman
 John K. Nelms.....Vice-Chairman
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 Thomas H. Crudup, Jr.Vance County
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 Ellen P. Stainback.....Vance County



MESSAGE FROM THE PRESIDENT

Welcome to Vance-Granville Community College. Since its founding nearly two decades ago, VGCC has stood firm in its commitment to educational excellence and community growth. This pledge is made manifest by the institution's ongoing efforts to provide its students with programs, training and services needed to advance their careers and improve their lives in general.



The success of Vance-Granville in fulfilling the needs of its students and area citizens can be attributed to a dedicated Board of Trustees, administration and faculty working hand in hand with a supportive and responsive community. This and other assistance, such as generous donations to the college's scholarship fund, help to ensure continued educational opportunities for citizens in years to come.

This cooperation and effort also have enabled the college to upgrade its technical and vocational programs so that more individuals may be trained for employment in area industries, businesses and health care facilities where such specialized skills are in demand. Consequently, the community is served in two ways—by providing a well-trained work force for regional employers and by creating greater opportunity for economic advancements to citizens of Vance, Granville, Franklin and Warren counties.

Along with technical and vocational training, the college offers a College Transfer Program for students wishing to complete their first two years of undergraduate work in a familiar setting and at a minimum cost. A dedicated faculty works to provide quality instruction to prepare the graduates for success at four-year institutions.

Recognizing that education is a lifelong process, the college also provides Continuing Education classes for adults seeking to improve the quality of their personal or professional life. Programs are available to help individuals develop existing skills, earn their High School Diploma Equivalency (GED) diploma, or pursue other general interest and cultural topics.

VGCC has as its ultimate goal to bring out the best in its students by providing them the skills and knowledge necessary to become productive, successful citizens.

More detailed information about the programs of study and other services provided by VGCC are outlined in this catalog. Study them carefully, then visit the campus and discuss with a counselor your educational needs and career objectives. It may be the most worthwhile time you will ever invest in your future—a future of success and happiness that is yours for the making.

Good Luck,
 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. With the passing of the bond issue by 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.

That same year, seven new programs were added to the general curricula of VGCC, resulting in record-breaking enrollments and the eventual opening of South Campus, a satellite facility, in Granville County.

Later, in 1985 a new Student Admissions/Skills Training Center was built on the Vance campus for the purpose of consolidating student services and meeting community industrial needs.

The year 1987 brought with it the beginning of major physical expansion and extension of program areas. Construction began on a new South Campus complex in Granville county as well as on facilities for a satellite campus in Warren County. Plans also were finalized to build a \$2 million dollar Small Business/Civic Center on the main campus, construct an access road to the Center, and provide additional parking areas.

Phenomenal growth in the 80's paved the way for the college's continuing effort to serve the area with new and improved educational opportunities offered through convenient classes at easily-accessible locations.

Recounting the history of VGCC from its inception until the printing of this catalog defines the importance of the institution to the communities and citizens it serves. Its past is a heritage of commitment and dedication, and its future is a prelude to even greater services and benefits to the people of Vance, Granville and surrounding counties.

LOCATION

Vance-Granville Community College is located between Oxford and Henderson, North Carolina, on an 83-acre tract of land. The college consists of six classroom buildings valued at over eight million dollars. In addition to offering classes on the main campus, the college offers classes at other locations throughout the four-county area.

SATELLITE CAMPUS

Vance-Granville Community College operates two satellite campuses. One in Butner/Creedmoor section of Granville County and the other in Warrenton, N.C. These campuses are instructional locations with administration, student records and business operations located on the main 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 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 college education, and enhance the quality of life through the development of personal interests and talents.

Special 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 Community Colleges, 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.

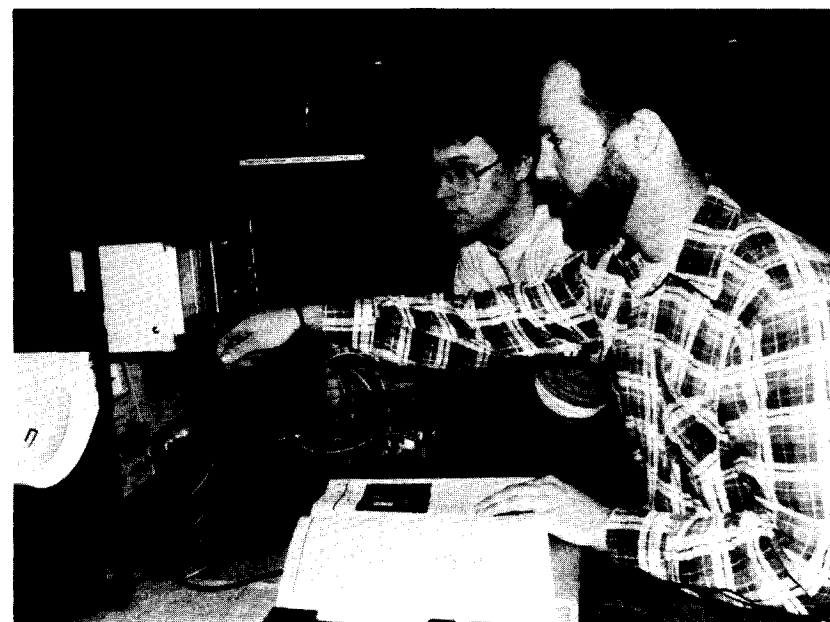
CONSUMER INFORMATION

In order to provide complete explanations on items of consumer information, the college makes available descriptive literature, which may be found in the Admissions area. This information considers related educational expenses; student rights and responsibilities; financial aid policies, procedures, and the award process; and Affirmative Action/Equal Opportunity policies. Much information is also described throughout this catalog.

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.



Admissions

Vance-Granville Community College maintains an "open door" Admissions Policy for all applicants who are high school graduates or who are eighteen years old 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 disability or other non-relevant factors.

Admissions to a specific course 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 indicates a lack of readiness to pursue a specific curriculum, the student will be assigned to Developmental Courses, or he/she may be encouraged to reevaluate occupational and/or educational goals.

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

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.

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. Participate in placement testing as required by program study.
4. Participate in academic advising.

Admission of High School Students

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 their high school principal, and meet other criteria set forth in state and local guidelines.

Selective Admissions

Selective Admissions are used in programs of study which require additional standards to the "open door" philosophy. In addition to the standard procedures required of all curricular applicants, students desiring enrollment in Associate Degree Nursing, Business Computer Programming, College Transfer, Cosmetology, Electronics Engineering Technology and Radiologic Technology must meet specific departmental requirements. For selection to specific programs of study inquiries should be directed to the Admissions Office or the Admissions Counselors.

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 Registrar in accordance with the following statements:

- A. Transfer credit may not exceed fifty percent of the diploma or degree requirements as stated in the desired program of study.
- B. 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 Departmental Chairman.
- C. All credit to be transferred must be equated with curriculum offerings in the desired program of study.
- D. No grade lower than a "C" may be transferred.
- E. Transfer of credit will not influence the student's grade point average and will not be evaluated in graduation honors or other awards.

Transfer Within the College

Students that desire to change from one program to another may have their records reviewed for possible transfer of credit. In cases where grades are acceptable and prior course work is applicable to the new curriculum, transfer may be allowed. Transfer of credits will not influence the student's grade point average in the new program.

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 final acceptance into the desired program of study. No provisional student will be certified for veterans' benefits or Pell Grant awards until full admissions status is awarded.

SPECIAL STUDENTS

Special students are students who are enrolled for course credit but not in a curriculum leading to the diploma or associate degree. Students enrolled in this status will normally be required to meet prerequisites for the course or to demonstrate a necessary level of competence, although they do not have to meet the admissions requirements for curriculum programs.

CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

High school students at least 16 years of age may enroll in courses if official written permission is obtained from their school principal (or designee) or the Superintendent of their school system. These courses may be used to remove college required deficiencies, to provide self improvement, and/or to acquire advance standing in their chosen program of study. The high school will determine the available hours and/or courses to be taken.

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 waived for applicants who enter to audit courses or enroll as special students.

READMISSION

Any student who officially withdraws from the College and later wishes readmission must contact the Records Office. Readmission conditions will depend upon the individual circumstances, but generally a student is eligible to return at such time as an appropriate course schedule can be worked out.

A former student will not be readmitted until all former and current expense obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Any student who is financially indebted to the College by failure to completely meet any outstanding debt such as the following: bad check, tuition, bookstore, library, activity, graduation, parking fines, promissory note, equipment or supplies debt, or any required payment to the College will not be eligible for readmission nor acquire any transcript until such indebtedness is completely cleared.

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 in determining a student's chances of success in selected courses of study. Students who lack sufficient scores on the placement tests to meet the minimum prerequisites for selective admissions will be given opportunities to eliminate deficiencies through the Developmental Courses. 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. Applicants who enroll as special or audit students.

RESIDENCE STATUS FOR TUITION PURPOSES

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.



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 and Associate in Science degrees are awarded to students majoring in college transfer programs and 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 and who plan to obtain full-time employment upon graduation from the college.

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

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

5. 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.

6. 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 credit hours.

PART-TIME STUDENT—A student who is taking less than 12 credit hours.

SPECIAL STUDENT—A student who is not seeking a degree or auditing a course.

AUDITING COURSES

A student may elect to audit a course or courses, and is responsible for informing the instructor he wishes to audit the course. 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. 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.)

APPLICATION FOR GRADUATION

It is the responsibility of the student to make application for graduation during the quarter preceding the quarter 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, which 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.

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. 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 upon 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 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 nonpunitive.)

"W" GRADE

(No Credit) The "W" indicates the student officially withdrew from the course without academic penalty. The "W" requires the student to re-enroll 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.

CHANGE OF GRADE

Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may be changed only upon written explanation and authorization from the instructor to the Records Office using the Change of Grade form.

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 for 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. To maintain academic progress a student must complete a certain number of credit hours (based on enrollment status and program of study) and maintain a cumulative grade point average of 2.0. Individuals whose quality point average fall below a 2.0 (C) will be placed on academic probation.

Students receiving financial aid must maintain a 2.0 cumulative grade point average and complete 75 percent of the hours they have attempted. Students not maintaining a 2.0 cumulative average are placed on probation for one quarter of enrollment. At the end of the probation quarter, the student will be suspended if his/her grades did not improve sufficiently or the student will be returned to good standing if his/her cumulative grade point average is 2.0 or above.

If a student is suspended from financial aid, the aid may be reinstated when his/her grade point average has improved to a 2.0 grade point average.

Academic Probation

Students whose cumulative quality point average falls below a 2.0 (C) will be placed on academic probation. Academic probations will serve as a warning and students' course loads will be reduced accordingly.

Academic Suspension

Students who have received a second probation within a single academic year are in jeopardy of academic suspension. Students on suspension may be dismissed from the college if it is determined that they cannot achieve the 2.0 cumulative quality point average required to meet graduation standards. In cases where it is feasible, a student's course load may be reduced to less than full time in order to enable the student to return to good academic standing.

Length of Suspension

All academic suspensions are for a minimum of one quarter except for those students enrolled in a curriculum in which the subject matter is taught in specific quarters and not repeated until a year later.

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 of Student Affairs. The dismissed student will be afforded the right of due process.

Certain occupational programs enroll students as a "class" and require students to take all courses in a sequential pattern. 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.

Appeal

A suspended student has the right to appeal his/her suspension through the following procedure. The suspended student must be prepared to present a compelling case by showing a justifiable reason for his/her academic standing or by demonstrating QPA computation error. The student must initiate his/her appeal by filing a written request for review of the suspension. The Dean of Student Affairs will take appropriate steps to establish a hearing for the suspended student.

Grade Appeals

A student, after conferring with the instructor concerned, may present in writing to the Department Chairman an appeal of a course grade. No appeal may be made after the last day of classes of the next succeeding regular quarter. The Department Head will refer the appeal to the Vice President. No change of grade will be made except as a result of the Vice President's decision, which is final.

Forgiveness Policy

Students may petition, in writing, to the Dean of Student Affairs to have credits earned at the institution which are at least five (5) years old deleted from their transcript. The student will need to justify the request and provide evidence of re-enrollment or continued enrollment after approval of the request. Students not currently enrolled will need to complete a minimum of six (6) quarter hours with a "C" average or better for the petition to be considered favorably. If approved, a new transcript will be prepared deleting the approved courses. Veterans are required by law to have all credits earned appear on their transcript. Any deviation from this policy must be approved by a veterans advisor.

Repeating Courses

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C". Such a course may be repeated only twice. Exceptions may be made by student petition to the Dean of Curriculum Programs. In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used in the computation of the grade point average to determine eligibility for graduation. All grades on the transcript are used in the computation of the cumulative G.P.A.

DEAN'S LIST

Students who are carrying a full load in courses leading to a diploma or degree will be included on the 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.

ADVANCED PLACEMENT

Advanced placement is offered to 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.

CREDIT BY EXAMINATION

Regularly enrolled students who have reasons 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 office of the Dean of Student Affairs. Vance-Granville Community College will allow up to forty-five (45) quarter hours credit by examination.

The examination will be administered by the appropriate department. The standard fee (\$6.25 per credit hour or \$58.50 per credit hour for out-of-state students) will be charged, payable after the proficiency exam has been authorized. The fee will be in addition to any other fee, unless the student is enrolled full-time (having paid \$75.00 per quarter or \$702.00 per quarter for out-of-state students) and no part will be refunded regardless of the result of the examination.

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 examination 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

Students are expected to be present at all scheduled classes and examinations. The instructor will inform the student and the Dean of Student Affairs when the student's success in the course is jeopardized due to excessive absences. At the beginning of each course, the instructor will announce the course's attendance requirements in accordance with departmental attendance regulations. It is the responsibility of the student to understand and abide by these requirements. Students are accountable for

any work missed because of class absence. If the student's absence is due to extenuating circumstances, it is the student's responsibility to contact the appropriate instructor(s).

ACADEMIC ADVISING

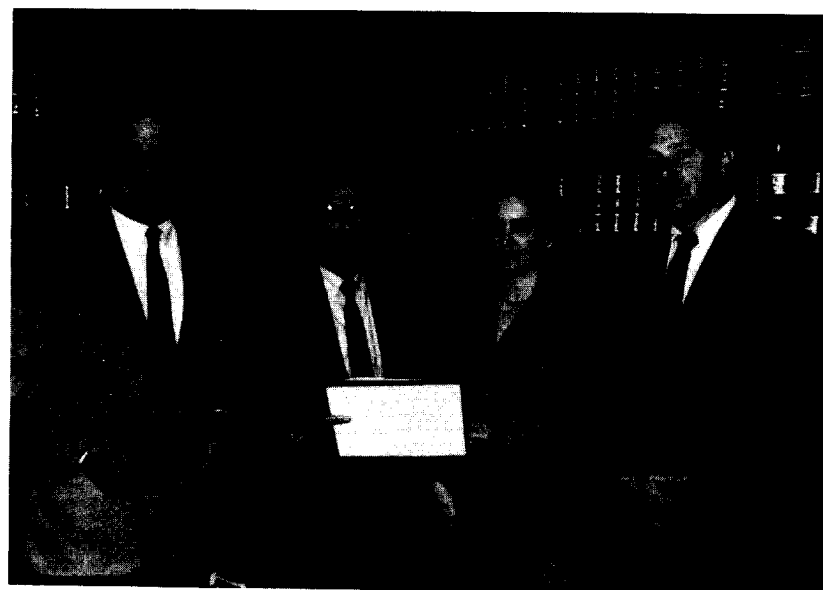
The curriculum selected by a student will determine the assignment of a faculty member for academic advising. The advisor helps to plan the student's academic program, particularly during the pre-registration and registration periods; maintains a checklist of the student's course work completed in his curriculum program; and is available throughout the student's enrollment for additional advising.

Advisors will make every effort to provide effective guidance to students in academic matters and to refer students to those qualified to assist them in other matters.

THE FINAL RESPONSIBILITY FOR MEETING ALL ACADEMIC DEGREE REQUIREMENTS, AS WELL AS INSTITUTION REQUIREMENTS ULTIMATELY RESTS WITH THE STUDENT.

CATALOG OF RECORD

The catalog that is current when the student enrolls at the institution is the catalog of record. A student who is in continuous attendance (except summer quarter or a break of less than one year) may graduate under the provision of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance or has a break in attendance of one year or more must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.



REGISTRATION AND RECORDS

REGISTRATION

Registration is the process of enrolling in a schedule of courses or a program at the beginning of each quarter or at other specified times. 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.

Late Registration

A late registration fee of \$5.00 will be charged to all continuing students who register after the regular registration date on the school calendar or in other published material. Exception may be made in individual cases at the discretion of the Dean of Student Affairs and the Registrar.

New Students

All new students are required to register on the dates designated in the academic calendar. Students entering in the Fall Quarter may participate in a Summer Quarter Orientation Program which will include registration for the fall. For registration purposes, new students are defined as those students who are enrolling at Vance-Granville Community College for the first time.

Reentering Students

A student who previously attended Vance-Granville Community College but was not enrolled the immediate preceding quarter must reactivate his application with the Records Office. 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 Records Office. Reentering students will register on the registration dates designated in the Academic Calendar.

Continuing Students

For registration purposes continuing students are defined as those students who are currently enrolled. All continuing students are strongly urged to PREREGISTER for the following quarter. Preregistering will help insure a student getting the courses in his/her program for graduation purposes. Each student should: (1) schedule a meeting with his/her advisor and fill out a Student Registration form, (2) submit the form during the preregistration period, and (3) complete the process by paying tuition and fees.

CHANGE IN REGISTRATION

Authorization

Any changes in registration must be approved by the academic advisor. Course changes proposed by the student and approved by the academic advisor must be shown on the drop/add form obtainable from 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 the first week of class must be approved by the instructor concerned and the department chairman.

Drop and Add

Courses may be added or changed only during the first five class days of the quarter. To accomplish the process the students will:

1. Obtain a drop/add form from the Records Office and fill it out completely;
2. Have the instructor and academic advisor or counselor approve the change and sign the form;
3. Have Veterans Affairs and Financial Aid approve the change by signing the form, if appropriate;
4. Sign the form and return it to the Records Office for updating registration; and
5. Take the form to the Cashier for validation, as well as tuition payment, if appropriate.

Withdrawal from a Course(s)

Withdrawal without academic penalty may be accomplished prior to the twenty percent date as established each quarter. No grade will be recorded for official withdrawals during this time period. All withdrawals after the established twenty percent date (see quarterly calendars) and before the end of the sixth 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 Student Affairs or his designee after certification by the instructor.

If a student discontinues attending class without officially withdrawing from the class, the student will receive an "F" for the course.

Course Substitution

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate Department Chairman. A course substitution form must be on file in the Records Office for audit purposes for graduation.

Change of Curriculum

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor should be consulted to explore possibilities which will serve the interest of the student.

A student desiring to change his/her program of study must file a Change of Major form with the Registrar. Forms are available in the Records Office. The change must be approved by the Program Head of the desired program of study and shall be effective at the beginning of the ensuing quarter, or later, as specified by the student. Veterans should consult with the Veterans Officer before making a change; the Veterans Administration will not pay for some types of training and also will place a limit on the number of changes permitted in program choice during the benefit period.

Because of the nature of the associate degree and vocational diploma programs, each student requesting a change of curriculum will have his/her record evaluated in terms of his/her goals.

STUDENT RECORDS

Release of Information: Family Educational Rights and Privacy Act

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no 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 of 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.

Expenses

FINANCIAL INFORMATION

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. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday.

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 Community Colleges 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. No student is officially registered until fees are paid.**

Vocational, Technical and College Transfer	Costs Per Quarter	
	In-State	Out-of-State
12 quarter hours or more	\$ 75.00	\$702.00
Less than 12 quarter hours	\$ 6.25	\$ 58.50
Activity Fee	\$ 5.00	\$ 5.00
(less than 12 hours)	\$ 3.00	\$ 3.00
Graduation Fee	\$ 10.00	\$ 10.00
Parking Fee	\$ 1.00	\$ 1.00
Late Registration Fee	\$ 5.00	\$ 5.00

Senior Citizens

North Carolina residents 65 years of age and older shall be exempt from the payment of curriculum tuition, student activity fee, and extension registration fees in accordance with Chapter 981 of the 1977 Session Laws.

BOOKSTORE

The college operates a bookstore where students may purchase books and supplies. The hours of operation are posted quarterly.

The bookstore is operated on a strictly cash basis. Refunds on books are allowed only if courses are dropped or cancelled. It is to the student's advantage to meet each class at least once before attempting to purchase texts and materials.

TEXTBOOKS AND SUPPLIES

The costs of textbooks and supplies are additional expenses for which students should plan. These expenses vary according to the program of study but they will average approximately \$150 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 a \$3.00 activities fee.

GRADUATION FEE

A graduation fee of \$10.00 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, and other graduation expenses not paid for by the college or the state.

CAR REGISTRATION FEE

Students who park vehicles on campus are required to pay a parking fee of \$1.00 per quarter per vehicle.

CONTINUING EDUCATION AND ADULT BASIC EDUCATION FEES

Registration fees vary according to course categories:

Academic	\$20.00
Occupational	\$15.00
Practical Skills	\$20.00
Avocational	\$25.00

Continuing Education students may be required to purchase books and supplies required for a course.

There are no charges for Adult Basic Education (ABE) or high school completion (GED) courses; however, GED students may be required to purchase a \$10.00 book. Students taking the GED tests will be charged a \$7.50 testing fee.

ACCIDENT INSURANCE

Students registering for classes, who pay an activity fee, receive accident insurance covering the student while on campus and while traveling to and from school-sponsored activities. A portion of each student's activity fee is used to purchase this insurance.

MALPRACTICE INSURANCE

Some curriculum programs require that students take out liability (malpractice) insurance because of the nature of the course work. The cost of insurance varies by program. Payment of liability (malpractice) insurance is due at dates established by the academic departments.

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 judgment 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 if he officially withdraws through the Records Office. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less unless a course or curriculum fails to materialize. Insurance premium fees, graduation fees, continuing education 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 INFORMATION

The fundamental purpose of the financial aid program at Vance-Granville Community College is to provide financial assistance, based on financial need, to students who normally could not attend post-secondary school without aid. Financial aid at Vance-Granville Community College is based on a needs analysis.

The student should complete the need analysis form—Family Financial Statement (FFS), and mail it to American College Testing (ACT) for calculation of eligibility.

Based on the belief that post-secondary education should not be a privilege reserved only for those who have the personal or family resources to afford it, these policies are adopted for VGCC's Financial Aid Program:

- Financial aid at Vance-Granville Community College consists of scholarships, grants, loans, work study or any combination of these as determined by the financial aid office.
- The family of the student or the student has the primary responsibility for post-secondary educational cost. Financial aid awarded by the college is based on the need of the student to supplement the family or student contributions.
- Students receiving financial aid who withdraw from the college must personally notify the Financial Aid Office of this action. Also, any changes in name, marital status, address, academic program, or enrollment status must be reported to the Financial Aid Office.
- The primary purpose of financial aid is to assist the student in receiving an education. To be assured of continued financial aid, students must maintain satisfactory progress as defined in this catalog under "satisfactory progress".
- Any commitment of federal funds (Pell Grant, SEOG, CWS, NCSIG) is tentative and contingent upon subsequent congressional appropriation and actual receipt of funds by Vance-Granville Community College.
- The Financial Aid Office reserves the right, on behalf of the college, to review and adjust or cancel an award anytime there is indication of changes in financial status, or failure to observe reasonable standards of conduct.
- Recipients of financial aid from the college are to notify the Financial Aid Office of any other financial aid extended to them from sources outside the college prior to acceptance of outside aid.
- Most student aid is based on full-time enrollment. Twelve (12) credit hours are required for full-time status; 9-11 credit hours for $\frac{3}{4}$ time status, and 6-8 credit hours for $\frac{1}{2}$ time enrollment.

APPLICATION PROCESS

All applicants for federally funded financial aid at Vance-Granville Community College shall complete and mail to American College Testing (ACT) the Family Financial Statement (FFS). All students at Vance-Granville Community College shall apply for aid on the ACT application, if they wish to be considered for other federal, state, or institutional aid that is based on need. Students are encouraged to complete the application process as soon as possible after income taxes and reports are filed, or the source of income has been verified.

Students are encouraged to seek help in completing the FFS application. The Financial Aid Office at Vance-Granville Community College sponsors numerous workshops on campus and offers individual help.

Students should mail the FFS application as soon as possible after January first to insure completion of the application process before Fall quarter enrollment.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID

Introduction

The Higher Education Act of 1965, as amended by Congress in 1980, and 1987, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. For the purpose of maintaining a consistent policy for all students receiving financial aid administered by the college's Financial Aid Office, these standards are applicable to all financial aid programs, including all Federally sponsored Title IV programs.

Satisfactory Progress

To maintain academic progress for financial aid, a student must maintain a cumulative grade point average of 2.0; must complete 75% of the hours they have attempted, and complete their curriculum within a reasonable time frame. A reasonable time frame is defined as one and a half times the normal time frame to complete the curriculum.

Students not meeting the standards are placed on probation for one quarter of enrollment. At the end of the probation quarter, the student will be suspended if they do not improve sufficiently to meet the standards. If they do improve sufficiently to meet the standards, they will be returned to good standing.

If a student is suspended from financial aid, the aid may be reinstated when the student improves sufficiently to meet the standards. No retroactive payments are allowed for quarters of suspension.

TYPES OF FINANCIAL ASSISTANCE

All financial aid programs fall into one of three categories: grants, loans, or employment. Grants are outright gifts of money and do not have to be repaid. Scholarships are also considered gift aids. Loans are borrowed monies which you must repay with interest. Employment allows you to work and earn the money you need.

The different programs which come under these categories are listed below.

Students having a 4-year degree may apply for any program except Pell Grant and SEOG.

GRANTS

Pell Grant

All financial aid applicants are required to apply for the Pell Grant. The Pell Grant is a federal student aid entitlement program which provides a foundation of financial assistance to which other forms of aid may be added. Awards at Vance-Granville Community College range from approximately \$200-\$2200 a year (including dependent/self-supporting and in-state/out-of-state residents).

The U.S. Department of Education determines the eligibility based on a formula developed annually and reviewed by Congress. This formula is applied consistently to all applicants and takes into account income, assets, family size, etc. The formula uses the information provided on the application to produce an eligibility index number. This number will appear on a Student Aid Report (SAR) which will be mailed directly to your home approximately 4 to 6 weeks after submitting the application. When you receive your SAR, bring it immediately to the Financial Aid Office (FAO).

Supplemental Education Opportunity Grant (SEOG)

The SEOG is a federal program; however, it is not an entitlement program like the Pell Grant. Recipients are determined by the Director of Financial Aid according to need and is primarily for students with exceptional needs.

A SEOG could range from \$200 to \$2000 according to the family income and their ability to assist the student.

North Carolina Student Incentive Grant (NCSIG)

Legal residents of North Carolina who are accepted for enrollment or are enrolled on a full-time basis may apply for a Student Incentive Grant. Students must demonstrate substantial financial need based on the ACT Family Financial Statement. NCSIG awards may not exceed one half of a student's unmet need, or \$2000 per academic year, whichever is less.

SCHOLARSHIPS

The scholarships listed below are awarded individually, based on the criteria outlined for each scholarship. While need is a factor in determining the recipients, it is not the primary criterion in all cases. Application forms are available in the Office of Student Affairs, and to ensure consideration, students should submit applications by the dates listed. Scholarship recipients are selected by the Scholarship Selection Committee, unless otherwise stipulated in the criteria of the scholarship. The selection committee is composed of a cross section of VGCC faculty and staff members. Selections are made by the committee, based on a review of the applications and recommendations from faculty members.

Academic Achievement Scholarships

The interest earned on contributions to the Vance-Granville Community College Endowment Fund provides the funds for Academic Achievement Scholarships. The scholarships are awarded to students with high scholastic ability and some financial need. Fifty scholarships of \$500 each will be awarded for the 1988-90 school years. It is hoped that as contributions to the Endowment Fund increase, both the number and value of the scholarships will also increase.

Eight scholarships will be awarded to graduating high school seniors who plan to enter VGCC. Recipients are selected by the counselors and principals of the following area high schools: Vance High School (3), J. F. Webb High School (2), South Granville High School (2), and Warren County High School (1). Applications are available in the offices of the respective counselors and should be submitted by April 15.

The remaining scholarships are awarded to full-time VGCC students by the Scholarship Selection Committee, with recommendations by the faculty. Applications for scholarships awarded prior to the fall quarter must be submitted by July 1.

North Carolina Community College Scholarships

Fifteen scholarships of \$400 each are awarded annually to North Carolina residents who are enrolled or accepted for enrollment as full-time or part-time curriculum students at VGCC. Recipients must maintain passing grade averages at or above the level required for graduation. Priority is given to qualified applicants with the greatest financial need, minorities, and displaced workers seeking new job skills. Applications should be submitted to the Office of Student Affairs by July 1 for selection by August 1. Applicants must have an ACT need analysis form on file in the Financial Aid Office before the application will be considered.

Wachovia Bank and Trust Company Scholarship

One scholarship valued at \$500 is awarded per year to a full-time student enrolled in the second year of a two-year technical program. The recipient must demonstrate financial need and scholastic promise, and must use the scholarship for tuition, books and transportation. The application deadline is July 1.

Carolina Telephone & Telegraph Scholarships

Three scholarships of \$500 each are awarded per year to full-time students enrolled or accepted for enrollment at Vance-Granville Community College. One scholarship is given to a student in the College Transfer Program, and the remaining two are awarded to students enrolled in curriculum programs leading to either technical degrees or vocational diplomas. The application deadline is July 1.

IVAC Nursing Scholarships

Two scholarships of \$1,000 each are awarded annually to nursing students. The winners receive \$500 the first year of the program, and if successful progress has been made, they receive the remaining \$500 for the second year. Recipients must be enrolled or accepted for enrollment in the Associate Degree Nursing Program or the Vocational Diploma Practical Nursing Program and must demonstrate high academic potential and financial need. Selection is made by the Scholarship Selection Committee. The application deadline is July 1.

Myrtle Jane Pruitt Scholarship

A scholarship has been made available at the discretion of the donor on an annual basis. The scholarship is awarded in the fall to a nursing student selected by the Scholarship Selection Committee.

Harriet & Henderson Yarns, Inc. Scholarships

Harriet & Henderson Yarns, Inc. provides funds to cover the cost of tuition and activity fees for a varying number of students per quarter. The scholarships are renewed quarterly to continuing students who maintain 2.5 grade point averages and who do not receive other financial assistance. Recipients must reapply each year. Applications for the scholarships should be submitted to the Financial Aid Office by August 15 for scholarships to begin in the fall quarter.

EMPLOYMENT

College Work Study Program (CWSP)

The College Work Study Program is a federally funded program which enables students to earn a portion of their expenses by part-time work in campus jobs. Job assignments are arranged between the Financial Aid Office and the student to help coordinate the student's interests, skills and class schedule. Students must be enrolled at least half time in an eligible program of study. The number of hours a student may work per week is determined by financial need, schedule and academic performance, and the availability of funds. Students are paid at rates beginning at \$3.50 per hour and may work up to 20 hours per week when classes are in session and up to 40 hours per week between quarters. Interested individuals should contact the Financial Aid Office for additional information.

Job Placement Office

In addition to assisting students in locating employment after graduation, the College's Job Placement Office also helps students find part-time, off-campus employment while they are in school. Students may visit the Job Placement Office to inquire about part-time job listings.

Temporary Campus Employment

There are occasionally part-time jobs available for students on campus. Students who are interested in such employment may contact the Job Placement Office or the Personnel Office for information on the availability of part-time, on-campus jobs.

LOANS

Guaranteed Student Loan (GSL)

The Guaranteed Student Loan enables students to borrow at low interest rates from banks, credit unions or savings and loan institutions to assist them in financing their education. Students may borrow up to \$2,625 per year. The student must have an ACT need analysis form on file in the Financial Aid Office prior to submitting an application. GSL applications may be obtained from lenders, schools or from a state guarantee agency. The federal government pays the interest during the time the student is in school and for the six-month grace period following his graduation. The student establishes a repayment schedule with the lender after leaving school and has up to ten years to repay the loan. Additional information regarding the GSL is available in the Financial Aid Office.

PLUS Loans/Supplemental Loans for Students (SLS)

There are two other types of GSL's that provide additional funds for educational expenses: (1) PLUS Loans which are available to parents of dependent undergraduates and (2) Supplemental Loans for Students (SLS), which are available to graduate students and independent undergraduates.

PLUS enables parents to borrow up to \$4,000 per year to a limit of \$20,000 for each child enrolled at least half time. The limits are the same for SLS borrowers, except that the \$20,000 total is in addition to any amounts borrowed under GSL. Please note the following stipulations:

- 1) Interest rates on PLUS/SLS vary but cannot be more than 12 percent.
- 2) The application process for PLUS/SLS is the same as for GSL (see above).
- 3) PLUS/SLS borrowers must begin repaying interest within 60 days, unless the lender agrees to let it accumulate.
- 4) The PLUS/SLS loan programs are not based on need. However, funds from other financial aid and the PLUS/SLS cannot exceed the student's campus-based budget.

Student Loans Program for Health, Science and Mathematics

Loans are made available to North Carolina residents who are full-time students with demonstrated financial need in selected health sciences and mathematics programs. At VGCC, the only programs included are nursing and radiologic technology. Eligible students may borrow up to \$2,500 per academic year for a total amount not to exceed \$5,000. Loan repayment is cancelled if the recipient accepts employment in a poverty area of the State and remains employed in such an area for one full year for each academic year or fraction thereof for which the loan was received. Additional information is available in the Financial Aid Office.

OTHER AID

Job Training Partnership Act (JTPA)

JTPA is an assistance program which pays for tuition, books and fees. Eligibility is based on family size and family income for the previous six months. Applicants for JTPA assistance should contact the local office of the Employment Security Commission for determination of eligibility at least two weeks prior to registration for enrollment.

Displaced Workers Program (DWP)

Displaced Workers Program benefits are similar to those provided by JTPA, and the program is also administered by the Employment Security Commission. Although there is no minimum income requirement, students must be unemployed as a result of a technological change in their former employment to be eligible for assistance. Applicants should contact the local office of the Employment Security Commission at least two weeks prior to enrollment.

Telemon, Inc.

The assistance provided by Telemon, Inc. is very similar to the aid given to students by JTPA. Applicants should contact the local office of Telemon, Inc. for information and applications. Persons who have been involved in farm work are eligible for aid through Telemon, Inc.

Vocational Rehabilitation

Students who have physical, mental or emotional disabilities which constitute vocational handicaps may be eligible for assistance through the North Carolina Division of Vocational Rehabilitation. Students should make inquiries through the local Vocational Rehabilitation Office.

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. Individuals who served in the Armed Forces for 180 days or longer and who were honorably discharged may qualify for benefits.

Veterans are admitted, pay tuition and comply with the same regulations as other students. However, veterans may receive monthly benefits from the Veterans Administration.

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

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.



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/her 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.

COUNSELING SERVICES

Counseling services related to career development, educational objectives, personal concerns, and program choice are available to all students and prospective students. Students are invited to utilize these services as they plan and/or consider changes in their educational objectives.

DAY CARE SERVICES

The college operates a full-time Day Care Center as a training laboratory for the Early Childhood Associate 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. 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 to the judgment 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. The decision of the President on disciplinary action is final.

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

All academic grievances should be referred to the Program Head, Department Chairman and/or Vice President. Grievances should be in writing or through personal visits with the officials concerned.

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 permanent record.

I.D. CARDS

All students taking six or more hours will be issued I.D. cards at the beginning of each quarter. 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 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 SERVICES

The primary purpose of the Job Placement Office is to help place graduates and early leavers of curriculum programs in jobs related to their field of study. The Job Placement Office also assists current students as well as students of prior years in finding full or part-time employment as necessitated by the student's needs. Contact is maintained with local businesses and industries to help fill employment needs. Information about employment opportunities is advertised on bulletin boards and through instructional personnel.

The college does not guarantee employment; the primary responsibility for securing employment lies with the student. The Placement Office is a service provided for those needing assistance.

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.

PARKING

The campus has paved, well-lighted parking areas. Short-term parking for visitors is available in front of Building One. All campus students are required to obtain, and properly display, a parking permit. Parking permits and Campus Parking Rules and Regulations are available during registration at the Business Office.

The institution provides handicapped parking spaces in a number of locations throughout the campus. All parking lots are equipped with ramps, which make the institution accessible to the handicapped. Eligibility for a handicapped parking space generally requires display of the Handicapped Placard from the North Carolina Division of Motor Vehicles. Persons with temporary disabilities may utilize the handicapped parking spaces by contacting the Campus Security Office and presenting a statement from a physician describing the injury and recommending special parking.

STUDENT SUPPORT SERVICES

The Student Support 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.

Student Support Services students are given special assistance with financial aid, child care, transportation and community service agencies. The main purpose of the Student Support 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 these goals.

STUDENT AFFAIRS

The purpose of the Student Affairs Division is to provide assistance to prospective and enrolled students, former students and graduates, and faculty and staff in those areas which relate to students. Services are focused on the implementation of the philosophy, purpose, and objectives of the college and the Community College System. The goal of the Student Affairs Division is to assist the student in becoming more self-directed, to be responsible for what he/she must learn, and to be capable of making his/her own decisions. These services are dedicated to the full development of each student who enrolls at the college. Those services currently provided include Counseling, Testing, Admissions, Recruiting, Job Placement, Student Activities, Financial Aid, Veterans Affairs, and Registration and Records.

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 judgment while on campus and/or participating in school-sponsored activities either on 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 reviewed as secondary to the 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.

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.

CONTINUING EDUCATION

The Continuing and Adult Education program at Vance-Granville Community College provides an opportunity for adults to meet the following objectives:

1. To improve the ability to read, speak and write the English language.
2. To finish high school.
3. To obtain pre-employment training in order to find a job.
4. To upgrade and to update skills used in a present job in order to increase abilities and future opportunities.
5. To improve personal and family life.
6. To learn new hobbies and skills for greater enjoyment of leisure time.

Admissions

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

Costs

Registration fees vary according to program area. There are no charges for Adult Basic Education (ABE), high school completion (GED), compensatory education (CED), or human resources development (HRD) courses.

Adults 65 years of age and older may attend at no charge.

Additional costs may be charged for materials, textbooks and supplies depending on the nature and scope of the class.

CEUs/Certificates

Continuing Education Units (CEUs) are awarded for all extension courses approved by the Division. CEUs are an established method of recording an individual's 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 from the Records Office. A \$1.00 per copy transcript fee should be included with the request. Certificates of completion are normally awarded to classes.

Schedules

Continuing Education classes are offered on a quarterly basis. Classes are scheduled when a need for a class is established, space exists to teach the class, and an instructor is available.



Types of Program Areas

Adult Basic Education (ABE)	Human Resources Development (HRD)
Adult High School Diploma (AHS)	Cooperative Skill Training
Compensatory Education (CED)	New and Expanding Industry
General Educational Development (GED)	Visiting Artist
Occupational Extension	Job Training Partnership Act (JTPA)
Academic Education Extension	Community Service
Practical Skills	Recreational
Avocational	Small Business
Apprenticeship	

THE VISITING ARTIST PROGRAM

Vance-Granville Community College is one of the fifty-eight (58) North Carolina Community College System institutions which participates 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.

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.

COMMUNITY SERVICES

The Community Services Division of the college provides educational and training programs for law enforcement agencies, emergency care units, fire service units, and governmental agencies. In addition, other academic, vocational and technical courses are offered. Community Services program offerings and services include, but are not limited to, the following:

1. Fire Service training designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment.
2. Law Enforcement training designed to meet the needs of state, county, city and other law enforcement agencies. The training includes basic courses required for certification.
3. Emergency Medical Technician training designed to aid persons in becoming state-certified Emergency Medical Technicians.
4. First Responder training allows agencies and industries to train personnel to provide emergency care on site.
5. CPR and First Aid courses are designed to train persons to properly administer first aid to victims of accident or sudden illness.

CEUs

Continuing Education Units (CEUs) are awarded for all community service courses approved by the Division.

Costs

Registration fees, costs of texts and supplies vary according to length and content of courses. However, fees are usually minimal. There are no registration fees for most of the law enforcement, fire service, and emergency care courses provided through Community Services for agency personnel. Persons 65 years of age and older (in-state) may attend with no registration fee.

Schedules

Courses are offered on a quarterly basis and as needed.

INDUSTRY SERVICES

The Industry Services Division of the college works with new, expanding, and existing industries in providing custom training programs tailored to meet the needs of the industry and its employees. These training programs terminate when immediate needs for employment have been met. The training programs are flexible in design to accomplish specific objectives.

Courses sponsored by Industry Services include:

1. New and Expanding Industry training courses designed to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina. It is offered at no cost to the participating industry.
2. Business and Industrial training courses designed to train personnel to increase efficiency of business organization and to update employee vocational skills. A minimal registration fee may be charged.
3. Management Development courses to broaden the educational background of supervisors, to develop the leadership abilities of supervisors and to provide preparatory supervision training. A minimal registration fee may be charged.
4. Apprenticeship courses which are a coordinated effort among employers, employees and the college to provide related instruction for skills learned on the job. Examples include machinist and tool and die apprenticeships.

CEUs/Certificates

Continuing Education Units (CEUs) are awarded for all industry services courses approved by the Division.

HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is mainly a jobs program. It is intended to assist the unemployed, underemployed, or economically disadvantaged person with obtaining either immediate employment or with preparation for future employment. HRD offers short term classroom training (usually 8 weeks) and a variety of supportive services all tailored toward the world of work.

CLASSROOM

1. Adult Education—General Education Development (GED) or high school equivalency preparation for non high school graduates and review of selected high school equivalent competencies for high school graduates.
2. Orientation & Motivation—Building positive attitudes toward the world of work which particularly stresses how to get and keep a job.
3. Career Explorations—Focuses upon present and future job opportunities, and offers introductory skills training in typing, filing, electronic calculator usage and cashiering.

HRD SUPPORT SERVICES

1. Student Recruitment
2. Individual and Group Counseling
3. Job Development and Placement
4. Occupational Training Placement
5. Follow-up to One (1) year After HRD Completion
6. Financial Aid For Eligible Persons When Available

Costs

No registration fees charged at this time.

SMALL BUSINESS CENTER

The Small Business Center of the college was created to provide the small businesses of our community with a focal point for training, education, counseling and referral. The Small Business Center will address the continuing need for updated information, refinement of management skills and the improvement of profit advantage in risk-taking. Special attention is given to the critical areas of capital formation and prevention of business failures.

The Small Business Center program offerings and services include the following:

1. Seminars and short courses designed to provide small business owners, managers and employees with updated information on various business topics.
2. Counseling services to new and existing small businesses provided by Small Business Center personnel and Service Corps of Retired Executives (SCORE).
3. Referrals to appropriate agencies.
4. Maintaining a network of linkages with Chambers of Commerce, Small Business Administration, economic development agencies, related educational and development agencies, business volunteers, Department of Commerce and banks and other financial institutions.
5. A resource and information center provided for use by new and existing small businesses.

CEUs

Continuing Education Units (CEUs) are awarded for all Small Business Center seminars and courses approved by the Center.

Costs

Registration fees, costs of texts and supplies vary according to length and content of courses. However, fees, if any, are usually minimal. Persons 65 years of age and older (in-state) may attend with no registration fee.

Schedules

Seminars and courses are offered on a quarterly basis as needed. Counseling services are available by appointment.



The Learning Resources Center

The Learning Resources Center (LRC) is the area where reference and instructional 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, telecommunications, 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 on microfiche, 16 mm. films and super 8 mm. film loops, filmstrips, media kits, wall maps, pictures, records, slides, sound filmstrips, reel-to-reel and cassette tapes, video cassettes, 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. 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 register for a library card. He must give his name, address, telephone number and present at least two identification cards, one preferably being a valid NC driver's license. 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.

References

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 each item must be requested there. The instructor will give any specific instructions, but the general rule is that reserve material may be checked out at 8:30 P.M. for overnight use. On Fridays, reserve material may be checked out at 3:00 P.M. The material must be returned by 9:00 A.M. the following school day.

Periodicals

The library subscribes to 13 newspapers and over 230 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 microforms room.

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.

TELECOMMUNICATIONS

The Learning Resources Center provides telecommunications services for the faculty and staff of Vance-Granville Community College, as well as for groups and organizations in the community. These services include: teleconferences, telecourses, and special programming. Inquiries pertaining to these services should be directed to the Telecommunications Coordinator.

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: IBM and Apple computers, 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's staff 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 Instructional Unit 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 Instructional Unit 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 area per week. Data sheets and registration forms 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 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 Instructional Unit. 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 coursework. 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)	2
American Government (1)	
Science: General Science (1)	2
Biology (1)	
General Mathematics	<u>1</u>
	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 the student possesses adequate computational skills is also required. In addition to the successful completion of the course requirements, the student must pass the State of North Carolina's High School competency test.

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 Instructional Unit 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 Instructional Unit 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 individualized instruction 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 of the President of Vance-Granville Community College.

Transfer Credits

High school students between the ages of 16 and 18 may attend the Individualized Instructional Unit 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, and foreign languages (German, Spanish, French).

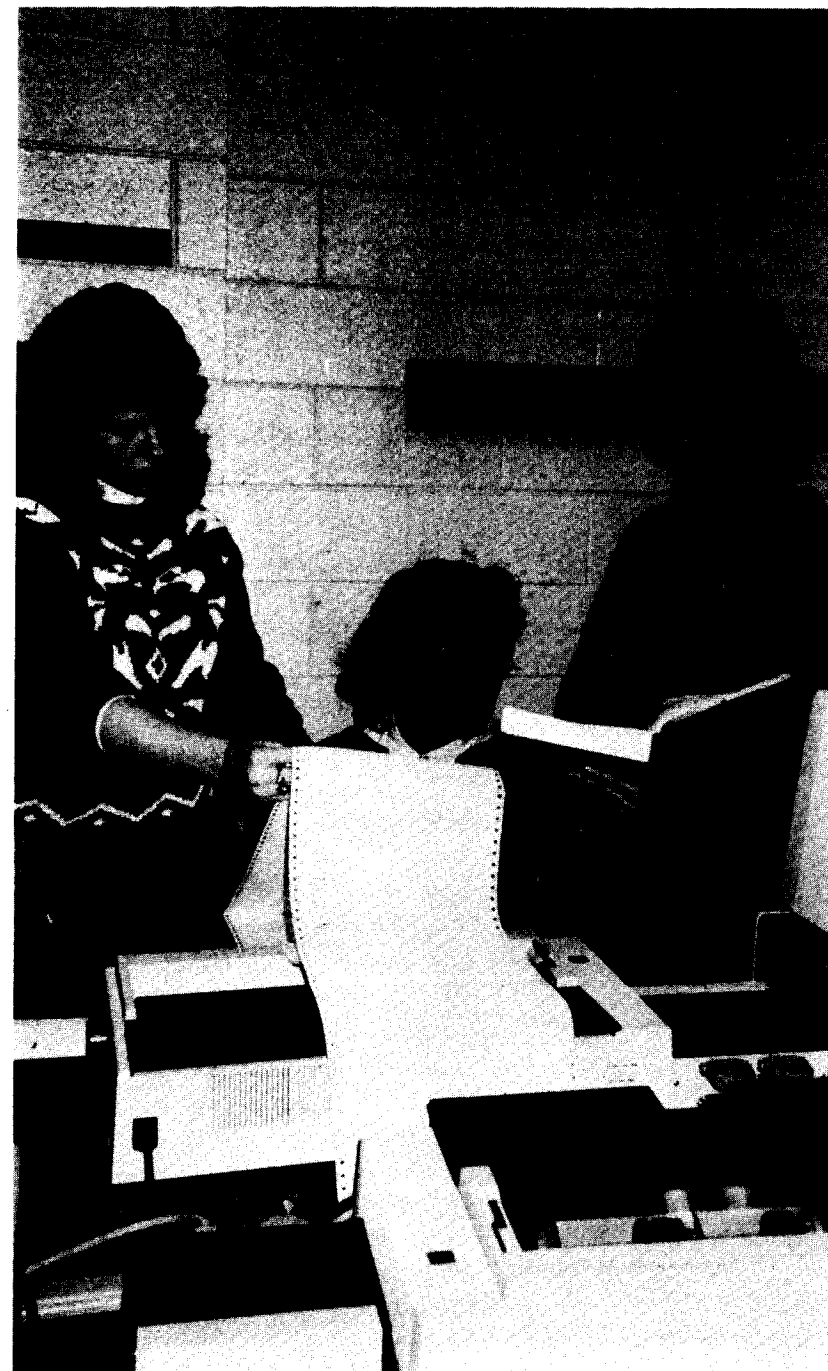
To receive a transfer credit, the student must attend for a minimum of 150 hours per unit and complete all materials assigned. The final test may not be taken prior to completion of assigned course work. The final test, if standardized, must be passed at twentieth percentile or the score specified by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

General Education Development Tests High School Equivalency Preparation

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

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 GED subject areas preparation. Weaknesses in reading-vocabulary proficiency should be corrected through programs available.

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 test 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.



ACCOUNTING

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ BUS 0120 ✓ Accounting I ✓	5	2	0	6 ✓
✓ BUS 0121 ✓ Accounting II ✓	5	2	0	6 ✓
✓ BUS 0123 ✓ Managerial Accounting ✓	5	2	0	6 ✓
✓ BUS 0222 ✓ Intermediate Accounting I ✓	5	2	0	6 ✓
✓ BUS 0223 ✓ Intermediate Accounting II ✓	5	2	0	6 ✓
✓ BUS 0224 ✓ Advanced Accounting ✓	3	2	0	4 ✓
✓ BUS 0225 ✓ Cost Accounting ✓	3	2	0	4 ✓
✓ BUS 0229 ✓ Taxes I ✓	3	2	0	4 ✓
BUS 0230 ✓ Taxes II ✓	3	2	0	4 ✓
✓ BUS 0260 ✓ Auditing ✓	3	2	0	4 ✓
✓ BUS 0123 ✓ Finance I ✓	3	2	0	4 ✓
✓ BUS 0124 ✓ Finance II ✓	3	2	0	4 ✓
Totals	46	24	0	58
RELATED COURSES:				
✓ EDP 0104 ✓ Intro. to Data Processing ✓	3	0	0	3 ✓ (4)
✓ BUS 0101 ✓ Introduction to Business ✓	5	0	0	5 ✓
✓ BUS 0102 ✓ Typing I ✓	3	0	0	3 ✓
✓ BUS 0110 ✓ Office Machines I ✓	2	0	0	2 ✓
✓ BUS 0111 ✓ Office Machines II ✓	2	0	0	2 ✓
✓ BUS 0115 ✓ Business Law I ✓	3	0	0	3 ✓
✓ BUS 0116 ✓ Business Law II ✓	3	0	0	3 ✓
✓ BUS 0117 ✓ Business Math I ✓	5	0	0	5 ✓
✓ BUS 0118 ✓ Business Math II ✓	5	0	0	5 ✓
✓ Management Elective ✓	3	0	0	3 ✓
Totals	31	7	0	34

Management Elective (3 credit hours) may be chosen from the following courses:

BUS 0235 Business Management	3	0	0	3
BUS 0271 Office Management	3	0	0	3
BUS 0233 Personnel Management	3	0	0	3
BUS 0272 Principles of Supervision	3	0	0	3

GENERAL EDUCATION COURSES:

✓ ENG 0101 ✓ Composition ✓	3	0	0	3 ✓
✓ ENG 0102 ✓ Oral Communications ✓	3	0	0	3 ✓
✓ ENG 0103 ✓ Report Writing ✓	3	0	0	3 ✓
✓ ENG 0206 ✓ Communications I ✓	3	0	0	3 ✓
✓ ECO 0102 ✓ Economics I ✓	5	0	0	5 ✓
✓ ECO 0104 ✓ Economics II ✓	5	0	0	5 ✓
Totals	22	0	0	22
TOTAL CREDITS:				114
AWARD:				AAS



AIR CONDITIONING, HEATING, AND REFRIGERATION

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓AHR ✓121 ✓Principles of Refrigeration I	2	0	3	3 ✓
✓AHR ✓116 ✓Oil Burner Installation & Service	3	0	6	5 ✓
✓AHR ✓125 ✓Principles of Refrigeration II	3	0	6	5 ✓
✓AHR ✓117 ✓Gas Burners, Electric Heat & Heat Applications	4	0	3	5 ✓
✓AHR ✓123 ✓Principles of Air Conditioning	3	0	6	5 ✓
✓AHR ✓124 ✓Air Conditioning Service	2	0	9	5 ✓
✓AHR ✓128 ✓Automatic Controls	3	0	6	5 ✓
✓AHR ✓126 ✓All Year Comfort Systems	3	0	6	5 ✓
✓AHR ✓129 ✓Principles of Solar Heating	3	0	3	4
Totals	26	0	48	42
RELATED COURSES:				
✓MAT ✓101 ✓Trades Math I	4	0	0	4
✓PHY ✓1101 ✓Applied Science I	3	2	0	4
✓MAT ✓102 ✓Trades Math II	4	0	0	4
✓AHR ✓102 ✓Applied Electricity	2	0	3	3 ✓
✓WLD ✓129 ✓Basic Welding	2	0	3	3 ✓
✓AHR ✓104 ✓Blueprint Reading: Mechanical	0	3	0	1 ✓
Totals	15	5	6	19
GENERAL EDUCATION COURSES:				
✓ENG ✓101 ✓Communications I	3	0	0	3 ✓
ENG 1102 ✓Communications II	3	0	0	3
✓PSY ✓0114 ✓Human Relations	3	0	0	3
Totals	9	0	0	9
TOTAL CREDITS:				70
AWARD:				Diploma

AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own businesses.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓PME 1102 ✓Basic Electrical & Fuel Systems	5	0	15	10
✓PME 1101 ✓Internal Combustion Engines	3	0	12	7
✓AUT 1203 ✓Automotive Emission Controls	3	0	3	4
✓AUT 1123 ✓Brakes, Chassis, & Susp. Systems	3	0	9	6
✓PME 1221 ✓Front Suspension, Alignment & Power Steering	3	0	9	6
AUT 1101 ✓Automotive Air Conditioning	3	0	6	5
AUT 1124 ✓Automotive Power Train Systems	3	0	15	8
Totals	23	0	69	46
RELATED COURSES:				
✓MAT 1101 ✓Trades Math I	4	0	0	4
✓PHY 1101 ✓Applied Science I	3	2	0	4
✓HEA 0110 ✓Fundamentals of First Aid and Safety	3	0	0	3
✓MAT 1102 ✓Trades Math II	4	0	0	4
Totals	14	2	0	15
GENERAL EDUCATION COURSES:				
✓ENG 1101 ✓Communications I	3	0	0	3
ENG 1102 ✓Communications II	3	0	0	3
Totals	6	0	0	6
TOTAL CREDITS:				67
AWARD:				Diploma

16
45
23
84
11
84
84
4

BANKING AND FINANCE

The purposes of the Banking and Finance curriculum are: (1) to prepare the individual to enter the banking and finance industry, (2) to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking and finance industry.

The purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collection procedures, financial analysis, marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking and finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

CREDIT AND HOUR REQUIREMENTS

	Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:					
✓BUS	0123 Finance I	3	2	0	4
BUS	0124 Finance II	3	2	0	4
✓BUS	0101 Introduction to Business	5	0	0	5
✓BUS	0110 Office Machines I	1	2	0	2
✓BUS	0111 Office Machines II	1	2	0	2
✓BUS	0120 Accounting I	5	2	0	6
	*Electives	36	0	0	36
	Totals	54	10	0	59

*Major Course Electives (36 credit hours) may be selected from the following courses.

✓BUS	0239 Marketing	3	0	0	3
✓AIB	0202 Principles of Banking	3	0	0	3
BUS	0280 Federal Reserve System	4	0	0	4
AIB	0203 Bank Investments	4	0	0	4
BUS	0281 Commercial Banking Services	4	0	0	4
AIB	0205 Bank Management	4	0	0	4
AIB	0115 Law and Banking	4	0	0	4
AIB	0209 Installment Credit	4	0	0	4
BUS	0283 International Banking	4	0	0	4
AIB	0210 Money and Banking	4	0	0	4
AIB	0211 Consumer Lending	4	0	0	4
BUS	0286 Federal Regulations of Banking	4	0	0	4
AIB	0231 Savings & Time Deposits	4	0	0	4
BUS	0287 Trust Functions and Services	4	0	0	4
AIB	0232 Agricultural Finance	4	0	0	4
AIB	0235 Loans and Discounts	4	0	0	4
AIB	0236 Home Mortgage Lending	4	0	0	4
BUS	0209 Real Estate Finance	3	0	0	3
BUS	0219 Credit Procedures	3	0	0	3

RELATED COURSES:

✓BUS	0117 Business Math I	5	0	0	5
✓BUS	0118 Business Math II	5	0	0	5
✓BUS	0115 Business Law I	3	0	0	3
✓BUS	0116 Business Law II	3	0	0	3
✓EDP	0104 Introduction to Data Processing	3	0	0	3
✓BUS	0121 Accounting II	5	2	0	6
✓BUS	0102 Typing I	2	3	0	3
BUS	0122 Managerial Accounting	5	2	0	6
	Totals	31	7	0	34

GENERAL EDUCATION:

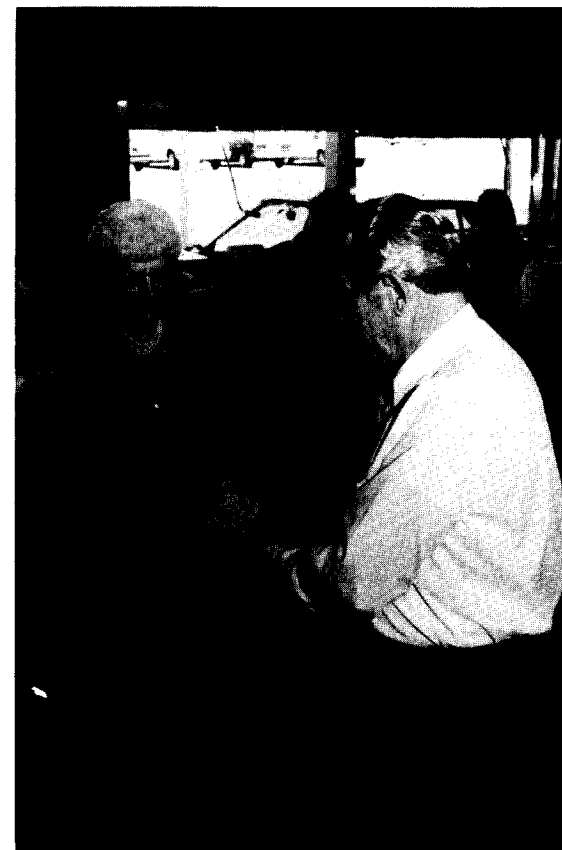
✓ENG	0101 Composition	3	0	0	3
✓ENG	0102 Oral Communications	3	0	0	3
✓ENG	0103 Report Writing	3	0	0	3
✓ENG	0206 Communications	3	0	0	3
✓ECO	0102 Economics I	5	0	0	5
✓ECO	0104 Economics II	5	0	0	5
	Totals	22	0	0	22

TOTAL CREDITS:

115

AWARD:

AAS



BASIC LAW ENFORCEMENT TRAINING

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
PSC 0101 Basic Law Enforcement Training (BLET)	15	27	0	24
RELATED COURSES:				0
GENERAL EDUCATION COURSES:				0
ELECTIVES:				0
WORK EXPERIENCE:				0
TOTAL CREDITS:				24
AWARD:				Certificate



BUSINESS ADMINISTRATION

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
BUS 0101 Introduction to Business	3	0	0	3
BUS 0117 Business Math I	3	0	0	3
BUS 0118 Business Math II	3	0	0	3
BUS 0102 Typing I	3	0	0	3
BUS 0110 Office Machines I	3	0	0	3
BUS 0111 Office Machines II	3	0	0	3
BUS 0115 Business Law I	3	0	0	3
BUS 0116 Business Law II	3	0	0	3
BUS 0243 Advertising	3	0	0	3
BUS 0233 Personnel Management	3	0	0	3
BUS 0239 Marketing	3	0	0	3
BUS 0271 Office Management	3	0	0	3
BUS 0247 Business Insurance	3	0	0	3
BUS 0229 Finance	3	0	0	3
BUS 0123 Fundamentals	3	0	0	3
BUS 0120 Accounting I	3	0	0	3
Totals	51	15	0	58
RELATED COURSES:				
BUS 0230 Income Taxation	3	0	0	3
BUS 0124 Finance	3	0	0	3
BUS 0121 Accounting III	3	0	0	3
BUS 0122 Managerial Accounting	3	0	0	3
DP 0104 Intro to Data Processing	3	0	0	3
ECC 0102 Economics I	3	0	0	3
ECC 0104 Economics II	3	0	0	3
Electives	4	0	0	4
Totals	33	8	0	37

*Students may select at least 4 credits from the following courses:

EDP 0109 BASIC I	2	4	0	4
EDP 0217 Software Applications	3	2	0	4
BUS 0232 Sales Development	3	0	0	3
BUS 0272 Principles of Supervision	3	0	0	3
BUS 0235 Business Management	3	0	0	3
BUS 0125 Financial Mathematics	3	0	0	3
BUS 0126 Investments	3	0	0	3

GENERAL EDUCATION COURSES:

ENG 0101 Composition I	3	0	0	3
ENG 0102 Oral Communications	3	0	0	3
ENG 0103 Report Writing	3	0	0	3
ENG 0206 Communications	3	0	0	3
Social Science Electives	6	0	0	6
Totals	18	0	0	18

**Students may select 6 hours from the following courses:

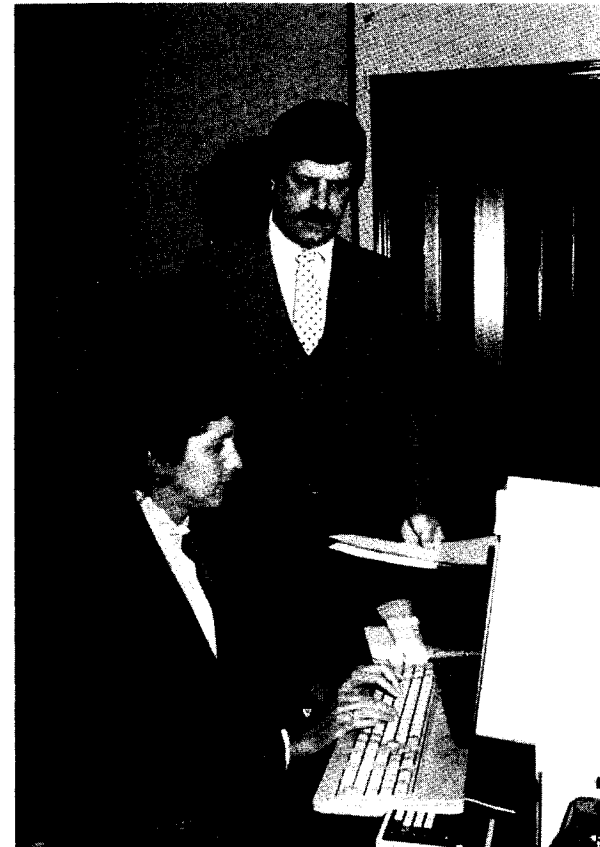
PSY 0105 General Psychology	3	0	0	3 (5)
PSY 0114 Human Relations	3	0	0	3
SOC 0103 General Sociology	3	0	0	3
POL 0110 State & Local Government	3	0	0	3

TOTAL CREDITS:

113

AWARD:

AAS



BUSINESS COMPUTER PROGRAMMING

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

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

COURSE AND HOUR REQUIREMENTS (DEGREE PROGRAM)

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓EDP 0104 ✓Intro. to Data Processing ✓	3	0	0	3
✓EDP 0109 ✓BASIC I ✓	2	3	0	5
✓EDP 0110 ✓BASIC II ✓	2	3	0	5
✓EDP 0202 ✓COBOL I ✓	2	4	0	6
✓EDP 0210 ✓COBOL II ✓	2	4	0	6
✓EDP 0211 ✓COBOL III ✓	2	4	0	6
✓EDP 0224 ✓RPG ✓	2	4	0	6
✓EDP 0225 ✓Advanced RPG ✓	2	4	0	6
✓EDP 0145 ✓PASCAL ✓	2	4	0	6
✓EDP 0215 ✓Operating Systems ✓	3	0	0	3
✓EDP 0220 ✓Intro. to Systems Analysis ✓	3	0	0	3
✓EDP 0105 ✓Assembler Language ✓	2	4	0	6
✓EDP 0102 ✓Typing I ✓	2	3	0	5
✓BUS 0120 ✓Accounting I ✓	5	0	0	5
✓BUS 0121 ✓Accounting II ✓	5	0	0	5
✓BUS 0271 ✓Office Management ✓	3	0	0	3
Totals	42	47	0	65

RELATED COURSES:

✓MAT 0214 ✓Statistics ✓	5	0	0	5
✓BUS 0225 ✓Cost Accounting ✓	3	0	0	3
✓BUS 0115 ✓Business Law I ✓	3	0	0	3
✓MAT 0105 ✓Pre-College Algebra I ✓	5	0	0	5
✓MAT 0106 ✓Pre-College Algebra II ✓	5	0	0	5
✓Elective	3	0	0	3
Totals	24	2	0	25

*Related elective (at least 3 hrs.) may be chosen from the following courses:

✓BUS 0110 Office Machines I	1	0	0	2
BUS 0111 Office Machines II	1	0	0	2
✓BUS 0273 ✓Word Processing I	3	0	0	3
EDP 0217 Software Applications	3	2	0	4
EDP 0103 Microcomputer Operation	3	0	0	3
EDP 0226 FORTRAN	2	4	0	4
EDP 0229 EDP Project	1	8	0	5

GENERAL EDUCATION COURSES:

✓ENG 0101 ✓Composition ✓	3	0	0	3
✓ENG 0102 ✓Oral Communications ✓	3	0	0	3
✓ENG 0103 ✓Report Writing ✓	3	0	0	3
✓ENG 0206 ✓Communications ✓	3	0	0	3
✓Elective	3	0	0	3
Totals	15	0	0	15

**General Education Electives (at least 6 hrs.) may be chosen from the following courses:

✓PSY 0102 ✓General Psychology	3	0	0	3
✓SOC 0105 ✓General Sociology	3	0	0	3
✓PSY 0114 Human Relations	3	0	0	3
POL 0110 State and Local Government	3	0	0	3

TOTAL CREDITS:

108

AWARD:

AAS

COURSE AND HOUR REQUIREMENTS (DIPLOMA PROGRAM)

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓EDP 0104 ✓Intro. to Data Processing ✓	3	0	0	3
✓MAT 0105 ✓Pre-College Algebra I ✓	5	0	0	5
✓BUS 0102 ✓Typing I ✓	2	3	0	5
✓EDP 0109 ✓BASIC I ✓	2	4	0	6
✓BUS 0120 ✓Accounting I ✓	5	2	0	7
EDP 0202 ✓COBOL I ✓	2	4	0	6
EDP 0210 ✓COBOL II ✓	2	4	0	6
✓EDP 0110 ✓BASIC II ✓	2	4	0	6
✓BUS 0271 ✓Office Management ✓	3	0	0	3
✓EDP 0217 ✓Software Applications ✓	3	2	0	5
Totals	29	23	0	40

RELATED COURSES:

✓MAT 0106 Pre-College Algebra II	5	0	0	5
✓BUS 0121 ✓Accounting II ✓	5	2	0	7
✓Elective	3	0	0	3
Totals	15	2	0	16

*Related elective (at least 5 hrs.) may be chosen from the following courses:

BUS 0110 Office Machines I	1	2	0	3
✓BUS 0111 Office Machines II	1	2	0	3
✓BUS 0115 ✓Business Law I	3	0	0	3
✓BUS 0116 Business Law II	3	0	0	3
✓BUS 0273 ✓Word Processing ✓	3	0	0	3

GENERAL EDUCATION COURSES:

✓ENG 0101 ✓Composition ✓	3	0	0	3
✓ENG 0102 ✓Oral Communications ✓	3	0	0	3
✓ENG 0103 ✓Report Writing ✓	3	0	0	3
Totals	9	0	0	9

TOTAL CREDITS:

65

AWARD:

Diploma



CARPENTRY AND CABINETMAKING

Carpenters construct, erect, install and repair structures of wood, plywood and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designed according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, accoustical insulating carpenter and finish carpenter.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:					
✓	CAR ✓102 Carpentry I ✓	5	0	15	10
✓	LCS ✓112 Blueprint Rdg.: Bldg. Trades I ✓	2	3	0	3
✓	CAR ✓103 Carpentry II ✓	5	0	15	10
✓	LCS ✓113 Blueprint Rdg.: Bldg. Trades II ✓	2	0	0	2
	LCS ✓104 N.C. Building Code & N.C. Construction License ✓	3	0	0	3
	CAR ✓104 Finish Carpentry ✓	3	0	18	9
	LCS ✓114 Construction Estimating ✓	3	0	0	3
	Totals	23	3	48	40
RELATED COURSES:					
✓	MAT ✓101 Trades Math I ✓	4	0	0	4
✓	MAT ✓102 Trades Math II ✓	4	0	0	4
✓	HEA 0110 Fundamentals of First Aid and Safety ✓	3	0	0	3
✓	LCS ✓111 Blueprint Reading and Sketching ✓	1	3	0	2
✓	MAS ✓101 Masonry I ✓	4	0	15	9
✓	MAS ✓103 Masonry II ✓	1	0	3	2
	Totals	17	3	18	24
GENERAL EDUCATION COURSES:					
✓	ENG ✓101 Communications I ✓	3	0	0	3
✓	ENG 1102 Communications II	3	0	0	3
	Totals	6	0	0	6
TOTAL CREDITS:					70
AWARD:					Diploma

COLLEGE TRANSFER PROGRAM

The College Transfer Program provides students with the first two years of a four year baccalaureate degree program. It is designed primarily for students interested in earning a B.A. or B.S. degree. Students who complete the Program will be awarded Associate in Arts (A.A.) or Associate in Science (A.S.) degrees and may then transfer to four year colleges and universities, usually entering as juniors. Students who earn an A.A. or an A.S. degree and discontinue their studies find that the degree does improve their marketability in the world of work. The Program also serves the needs of students interested in taking a few courses for transfer to a senior institution, for personal interest, and to improve skills needed in their occupations.

Students are admitted to the College Transfer Program after application by achieving placement test scores sufficiently high to place in English 0120 (College Composition I) and Mathematics 0120 (College Algebra). Applicants with a combined score of at least 800 on the Scholastic Aptitude Test, with neither Verbal nor Mathematics score below 400, are exempt from the foregoing test requirements. Students who do not score sufficiently high on the placement test to gain admission to the program will be placed in a developmental studies program which is designed to remedy academic deficiencies.

During the first two years of college, students take a general selection of courses to gain a wide exposure to the different fields of knowledge. At Vance-Granville, students pursuing an A.A. or an A.S. degree take a specific number of credit hours in each of the following areas: communications; humanities; social science; mathematics; science; physical education and health. The chart on the following pages entitled "Associate in Arts and Associate in Science Degree Requirements" shows the number of hours students must take in each area, the number of elective hours required, and the courses that have been approved to satisfy area and elective requirements. Students must take at least 96 credit hours to graduate.

Students intending to transfer must work closely with their faculty advisors in planning their programs. Each senior institution has slightly different general education requirements; students must, therefore, plan their programs to meet both Vance-Granville's requirements (if they are pursuing A.A. or A.S. degrees) and the requirements of the institution to which they wish to transfer. Courses listed in the chart under the area headings constitute the heart of the College Transfer Program; these courses are designed to transfer and are accepted by virtually every senior institution. Courses listed under the heading "Other Electives" are accepted by many but not all senior institutions. It is especially important for students to consult their advisors if they wish to take one of these courses or other courses offered by the college outside the Transfer Program if they intend to transfer to a senior institution. The Chairman of the College Transfer Program and the College Transfer Counselor are available to answer questions about admission to the program, the transfer process, and program requirements.

3,3

10/5

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Minimum Credit Hours Required for Degree: 96

	A.A. Degree	A.S. Degree
Area I Communications ENG 0120, 0121	5, 5, 4, 5, 4, 5, 5, 5 10	10
Area II Humanities For A.A. Credit Hours Required from two departments. ENG 0122; ENG 0230, 0231, or ENG 0240, 0241; ENG 0150 FRE 0101, 0102, 0103; FRE 0201, 0202, 0203 HUM 0114, 0115, 0116; HUM 0125, 0126, 0202	5, 5, 5, 2, 4, 5, 5, 5, 2, 5 17	5, 5, 5, 2
Area III Social Science Credit Hours Required from two departments. HIS 0101, 0102, 0103 or HIS 0207, 0208 ECO 0102, 0104; POL 0101; PSY 0101; SOC 0101	3, 5, 5, 5, 4, 5, 5, 5, 5 9	9
Area IV Mathematics MAT 0120, 0121, 0122, 0214 (recommended for A.A. and A.S. leading toward major in Life Sciences—Health fields.) MAT *0130, *0131, 0220, 0221, 0222, 0223 (recommended for A.S. leading toward major in mathematics, physical sciences, or engineering.) *These courses are usually not transferable for majors in these fields.	5, 5, 4, 5, 5, 5, 5 20	20
Area V Science For A.A. 12 Credit Hours Required in One Complete Sequence of Laboratory Science. For A.S. 24 Credit Hours Required in Two Complete Sequences of Laboratory Science. BIO 0101, 0102, 0103; CHM 0101, 0102, 0103 PHY 0111, 0112, 0113 or PHY 0211, 0212, 0213	4, 4, 4, 4, 4, 4, 4, 4, 4 12	24
Area VI Physical Education or Health 3 Credit Hours Required HEA 0111, 0112; PED 0101, 0102, 0103, 0104, 0105	2, 1, 3, 2, 1 3	3
Area VII Electives Any of the courses listed in Areas I, II, III, IV, V, and VI and not used to meet a requirement may be taken as electives. The following may also be taken: ENG 0152, 0220; PSY 0212.	3, 5, 5, 4, 1, 4, 5, 5, 5 29	24
OTHER ELECTIVES Students may also take the elective courses listed below. These courses are accepted by many (but not all) senior institutions for transfer credit: BIO 0211, 0212; BUS 0115, 0116, 0120, 0121; ENG 0130, 0131; EDP 0104, 0105, 0115, 0202, 0215, 0226; GEO 0110; POL 0110; PSY 0209; SOC 0112, 0117, 0211	6, 3, 1, 3 1, 3, 3, 3, 3	

ORIENTATION

All new full-time students must take a one hour orientation course the first quarter of their enrollment. Part-time students who plan to pursue a degree should also take the orientation course.

3, 6, 3, 6, 5, 5

COSMETOLOGY

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓COS 1001 Scientific Study I	5	0	0	5
✓COS 1011 Mannequin Practice	0	0	24	8
✓COS 1002 Scientific Study II	5	0	0	5
✓COS 1022 Clinical Application I	0	0	24	8
COS 1003 Scientific Study III	5	0	0	5
COS 1033 Clinical Application II	0	0	24	8
✓COS 1004 Scientific Study IV	5	0	0	5
✓COS 1044 Clinical Application III	0	0	24	8
Totals	20	0	96	52

RELATED COURSES:

✓HEA 0110 Fundamentals of First Aid and Safety	3	0	0	3
✓BUS 0293 Small Business Enterprise	3	0	0	3
Totals	6	0	0	6

GENERAL EDUCATION COURSES:

✓ENG 0102 Oral Communications	3	0	0	3
✓PSY 0114 Human Relations	3	0	0	3
Totals	6	0	0	6

TOTAL CREDITS: 64

AWARD: Diploma

COURSE AND HOUR REQUIREMENTS (ADVANCED DIPLOMA)

COS 1001 Scientific Study I	5	0	0	5
COS 1011 Mannequin Practice	0	0	24	8
COS 1002 Scientific Study II	5	0	0	5
COS 1022 Clinical Application I	0	0	24	8
COS 1003 Scientific Study III	5	0	0	5
COS 1033 Clinical Application II	0	0	24	8
COS 1004 Scientific Study IV	5	0	0	5
COS 1044 Clinical Application III	0	0	24	8
COS 1005 Scientific Study V	5	0	0	5
COS 1055 Clinical Application IV	0	0	24	8
Totals	25	0	120	65

RELATED COURSES:

HEA 0110 Fundamentals of First Aid and Safety	3	0	0	3
BUS 0293 Small Business Enterprise	3	0	0	3
Totals	6	0	0	6

GENERAL EDUCATION COURSES:

ENG 0102 Oral Communications	3	0	0	3
PSY 0114 Human Relations	3	0	0	3
Totals	6	0	0	6

TOTAL CREDITS: 77

AWARD: Diploma



CRIMINAL JUSTICE TECHNOLOGY

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓CJC 0101 ✓ Introduction to Crim. Justice ✓	5	0	0	5
✓CJC 0125 ✓ Court Procedure & Evidence ✓	3	0	0	3
✓CJC 0210 ✓ Criminal Investigation I ✓	3	0	0	3
✓CJC 0115 ✓ Criminal Law ✓	5	0	0	5
✓CJC 0262 ✓ Constitutional Law ✓	5	0	0	5
✓CJC 0225 ✓ Seminar in Criminal Justice ✓	3	0	0	3
✓CJC 0202 ✓ Introduction to Corrections ✓	3	0	0	3
✓CJC 0260 ✓ Special Law Enforcement Certification ✓	4	0	0	4
✓CJC 0212 ✓ Drugs ✓	3	0	0	3
✓CJC 0209 ✓ Correction Law ✓	3	0	0	3
✓CJC 0220 ✓ Criminal Justice Administration ✓	5	0	0	5
✓CJC 0261 ✓ Protective Measures	5	0	0	5
✓CJC 0230 ✓ Counseling ✓	5	0	0	5
✓CJC 0206 ✓ Criminal Justice & the Community ✓	3	0	0	3
✓CJC 0234 ✓ Community Based Corrections ✓	5	0	0	5
✓CJC 0211 ✓ Criminal Investigation II ✓	3	0	0	3
✓SOC 0117 ✓ Juvenile Delinquency ✓	5	0	0	5
Totals	68	0	0	68

RELATED COURSES:

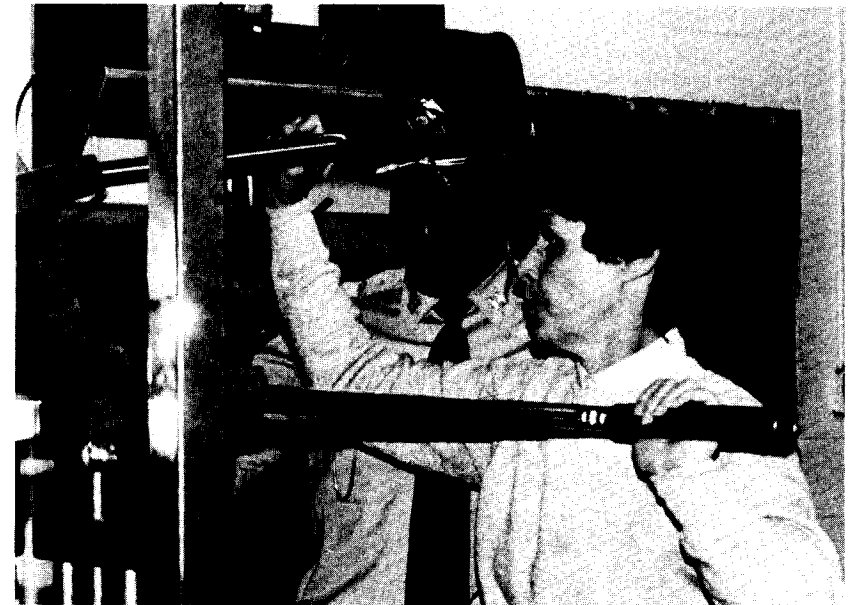
✓LFA 0112 ✓ First Aid and Safety	3	0	0	3
✓PSY 0209 ✓ Abnormal Psychology	3	0	0	3
✓MAT 0100 ✓ Consumer Math	5	0	0	5
✓SOC 0115 ✓ Criminology ✓	3	0	0	3
✓POL 0102 ✓ National Government	3	0	0	3
✓POL 0110 ✓ State & Local Government	3	0	0	3
✓PSY 0114 ✓ Human Relations	3	0	0	3
✓SOC 0112 ✓ Modern Social Problems	3	0	0	3
✓CJC 0217 ✓ Patrol Procedures ✓	5	0	0	5
Totals	31	0	0	31

GENERAL EDUCATION COURSES:

✓ENG 0105 ✓ Information Systems & Lit.	3	0	0	3
✓ENG 0101 ✓ Composition	3	0	0	3
✓ENG 0102 ✓ Oral Communications ✓	3	0	0	3
✓ENG 0103 ✓ Report Writing	3	0	0	3
✓PSY 0105 ✓ General Psychology	3	0	0	3
✓SOC 0105 ✓ General Sociology	3	0	0	3
Totals	18	0	0	18

TOTAL CREDITS: 117

AWARD: AAS



EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
EDU 0149 Role of Education Associate ✓			0	1
EDU 0101 Introduction to Education ✓			0	3
EDU 0112 Safety Education ✓			0	3
EDU 0102 Education Methods ✓			0	4
EDU 0103 Parent Education ✓			0	3
EDU 0108 Behavior Management ✓			0	3
EDU 0122 Practicum Lab			3	1
EDU 0143 Exceptional Children ✓			0	3
EDU 0244 Care of the Preschool Child ✓			0	3
EDU 0217 Language and Literature ✓			0	3
EDU 0107 Seminar on Reporting & Obs. ✓			0	3
EDU 0216 Problems of Childhood ✓			0	3
EDU 0235 Administration & Supervision of Day Care ✓			0	3
EDU 0239 Mainstreaming Children With Special Needs			0	3
EDU 0243 Physical Education for Preschool ✓		2	0	3
EDU 0231 Creative Act. for Preschool ✓		2	0	3
EDU 0206 Music for Young Children ✓			0	2
EDU 0202 Science and Math for Preschool ✓			0	3
EDU 0223 Internship and Seminar	1		0	1
EDU 0115 Human Growth I ✓			0	3
EDU 0116 Human Growth II ✓			0	3
PSY 0212 Child Psychology ✓			0	5
EDU 0134 Audiovisual Techniques ✓			0	3
Totals	59	10	3	65
RELATED COURSES:				
EDU 0114 The Family ✓			0	3
EDU 0118 Nutrition ✓			0	3
HEA 0112 First Aid & Safety ✓			0	3
MAT 0100 Consumer Math ✓			0	5
BUS 0293 Small Business Enterprise ✓			0	3
EDU 0208 Community Resources ✓			0	2
BUS 0102 Typing I ✓			0	3
HEA 0111 Personal and Community Health ✓			0	3
Totals	23	5	0	25

GENERAL EDUCATION COURSES:

PSY 0105 General Psychology ✓	0	0	0	3
ENG 0101 Composition ✓	0	0	0	3
ENG 0102 Oral Communications ✓	0	0	0	3
PSY 0114 Human Relations ✓	0	0	0	3
SOC 0112 Modern Social Problems ✓	0	0	0	3
SOC 0105 General Sociology ✓	0	0	0	3
Totals	18	0	0	18
EDU 0223 Internship & Seminar	0	0	20	2
TOTAL CREDITS:				110
AWARD:				AAS



ELECTRICAL INSTALLATION AND MAINTENANCE

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ ELC 1112 Direct and Alternating Current	5	0	12	9
✓ ELC 1113 Alternating and Direct Current Machine Controls	5	0	12	9
✓ ELC 1110 Blueprint Rdg.: Elec. Trades I	1	3	0	2
✓ ELC 1124 Residential Wiring	6	0	9	9
✓ ELN 1118 Industrial Electronics I	3	0	6	5
✓ ELC 1111 Blueprint Rdg.: Elec. Trades II	1	3	0	2
✓ ELN 1119 Industrial Electronics II	3	0	6	5
✓ ELC 1125 Commercial & Industrial Wiring	5	0	12	9
Totals	29	6	57	50
RELATED COURSES:				
✓ PHY 1101 Applied Science I	3	2	0	4
✓ PHY 1102 Applied Science II	3	2	0	4
✓ HEA 0110 Fundamentals of First Aid and Safety	3	0	0	3
✓ MAT 1101 Trades Math I	4	0	0	4
Totals	13	4	0	15
GENERAL EDUCATION COURSES:				
✓ ENG 1101 Communications I	3	0	0	3
✓ ENG 1102 Communications II	3	0	0	3
✓ PSY 0114 Human Relations	3	0	0	3
Totals	9	0	0	9
TOTAL CREDITS:				74
AWARD:				Diploma

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ ELC 0112 Electrical Fundamentals I (EC)*	4	4	0	6
✓ DFT 0113 Electronics Drafting	2	4	0	4
✓ ELC 0113 Electrical Fundamentals II (AC)	3	4	0	5
✓ ELN 0121 Electronics II	4	0	0	5
✓ ELN 0122 Electronics III	4	0	0	5
✓ ELN 0208 Semiconductor Control Devices and Circuits	1	6	0	4
✓ ELN 0123 Electronics III	3	4	0	5
✓ ELN 0218 Pulse, Digital & Logic Circuits	3	4	0	5
✓ ELN 0242 Communications Systems	3	4	0	5
✓ ELN 0215 Digital Fundamentals	3	4	0	5
✓ ELN 0220 Intro to Microprocessors	1	6	0	4
✓ ELN 0223 Motor and Robot Control	3	4	0	5
ELN 0234 Electronic Assembly and Fabrication	1	4	0	3
✓ ELN 0221 Intro to Microprocessors II	1	6	0	4
ELN 0247 Computer Systems	3	4	0	5
Totals	37	66	0	70
RELATED COURSES:				
✓ MAT 0111 Electronics Math I	5	0	0	5
✓ MAT 0132 Electronics Math II	5	0	0	5
✓ MAT 0113 Electronics Math III	5	0	0	5
EDP 0115 PASCAL	2	4	0	4
✓ EDP 0105 Assembler Language	2	4	0	4
✓ PHY 0111 Mechanics	3	3	0	4
✓ PHY 0112 Heat, Sound, and Light	3	3	0	4
✓ PHY 0113 Electricity, Magnetism, and Modern Physics	3	3	0	4
Totals	28	17	0	35
GENERAL EDUCATION:				
✓ ENG 0101 Composition	3	0	0	3
or				
✓ ENG 0120 College Composition	5	0	0	5
✓ ENG 0102 Oral Communications	3	0	0	3
✓ ENG 0103 Business Writing	3	0	0	3
✓ PSY 0105 General Psychology	3	0	0	3
✓ PSY 0114 Human Relations	3	0	0	3
✓ SOC 0105 General Sociology	3	0	0	3
Totals	18	0	0	18
TOTAL CREDITS:				123
AWARD:				AAS

GENERAL OFFICE (TECHNICAL SPECIALTY)

The General Office (Technical Specialty) curriculum is designed for the individual entering, upgrading or retraining in the office occupations relating to general and clerical duties. Special emphasis is on typing and basic office duties and responsibilities.

Through study in areas such as typewriting, oral and written communication, basic accounting, business machines and word processing, the individual will be able to function effectively as an office clerk, machine operator, typist or receptionist.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:					
✓	BUS 0102 Typing I	2	3	0	3
✓	BUS 0110 Office Machines I	1	2	0	2
✓	BUS 0103 Typing II	2	3	0	3
✓	BUS 0111 Office Machines II	1	2	0	2
✓	BUS 0112 Records Management	3	0	0	3
✓	BUS 0120 Accounting I	5	2	0	6
✓	BUS 0104 Typing III	2	3	0	3
✓	BUS 0134 Personal Development	3	0	0	3
✓	BUS 0214 Office Procedures	3	2	0	4
✓	BUS 0211 Machine Dictation/Trans. I	2	2	0	3
✓	BUS 0273 Word Processing I	3	0	0	3
✓	BUS 0274 Word Processing II	3	0	0	3
✓	BUS 0271 Office Management	3	0	0	3
	Totals	33	19	0	41
RELATED COURSES:					
✓	BUS 0101 Introduction to Business	5	0	0	5
✓	BUS 0117 Business Math I	5	0	0	5
✓	BUS 0115 Business Law I	3	0	0	3
✓	EDP 0104 Introduction to Data Processing	3	0	0	3
✓	EDP 0217 Software Applications	3	2	0	4
	Totals	19	2	0	20
GENERAL EDUCATION:					
✓	ENG 0101 Composition	3	0	0	3
✓	ENG 0102 Oral Communications	3	0	0	3
✓	ENG 0206 Communications	3	0	0	3
	Totals	9	0	0	9
TOTAL CREDITS:					70
AWARD:					Diploma

GENERAL OFFICE TECHNOLOGY

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:					
✓	BUS 0102 Typing IV	2	3	0	3
✓	BUS 0110 Office Machines IV	1	2	0	2
✓	BUS 0103 Typing II	2	3	0	3
✓	BUS 0111 Office Machines II	1	2	0	2
✓	BUS 0112 Records Management	3	0	0	3
✓	BUS 0120 Accounting I	5	2	0	6
✓	BUS 0104 Typing III	2	3	0	3
✓	BUS 0134 Personal Development	3	0	0	3
✓	BUS 0204 Advanced Typing—Executive	2	3	0	3
✓	BUS 0214 Office Procedures	3	2	0	4
✓	BUS 0205 Typing V—Speedbuilding	2	3	0	3
✓	BUS 0271 Office Management	3	0	0	3
✓	BUS 0273 Word Processing I	3	0	0	3
✓	BUS 0274 Word Processing II	3	0	0	3
✓	BUS 0211 Machine Dictation & Trans. I	2	2	0	3
✓	BUS 0215 Office Application	1	9	0	4
	*Electives (Business)	3	0	0	3
	Totals	41	34	0	54

*Students may select 3 hours from the following:

✓	BUS 0106 Shorthand I	3	2	0	4
✓	BUS 0204L Advanced Typing (Legal)	2	3	0	3
✓	BUS 0204M Advanced Typing (Medical)	2	3	0	3
✓	BUS 0212L Machine Dictation/Trans. II—Legal	2	2	0	3
✓	BUS 0212M Machine Dictation/Trans. II—Medical	2	2	0	3
✓	BUS 0233 Personnel Management	3	0	0	3

RELATED COURSES:

✓	BUS 0101 Introduction to Business	5	0	0	5
✓	BUS 0117 Business Math I	5	0	0	5
✓	BUS 0118 Business Math II	5	0	0	5
✓	BUS 0115 Business Law I	3	0	0	3
✓	BUS 0121 Accounting II	5	2	0	6
✓	BUS 0229 Taxes I	3	2	0	4
✓	EDP 0104 Introduction to Data Processing	3	0	0	3
✓	EDP 0217 Software Applications	3	2	0	4
	Totals	32	6	0	35

GENERAL EDUCATION:

✓ENG 0101	✓Composition	3	0	0	3
✓ENG 0102	✓Oral Communications	3	0	0	3
✓ENG 0103	✓Report Writing	3	0	0	3
✓ENG 0206	✓Communications	3	0	0	3
✓ECO 0102	✓Economics I	5	0	0	5
	✓*Elective (Social Science)	3	0	0	3
Totals		20	0	0	20

**Student may select 3 hours from the following:

✓PSY 0105	✓General Psychology	3	0	0	3
PSY 0114	Human Relations	3	0	0	3
SOC 0105	General Sociology	3	0	0	3
POL 0110	State and Local Government	3	0	0	3

TOTAL CREDITS: 109

AWARD: AAS



INDUSTRIAL ELECTRONICS

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:					
ELC 1101	Direct Current Fundamentals	4	6	0	7
✓ELC 1102	Alternating Current Fundamentals	4	6	0	7
✓ELC 1103	Rotating Electrical Machines	3	0	6	5
ELN 1010	Solid State Circuits and Applications	4	6	0	7
✓ELN 1011	Digital Electronics	4	6	0	7
ELN 1012	Microprocessor Fundamentals	3	0	6	5
ELN 1013	Process Control	3	0	6	5
ELN 1014	Electronics Troubleshooting	3	0	3	4
ELN 1015	Industrial Blueprint Reading	2	0	0	2
Totals		30	24	21	49

RELATED COURSES:

✓MAT 0105	Pre-College Algebra I	5	0	0	5
✓MAT 0106	Pre-College Algebra II	5	0	0	5
✓EDP 0103	Microcomputer Operations	3	0	0	3
Totals		13	0	0	13

GENERAL EDUCATION COURSES:

PHY 1101	Applied Science I	3	2	0	4
PHY 1102	Applied Science II	3	2	0	4
✓ENG 0101	Composition	3	0	0	3
Totals		9	4	0	11

ELECTIVES: 0
 WORK EXPERIENCE: 0
 TOTAL CREDITS: 73
 AWARD: Diploma

INDUSTRIAL MAINTENANCE

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ MEC 1101 Machine Shop ✓	3	0	12	7
✓ EEC 1112 Direct & Alternating Current ✓	5	0	12	9
✓ EEC 1113 AC & DC Machine Controls	5	0	12	9
✓ EEN 1118 Industrial Electronics	3	0	6	3
✓ MEC 1133 Electrical & Mechanical Maintenance ✓	3	0	3	3
✓ MEC 1140 Hydraulics ✓	4	0	0	4
✓ AHR 1123 Principles of Air Conditioning	3	0	6	3
✓ WLD 1101 Basic Gas Welding	0	0	3	1
✓ WLD 1102 Arc Welding	0	0	3	1
Totals	26	0	57	45

RELATED COURSES:

✓ ISC 0130 Industrial Safety ✓	3	0	0	3
ISC 0228 Industrial Supervision	3	0	0	3
✓ DFT 1104 Blueprint Reading	0	0	3	0
✓ MAT 1101 Trades Math I	4	0	0	4
✓ MAT 1102 Trades Math II	4	0	0	4
✓ PLU 1110 Plumbing & Pipework	2	0	3	3
Totals	16	0	6	18

GENERAL EDUCATION COURSES:

✓ ENG 1101 Communications I	3	0	0	3
✓ ENG 1102 Communications II	3	0	0	3
✓ PSY 0114 Human Relations ✓	3	0	0	3
Totals	9	0	0	9

TOTAL CREDITS:

72

AWARD:

Diploma

INDUSTRIAL MANAGEMENT

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ ISC 0112 Fundamentals of Management I ✓	5	0	0	5
✓ ISC 0113 Fundamentals of Management II ✓	5	0	0	5
✓ ISC 0120 Industrial Safety ✓	3	0	0	3
✓ ISC 0213 Labor Relations I ✓	3	0	0	3
✓ ISC 0215 Labor Relations II ✓	3	0	0	3
✓ ISC 0214 Work Management & Job Analysis ✓	3	0	0	3
✓ ISC 0222 Labor Law ✓	3	0	0	3
✓ ISC 0228 Industrial Supervision I ✓	3	0	0	3
✓ BUS 0123 Finance I ✓	3	0	0	3
✓ ISC 0230 Budgeting & Control ✓	3	0	0	3
✓ ISC 0232 Quality Control ✓	3	0	0	3
✓ ISC 0226 Industrial Planning and Control ✓	3	0	0	3
✓ BUS 0233 Personnel Management ✓	3	0	0	3
✓ MAT 0105 Pre-College Algebra I ✓	3	0	0	3
✓ EDP 0104 Introduction to Data Processing ✓	3	0	0	3
Totals	53	10	0	58
RELATED COURSES:				
✓ MAT 0106 Pre-College Algebra II ✓	5	0	0	5
✓ BUS 0102 Typing I ✓	5	0	0	5
✓ BUS 0126 Accounting I ✓	5	0	0	5
✓ BUS 0104 Introduction to Business ✓	5	0	0	5
✓ Elective ✓	5	0	0	5
Totals	20	5	0	22

*Related elective may be selected from the following courses:

BUS 0110 Office Machines I	1	2	0	2
✓ BUS 0239 Marketing ✓	3	0	0	3
✓ EDP 0109 BASIC Language I ✓	2	4	0	4
PSY 0105 General Psychology	3	0	0	3

GENERAL EDUCATION COURSES:

- ENG 0101 Composition
- ENG 0102 Oral Communications
- ENG 0103 Report Writing
- ENG 0206 Communications
- ECO 0102 Economics I
- PSY 0105 General Psychology

TOTALS

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ELECTIVES: *Sprinkled* ✓
 TOTAL CREDITS:
 AWARD:

COURSE AND HOUR REQUIREMENTS (DIPLOMA)

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
ISC 0112 Fundamentals of Management I	5	0	0	5
ISC 0232 Quality Control	3	2	0	4
ISC 0130 Industrial Safety	3	0	0	3
ISC 0212 Labor Relations I	3	0	0	3
ISC 0214 Work Measurement & Job Analysis	5	2	0	6
ISC 0228 Industrial Supervision I	3	0	0	3
BUS 0233 Personnel Management	3	0	0	3
MAT 0105 Pre-College Algebra I	5	0	0	5
ISC 0113 Fundamentals of Management II	5	0	0	5
ISC 0222 Labor Law	3	0	0	3
Totals	38	4	0	40

RELATED COURSES:

BUS 0102 Typing I	2	3	0	3
BUS 0120 Accounting I	5	2	0	6
BUS 0101 Introduction to Business	5	0	0	5
ECO 0102 Economics	5	0	0	5
Totals	15	5	0	17

GENERAL EDUCATION COURSES:

ENG 0101 Composition	3	0	0	3
ENG 0102 Oral Communications	3	0	0	3
Totals	6	0	0	6

ELECTIVES: 6
 TOTAL CREDITS: 69
 AWARD: Diploma

COURSE AND HOUR REQUIREMENTS (CERTIFICATE)

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
ISC 0112 Fundamentals of Management I	5	0	0	5
ISC 0130 Industrial Safety	3	0	0	3
ISC 0212 Labor Relations I	3	0	0	3
ISC 0228 Industrial Supervision I	3	0	0	3
ISC 0214 Work Measurement & Job Analysis	5	2	0	6
ISC 0113 Fundamentals of Management II	5	0	0	5
Totals	24	2	0	25

RELATED COURSE:

BUS 0101 Introduction to Business	5	0	0	5
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GENERAL EDUCATION COURSES:

ENG 0101 Composition	3	0	0	3
ENG 0102 Oral Communications	3	0	0	3
Totals	6	0	0	6

TOTAL CREDITS: 36
 AWARD: Certificate

MULTI—SKILLED TECHNICIAN PROGRAM

The Multi-Skilled Technician Program is an honors program that recognizes trades professionals for skills already learned while encouraging lifelong education in the trades. Under this program, previous high school, military, on-the-job or trade school training may be accepted by the college for credit. Vocational areas include: auto mechanics, carpentry and cabinetmaking, electrical installation, heating and air conditioning, industrial maintenance, and welding. (Certain guidelines apply. Please contact the Admission Office for details.)

This program is especially appealing to trades students who realize the positive relationship between knowledge and success. Today's businesses and industries are looking for employees who are proficient in more than one skill. Having a Multi-Skills background makes VGCC trades students extremely marketable in today's competitive job world. It is also tangible proof of the hard work and the skills a trades student has mastered.

To qualify for inclusion in the Multi-Skilled Technician Program, students must meet the following criteria: successfully complete two trades programs with a minimum grade point average of 2.5 for both programs; attend 80 percent of all classes, be recommended in writing by high school teachers, college instructors, personnel officers and/or other supervisors as specified by the Multi-Skills Program.

ASSOCIATE DEGREE NURSING

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

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

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program. It is also suggested that high school students complete Health Occupations I and II.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
NUR 0101 Nursing Fundamentals	6	4	3	9
NUR 0102 Nursing Adults & Children I	6	2	12	11
NUR 0103 Nursing Adults & Children II	6	0	12	10
NUR 0202 Nursing Adults & Children III	6	0	15	11
NUR 0203 Maternal & Newborn Nursing	6	0	15	11
NUR 0204 Mental Health Nursing	8	0	15	13
NUR 0206 Nursing Seminar	2	0	0	2
NUR 0205 Nursing Adults & Children IV	6	0	15	11
Totals	46	6	87	78
RELATED COURSES:				
BIO 0106 Anatomy & Physiology I	3	2	0	4
NUT 0101 Nutrition and Diet Therapy	3	0	0	3
BIO 0107 Anatomy & Physiology II	3	2	0	4
MAT 0110 Drug Dosages and Measurements	2	0	0	2
NUR 0105 Pharmacology	3	2	0	4
BIO 0203 Advanced Physiology	3	0	0	3
BIO 0204 Microbiology	3	2	0	4
Totals	20	8	0	24

GENERAL EDUCATION:

PSY 0101 Introduction to Psychology	5	0	0	5
or				
PSY 0105 General Psychology	3	0	0	3
PSY 0117 Growth & Development - Life Span	3	0	0	3
ENG 0120 College Composition I	5	0	0	5
or				
ENG 0101 Composition	3	0	0	3
SOC 0101 Introduction to Sociology	5	0	0	5
or				
SOC 0105 General Sociology	3	0	0	3
ENG 0121 College Composition II	5	0	0	5
or				
ENG 0103 Report Writing	3	0	0	3
ENG 0102 Oral Communications (if taking Technical English series)	3	0	0	3
Totals	18	0	0	18

ELECTIVES:	3
TOTAL CREDITS:	123
AWARD:	AAS

Students who have completed the Practical Nursing curriculum and wish to enter the Associate Degree Nursing curriculum are required to complete the following course in addition to all other course requirements of the Associate Degree Nursing Program:

NUR 0201 Nursing Process and Client Assessment	2	2	0	3
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NURSING ASSISTANT

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
NUR 1150 Nursing Assistant	10	6	9	16
RELATED COURSES:				0
GENERAL EDUCATION COURSES:				0
ELECTIVES:				0
WORK EXPERIENCE:				0
TOTAL CREDITS:				16
AWARD:			Certificate	

PRACTICAL NURSING

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina Nursing Practice Act, 1981: (1) participating in assessing the client's physical and mental health including the client's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school. It is also suggested that high school students complete Health Occupations I and II.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
NUR 0101 Nursing Fundamentals	6	4	3	9
NUR 0102 Nursing Adults & Children I	6	2	12	11
NUR 0103 Nursing Adults & Children II	6	0	12	10
NUR 0105 Pharmacology	3	2	0	4
NUR 1121 Maternal and Newborn Nursing	3	0	7.5	5.5
NUR 1140 Nursing Adults & Children III	5	0	7.5	7.5
NUR 1141 Nursing Seminar	3	0	0	3
NUT 0101 Nutrition and Diet Therapy	3	0	0	3
MAT 0110 Drug Dosages and Measurements	2	0	0	2
PSY 0117 Growth & Development—Life Span	3	0	0	3
Totals	40	8	42	58
RELATED COURSES:				
BIO 0106 Anatomy & Physiology I	3	2	0	4
BIO 0107 Anatomy & Physiology II	3	2	0	4
Totals	6	4	0	8
GENERAL EDUCATION:				
PSY 0101 Introduction to Psychology	5	0	0	5
or				
PSY 0105 General Psychology	3	0	0	3
ENG 0120 College Composition I	5	0	0	5
or				
ENG 0101 Composition	3	0	0	3
Totals	6	0	0	6
TOTAL CREDITS:				72
AWARD:				Diploma





POSTAL SERVICE TECHNOLOGY

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the U. S. Postal Service. Graduates of the program will be prepared to work in a variety of positions. The course of study includes: postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business/management subjects and general education courses.

COURSE AND HOUR REQUIREMENTS

		Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:						
POS	0101	Postal Service History and Organization	3	0	0	3
POS	0103	Mail Processing I	3	0	0	3
POS	0105	Mail Processing II	3	0	0	3
POS	0201	Postal Labor-Management Relations	3	0	0	3
POS	0202	Postal Service Finance	3	0	0	3
POS	0203	Postal Employee Services	3	0	0	3
POS	0205	Postal Service Delivery and Collection	3	0	0	3
POS	0206	Postal Customer Services	3	0	0	3
BUS	0101	Introduction to Business	5	0	0	5
BUS	0271	Office Management	3	0	0	3
BUS	0272	Principles of Supervision	3	0	0	3
BUS	0120	Accounting I	5	2	0	6
BUS	0110	Office Machines I	1	2	0	2
Totals			41	4	0	43
RELATED COURSES:						
BUS	0117	Business Math I	5	0	0	5
BUS	0118	Business Math II	5	0	0	5
BUS	0115	Business Law I	3	0	0	3
BUS	0116	Business Law II	3	0	0	3
BUS	0121	Accounting II	5	2	0	6
BUS	0122	Managerial Accounting	5	2	0	6
BUS	0102	Typing I	2	3	0	3
EDP	0104	Introduction to Data Processing	3	0	0	3
Totals			31	7	0	34
GENERAL EDUCATION COURSES:						
ENG	0101	Composition	3	0	0	3
ENG	0102	Oral Communications	3	0	0	3
ENG	0103	Report Writing	3	0	0	3
ENG	0206	Communications	3	0	0	3
ECO	0102	Economics I	5	0	0	5
PSY	0105	General Psychology	3	0	0	3
Totals			20	0	0	20
ELECTIVES:						9
TOTAL CREDITS:						106
AWARD:						AAS

RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)

The Radiologic Technology curriculum prepares graduates to be competent medical radiographers. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by: (1) Applying knowledge of the principles of radiation protection for the patient, self and others; (2) Applying knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; (3) Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; (4) Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities; (5) Exercising discretion and judgment in the performance of medical imaging procedures; (6) Providing patient care essential to radiologic procedures; and (7) Recognizing emergency patient conditions and initiating lifesaving first aid.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, federal and state agencies and industry.

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiologic technology should take courses in biology, algebra and chemistry and/or physics prior to entering the program.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Clinic	Credit
MAJOR COURSES:				
✓RDT 0101 Intro. to Radiologic Technology	3	0	3	4
✓RDT 0110 Medical Ethics/Patient Care	3	2	0	4
✓RDT 0102 Radiologic Positioning I	3	2	0	4
✓BIO 0115 Medical Terminology	3	0	0	3
✓RDT 0103 Radiologic Positioning III	3	3	0	4.5
✓RDT 0105 Radiographic Exposures	2	2	0	3
✓RDT 0112 Clinical Education I	0	0	15	5
✓RDT 0104 Radiologic Positioning III	3	3	0	4.5
✓RDT 0113 Clinical Education II	0	0	15	5
✓RDT 0205 Radiographic Processing	3	0	0	3
✓PHY 0107 Radiologic Physics I	3	2	0	4
✓PHY 0108 Radiologic Physics II	3	2	0	4
✓RDT 0114 Clinical Education III	0	0	24	8
✓RDT 0206 Radiobiology & Protection	4	0	0	4
✓RDT 0209 Radiologic Equipment & QA	3	2	0	4
✓RDT 0215 Clinical Education IV	0	0	24	8
✓RDT 0203 Radiographic Procedures	4	0	0	4
✓RDT 0216 Clinical Education V	0	0	24	8
✓RDT 0207 Film Evaluation/Imaging	2	0	0	2
✓RDT 0217 Clinical Education VI	0	0	24	8
✓RDT 0208 Radiologic Management/Education	3	0	0	3
RDT 0219 Registry Seminar	3	2	0	4
RDT 0218 Clinical Education VII	0	0	24	8
Totals	48	20	153	109

RELATED COURSES:

✓BIO 0109 Basic Anatomy & Physiology I	3	2	0	4
✓BIO 0110 Basic Anatomy & Physiology II	3	2	0	4
✓MAT 0108 Radiologic Mathematics	3	0	0	3
✓BIO 0208 Radiologic Pathology	2	0	0	2
✓EOP 0104 Introduction to Data Processing	3	0	0	3
✓HEA 0112 First Aid and Safety	3	0	0	3
Totals	17	4	0	19

GENERAL EDUCATION:

✓LENG 0120 College Composition I	5	0	0	5
or				
✓LENG 0101 Composition	3	0	0	3
✓LENG 0121 College Composition II	5	0	0	5
or				
✓LENG 0102 Oral Communications	3	0	0	3
✓LENG 0103 Report Writing (Only if taking technical English series)	3	0	0	3
PSY 0114 Human Relations	3	0	0	3
✓PSY 0105 General Psychology	3	0	0	3
✓SOC 0105 General Sociology	3	0	0	3
Totals	18	0	0	18

TOTAL CREDITS:

146

AWARD:

AAS



RECREATION ASSOCIATE TECHNOLOGY

The Recreation Associate curriculum trains individuals to plan and direct recreation activities for all age groups. The program is divided to meet the needs of those who work with the following categories of people and facilities: pre-school; school-age; adults; senior citizens; public and private recreational sites and facilities. Practical administration will be provided in all areas of instruction.

Employment opportunities for professionally trained leaders exist in: community programs, projects of local governments, YMCAs, YWCAs, Boys Clubs, Boy Scouts, Girl Scouts, hospitals, nursing homes, penal institutions, state parks, federal parks, industry, public and private resorts, summer camps, rehabilitation programs and regional institutions.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓REC ✓0110 Recreational Arts & Crafts	1	3	0	2
✓REC ✓0112 Intro. to Recreational Services	3	0	0	3
✓REC ✓0113 Intro. to Ill & Handicapped	3	0	0	3
✓REC ✓0114 Social Aspects of Sport	3	0	0	3
✓REC ✓0120 History of Recreation	3	0	0	3
✓REC ✓0121 Principles of Motor Development	3	0	0	3
✓REC ✓0123 Social Recreation	3	0	0	3
✓REC ✓0131 Recreation Leadership I	3	0	0	3
✓REC ✓0132 Team Sports and Games	1	3	0	2
✓REC ✓0133 Sports Officiating	1	3	0	2
✓REC ✓0134 Nature & Outdoor Recreation	3	0	0	3
✓REC ✓0140 Recreation Leadership II	3	0	0	3
✓REC ✓0141 Individual Sports & Games	1	3	0	2
✓REC ✓0142 Folk, Square & Social Dance	1	3	0	2
✓REC ✓0144 Safety & First Aid in Recreation	3	0	0	3
✓REC ✓0210 Leisure Counseling	3	0	0	3
✓REC ✓0211 Recreation Drama	1	3	0	2
✓REC ✓0213 Recreation Areas & Facilities I	3	0	0	3
✓REC ✓0214 Intro. to Therapeutic Recreation	3	0	0	3
✓REC ✓0221 Recreation Administration	3	0	0	3
✓REC ✓0222 Adaptive P.E. and Recreation	3	0	0	3
✓REC ✓0223 Leisure and the Aging	3	0	0	3
✓REC ✓0225 Recreation Areas & Facilities II	3	0	0	3
✓REC ✓0226 Organization of Rec. Activities	3	0	0	3
✓REC ✓0240 Recreation in Institutions for Special Populations	3	0	0	3
✓REC ✓0242 Resident & Day Camp Adm.	3	0	0	3
✓REC ✓0282 Recreation Internship & Seminar	1	0	0	1
Totals	67	18	0	73

RELATED COURSES:

✓MAT 0100 Consumer Math	5	0	0	5
✓REC 0111 Human Body in Health & Disease	5	0	0	5
✓REC 0122 Health Practices	3	0	0	3
✓REC 0143 Effective Supervisory Practices	3	0	0	3
✓REC 0212 Introduction to Gerontology	3	0	0	3
Totals	19	0	0	19

GENERAL EDUCATION COURSES:

✓POL 0110 State & Local Government	3	0	0	3
✓PSY 0105 General Psychology	3	0	0	3
✓ENG 0101 Composition	3	0	0	3
✓ENG 0102 Oral Communications	3	0	0	3
✓ENG 0103 Report Writing	3	0	0	3
✓SOC 0105 General Sociology	3	0	0	3
Totals	18	0	0	18
✓LECTIVES:	3	0	0	3

WORK EXPERIENCE:

✓REC 0282 Recreation Internship & Seminar	0	0	20	2
TOTAL CREDITS:				115
REQUIREMENT:				AAS



SECRETARIAL—EXECUTIVE

The purposes of the Secretarial—Executive curriculum are to prepare the individual to enter the secretarial profession, to provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ BUS 0102 ✓ Typing I	2	3	0	3
BUS 0110 ✓ Office Machines I	1	2	0	2
BUS 0103 ✓ Typing II	2	3	0	3
BUS 0106 ✓ Shorthand I	3	2	0	4
BUS 0111 ✓ Office Machines II	1	2	0	2
BUS 0112 ✓ Records Management	3	0	0	3
BUS 0104 ✓ Typing III	2	3	0	3
BUS 0107 ✓ Shorthand II	3	2	0	4
BUS 0134 ✓ Personal Development	3	0	0	3
BUS 0108 ✓ Shorthand III	3	2	0	4
BUS 0204 ✓ Advanced Typing—Executive	2	3	0	3
BUS 0211 ✓ Machine Dictation/Trans. I	2	2	0	3
BUS 0214 ✓ Office Procedures	3	2	0	4
BUS 0206 ✓ Dictation and Transcription I	3	2	0	4
BUS 0273 ✓ Word Processing I	3	0	0	3
BUS 0207 ✓ Dictation and Transcription II	3	2	0	4
BUS 0274 ✓ Word Processing II	3	0	0	3
BUS 0215 ✓ Office Application	1	9	0	4
Totals	43	39	0	59
RELATED COURSES:				
BUS 0101 ✓ Introduction to Business	5	0	0	5
BUS 0271 ✓ Office Management	3	0	0	3
BUS 0117 ✓ Business Math I	5	0	0	5
BUS 0115 ✓ Business Law I	3	0	0	3
BUS 0120 ✓ Accounting I	5	2	0	6
✓ EDP 0104 ✓ Introduction to Data Processing	3	0	0	3
EDP 0217 ✓ Software Applications	3	2	0	4
✓ Electives (BUS or EDP)	4	0	0	4
Totals	31	4	0	33

*Student may select 4 hours from the following:

BUS 0116 Business Law II	3	0	0	3
BUS 0118 Business Math II	5	0	0	5
BUS 0121 Accounting II	5	2	0	6
BUS 0233 Personnel Management	3	0	0	3
BUS 0235 Business Management	3	0	0	3
✓ BUS 0239 Marketing	3	0	0	3
BUS 0229 Taxes I	3	2	0	4
BUS 0123 Finance I	3	2	0	4
BUS 0124 Finance II	3	2	0	4
BUS 0243 Advertising	3	2	0	4
BUS 0247 Business Insurance	3	0	0	3
EDP 0109 BASIC I	2	4	0	4

GENERAL EDUCATION:

ENG 0101 ✓ Composition	3	0	0	3
ENG 0102 ✓ Oral Communications	3	0	0	3
ENG 0103 ✓ Report Writing	3	0	0	3
ENG 0206 ✓ Communications	3	0	0	3
ECO 0102 Economics I	5	0	0	5
**Elective (Social Science)	3	0	0	3
Totals	20	0	0	20

**Student may select 3 hours from the following:

PSY 0105 ✓ General Psychology	3	0	0	3
PSY 0114 Human Relations	3	0	0	3
SOC 0105 General Sociology	3	0	0	3
POL 0110 State and Local Government	3	0	0	3

TOTAL CREDITS:

112

AWARD:

AAS



SECRETARIAL—LEGAL

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓BUS 0102 Typing I	2	3	0	3
✓BUS 0110 Office Machines I	1	2	0	2
✓BUS 0103 Typing II	2	3	0	3
✓BUS 0106 Shorthand I	3	2	0	4
✓BUS 0111 Office Machines II	1	2	0	2
✓BUS 0112 Records Management	3	0	0	3
✓BUS 0104 Typing III	2	3	0	3
✓BUS 0107 Shorthand II	3	2	0	4
✓BUS 0134 Personal Development	3	0	0	3
✓BUS 0108 Shorthand III	3	2	0	4
✓BUS 0204 Advanced Typing—Legal	2	3	0	3
✓BUS 0211 Machine Transcription I	2	2	0	3
✓BUS 0212 Machine Transcription II—Legal	2	2	0	3
✓BUS 0214 Office Procedures	3	2	0	4
✓BUS 0206 Dictation and Transcription I	3	2	0	4
✓BUS 0273 Word Processing I	3	0	0	3
✓BUS 0274 Word Processing II	3	0	0	3
BUS 0215 Office Application	1	9	0	4
Totals	42	39	0	58
RELATED COURSES:				
✓BUS 0101 Introduction to Business	5	0	0	5
✓BUS 0117 Business Math I	5	0	0	5
✓BUS 0115 Business Law I	3	0	0	3
✓BUS 0271 Office Management	3	0	0	3
✓BUS 0120 Accounting I	5	2	0	6
✓EDP 0104 Introduction to Data Processing	3	0	0	3
EDP 0217 Software Applications	3	2	0	4
CJC 0125 Court Procedures and Evidence	3	0	0	3
✓Elective (BUS, EDP, or CJC)	3	0	0	3
Totals	33	4	0	35

*Students may select 3 hours from the following:

BUS 0116 Business Law II	3	0	0	3
BUS 0118 Business Math II	5	0	0	5
BUS 0121 Accounting II	5	2	0	6
BUS 0233 Personnel Management	3	0	0	3
BUS 0235 Business Management	3	0	0	3
CJC 0101 Introduction to Criminal Justice	5	0	0	5
CJC 0115 Criminal Law	5	0	0	5
EDP 0109 BASIC I	2	4	0	4

GENERAL EDUCATION:

✓ENG 0101 Composition	3	0	0	3
✓ENG 0102 Oral Communications	3	0	0	3
✓ENG 0103 Report Writing	3	0	0	3
✓ENG 0206 Communications	3	0	0	3
✓ECO 0102 Economics I	5	0	0	5
✓**Social Science Elective	3	0	0	3
Totals	20	0	0	20

**Students may select 3 hours from the following:

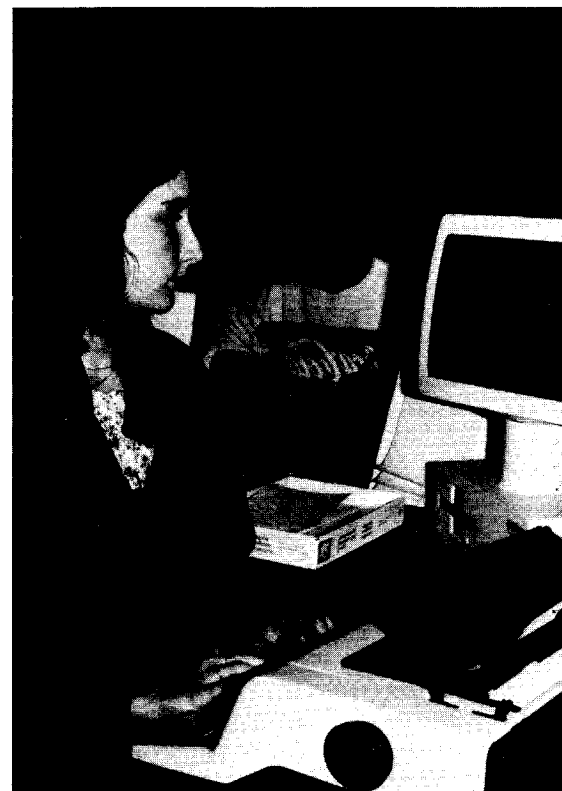
✓PSY 0105 General Psychology	3	0	0	3
PSY 0114 Human Relations	3	0	0	3
SOC 0105 General Sociology	3	0	0	3
POL 0110 State and Local Government	3	0	0	3

TOTAL CREDITS:

113

AWARD:

AAS



SECRETARIAL—MEDICAL

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
BUS 0102 \ Typing I	2	3	0	3
BUS 0110 \ Office Machines I	1	2	0	2
BUS 0103 \ Typing II	2	3	0	3
BUS 0106 \ Shorthand I	3	2	0	4
BUS 0111 \ Office Machines II	1	2	0	2
BUS 0112 \ Records Management	3	0	0	3
BUS 0104 \ Typing III	2	3	0	3
BUS 0107 \ Shorthand II	3	2	0	4
BUS 0134 \ Personal Development	3	0	0	3
BUS 0204M \ Advanced Typing—Medical	2	3	0	3
BUS 0211 \ Machine Dictation/Trans. I	2	2	0	3
BUS 0214 \ Office Procedures	3	2	0	4
BUS 0212M \ Machine Dictation/Trans. II— Medical	2	2	0	3
BUS 0213M \ Machine Dictation/Trans. III— Medical	2	2	0	3
BUS 0271 \ Office Management	3	0	0	3
BUS 0273 \ Word Processing I	3	0	0	3
BUS 0274 \ Word Processing II	3	0	0	3
BUS 0247M \ Business Insurance—Medical	3	0	0	3
BUS 0215 \ Office Application	1	9	0	4
Totals	44	37	0	59
RELATED COURSES:				
BUS 0101 \ Introduction to Business	5	0	0	5
BUS 0117 \ Business Math I	5	0	0	5
BUS 0115 \ Business Law I	3	0	0	3
BUS 0120 \ Accounting I	5	2	0	6
BIO 0105 \ Basic Anatomy and Physiology	4	2	0	5
BIO 0115 \ Medical Terminology I	3	0	0	3
EDP 0104 \ Introduction to Data Processing	3	0	0	3
EDP 0217 \ Software Applications	3	2	0	4
Totals	31	6	0	34

GENERAL EDUCATION:

ENG 0101 \ Composition	3	0	0	3
ENG 0102 \ Oral Communications	3	0	0	3
ENG 0103 \ Report Writing	3	0	0	3
ENG 0206 \ Communications	3	0	0	3
ECO 0102 \ Economics I	5	0	0	5
**Elective (Social Science)	3	0	0	3
Totals	20	0	0	20

**Students may select 3 hours from the following:

PSY 0105 \ General Psychology	3	0	0	3
PSY 0114 \ Human Relations	3	0	0	3
SOC 0105 \ General Sociology	3	0	0	3
POL 0110 \ State and Local Government	3	0	0	3

TOTAL CREDITS: 113

AWARD: AAS



SPECIAL EDUCATION ASSOCIATE

The Special Education Associate curriculum prepares individuals to work as paraprofessionals in the area of special education. Students take courses in areas such as the exceptional child; behavior modification; physical and mental handicaps; interpersonal relationships; communications; and instructional objectives, techniques and methods.

Individuals will be able to enter employment as technical assistants in a state or private institution for handicapped children or in a state or private educational agency.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓EDU 0149 ✓ Role of Education Associate ✓	1	0	0	1
✓EDU 0134 ✓ Audiovisual Techniques ✓	3	0	0	3
✓EDU 0101 ✓ Introduction to Education ✓	3	0	0	3
✓EDU 0112 ✓ Safety Education ✓	3	0	0	3
✓EDU 0102 ✓ Educational Methods ✓	4	0	0	4
✓EDU 0103 ✓ Parent Education ✓	3	0	0	3
✓EDU 0108 ✓ Behavior Management ✓	3	0	0	3
EDU 0122 Practicum Lab	0	0	1	1
✓EDU 0143 ✓ Exceptional Children ✓	3	0	0	3
✓EDU 0201 ✓ Intro. to Special Education ✓	3	0	0	3
✓EDU 0107 ✓ Seminar in Reporting & Obs. ✓	3	0	0	3
✓EDU 0236 ✓ Teaching the Severely & Profoundly Handicapped ✓	3	0	0	3
✓EDU 0210 ✓ Emotional Disturbance ✓	3	0	0	3
✓EDU 0212 ✓ Sex Edu. for the Handicapped ✓	2	0	0	2
✓EDU 0246 ✓ Teaching the Moderately & Mildly Handicapped ✓	3	0	0	3
✓EDU 0245 ✓ Activities & Crafts for Exceptional Persons ✓	3	0	0	3
✓EDU 0215 ✓ Physical Handicaps ✓	3	0	0	3
✓EDU 0252 ✓ Learning Disabilities ✓	3	0	0	3
✓EDU 0248 ✓ Intro. to Protective Intervention Techniques ✓	2	0	0	2
EDU 0222 Internship & Seminar	0	0	1	1
✓PSY 0209 ✓ Abnormal Psychology ✓	3	0	0	3
Totals	51	8	3	56
RELATED COURSES:				
✓EDU 0115 ✓ Human Growth & Development I ✓	3	0	0	3
✓BUS 0102 ✓ Typing I ✓	3	0	0	3
✓EDU 0116 ✓ Human Growth & Development II ✓	3	0	0	3
✓HEA 0111 ✓ Personal & Community Health ✓	3	0	0	3
✓EDU 0118 ✓ Nutrition ✓	3	0	0	3
✓HEA 0112 ✓ First Aid and Safety ✓	3	0	0	3
✓MAT 0100 ✓ Consumer Math ✓	5	0	0	5
✓EDU 0114 ✓ The Family ✓	3	0	0	3
✓REC 0222 ✓ Physical Edu. & Adaptive Rec. ✓	3	0	0	3
Totals	28	3	0	29

GENERAL EDUCATION COURSES:

✓PSY 0105 ✓ General Psychology ✓	3	0	0	3
✓PSY 0114 ✓ Human Relations ✓	3	0	0	3
✓SOC 0112 ✓ Modern Social Problems ✓	3	0	0	3
✓ENG 0101 ✓ Composition ✓	3	0	0	3
✓ENG 0102 ✓ Oral Communications ✓	3	0	0	3
✓ENG 0103 ✓ Report Writing ✓	3	0	0	3
Totals	18	0	0	18
ELECTIVES:	1	0	0	1
WORK EXPERIENCE:				
EDU 0222 Internship & Seminar	0	0	20	2
TOTAL CREDITS:				106
AWARD:				AAS

TEACHER AIDE

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓EDU 0134 ✓ Audiovisual Techniques ✓	3	0	0	3 ✓
✓EDU 0149 ✓ Role of Education Associate ✓	1	0	0	1 ✓
✓EDU 0101 ✓ Introduction to Education ✓	3	0	0	3 ✓
✓EDU 0112 ✓ Safety Education ✓	3	0	0	3 ✓
✓EDU 0115 ✓ Human Growth & Development I ✓	3	0	0	3 ✓
✓EDU 0116 ✓ Human Growth & Development II ✓	3	0	0	3 ✓
✓EDU 0102 ✓ Educational Methods ✓	3	0	0	3 ✓
✓EDU 0103 ✓ Parent Education ✓	3	0	0	3 ✓
✓EDU 0108 ✓ Behavior Management ✓	3	0	0	3 ✓
✓EDU 0122 ✓ Practicum Lab ✓	0	0	1	1 ✓
✓EDU 0143 ✓ Exceptional Children ✓	3	0	0	3 ✓
✓EDU 0201 ✓ Seminar in Reporting and Observation ✓	3	0	0	3 ✓
✓EDU 0114 ✓ The Family ✓	3	0	0	3 ✓
✓EDU 0118 ✓ Nutrition ✓	3	0	0	3 ✓
✓HEA 0111 ✓ Personal & Community Health ✓	3	0	0	3 ✓
✓HEA 0112 ✓ First Aid and Safety ✓	3	0	0	3 ✓
*Education Electives	6	0	0	6 (3)
Totals	49	2	3	51

*Student may select 6 hours from the following:

✓EDU 0206 ✓ Music for Young Children	1	2	0	2
EDU 0208 ✓ Community Resources	1	2	0	2
✓EDU 0216 ✓ Problems of Childhood	3	0	0	3
EDU 0231 ✓ Creative Activities for Preschool Children	2	2	0	3
EDU 0232 ✓ Creative Activities & Crafts for K-3	2	2	0	3
EDU 0245 ✓ Activities and Crafts for Exceptional Persons	2	2	0	3

Gen Soc

RELATED COURSES:

✓ BLIS 0102	Typing I	2	0	0	3
✓ MAT 0100	Consumer Math	3	0	0	5
✓ PSY 0105	General Psychology	3	0	0	3
Totals					11

GENERAL EDUCATION COURSES:

✓ ENG 0101	Composition	3	0	0	3
✓ ENG 0102	Oral Communications	3	0	0	3
Totals					6

TOTAL CREDITS:

68

AWARD:

Diploma

TEACHER ASSOCIATE

The Teacher Associate curriculum prepares individuals as assistants to classroom teachers. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children under the supervision of the classroom teacher. Study and application will be employed in areas such as communication skills, human relationships, human growth and development, curriculum activities, school records, preparation of instructional material and audiovisual aids, and the role of the aide.

The graduate of this curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide or tutorial aide, depending on the particular needs of the school. Employment opportunities exist with public school systems and with private schools.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit	
MAJOR COURSES:					
✓ EDU 0101	Audiovisual Techniques	0	0	3	
✓ EDU 0102	Role of Education Associate	0	0	1	
✓ EDU 0103	Introduction to Education	0	0	3	
✓ EDU 0112	Safety Education	0	0	3	
✓ EDU 0102	Educational Methods	0	0	4	
✓ EDU 0103	Parent Education	0	0	3	
✓ EDU 0103	Behavior Management	0	0	3	
✓ EDU 0122	Practicum Lab	0	3	1	
✓ EDU 0125	Exceptional Children	0	0	3	
✓ EDU 0129	Levels of Reading & Readiness	0	0	3	
✓ EDU 0203	Math for K-3 I	0	0	3	
✓ EDU 0204	Math for K-3 II	0	0	3	
✓ EDU 0207	Seminar in Reporting & Obs.	0	0	3	
✓ EDU 0207	Language Arts for Children	0	0	3	
✓ EDU 0208	Science & Health for K-3	0	0	3	
✓ EDU 0206	Children's Literature	0	0	3	
✓ EDU 0229	Social Studies for K-3	0	0	3	
✓ EDU 0220	Games & Activities for Youth	0	0	3	
✓ EDU 0206	Music for Young Children	0	0	2	
✓ EDU 0232	Creative Arts & Crafts for K-3	0	0	3	
✓ EDU 0235	Internship & Seminar	0	0	1	
✓ EDU 0216	Problems of Childhood	0	0	3	
✓ Electives				6	
Totals					55
		20	3	66	

*Student may select 6 hours from the following:

EDU 0201	Introduction to Special Education	3	0	0	3
EDU 0202	Science and Math for Preschool	3	0	0	3
✓ EDU 0208	Community Resources	1	2	0	2
EDU 0210	Emotional Disturbance	3	0	0	3
EDU 0212	Sex Education for the Handicapped	2	0	0	2
EDU 0215	Physical Handicaps	3	0	0	3
EDU 0217	Language and Literature	2	2	0	3
EDU 0231	Creative Activities for Preschool	2	2	0	3
EDU 0235	Administration and Supervision of Day Care Facilities	3	0	0	3
EDU 0236	Teaching the Severely and Profoundly Handicapped	2	2	0	3
EDU 0243	Physical Education for Preschool	2	2	0	3
EDU 0244	Care of the Preschool Child	3	0	0	3
EDU 0245	Activities and Crafts for Exceptional Persons	2	2	0	3
EDU 0246	Teaching the Moderately and Mildly Handicapped	2	2	0	3
EDU 0248	Introduction to Protective Intervention Techniques	2	0	0	2
EDU 0252	Learning Disabilities	3	0	0	3

RELATED COURSES:

✓ EDU 0114	The Family	0	0	0	3
✓ BLIS 0102	Typing I	0	0	0	3
✓ MAT 0100	Personal & Community Health	0	0	0	3
✓ EDU 0101	Nutrition	0	0	0	3
✓ EDU 0101	First Aid and Safety	0	0	0	3
✓ EDU 0115	Human Growth & Development I	0	0	0	3
✓ EDU 0116	Human Growth & Development II	0	0	0	3
✓ MAT 0100	Consumer Math	0	0	0	5
Totals					25
		3	0	26	

GENERAL EDUCATION COURSES:

✓ SOC 0112	Modern Social Problems	0	0	0	3
✓ PSY 0102	Child Psychology	5-3	0	0	5
✓ PSY 0105	General Psychology	0	0	0	3
✓ PSY 0104	Human Relations	0	0	0	3
✓ ENG 0101	Composition I	0	0	0	3
✓ ENG 0102	Oral Communications	0	0	0	3
Totals					20
		0	0	20	

WORK EXPERIENCE:

EDU 0235	Internship & Seminar	0	0	20	2
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TOTAL CREDITS:

114

AWARD:

AAS

*Micro-Oper 7 elective
Comm Res*

TEXTILE TECHNOLOGY AND MANAGEMENT

The Textile Technology and Management curriculum prepares students with a well-rounded understanding of the theory and principles relating to the processing of textile materials. The basic purpose of the curriculum is to prepare students to become competent technologists for eventual supervisory positions within the industry. The curriculum offers selected areas of study in fiber and yarn, fabric, knitting, general textiles and textile management.

Positions are available in the area of textile technology as an aide to a textile engineer. Positions are found in manufacturing, physical testing and applied research for the textile industry.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
TEX 0101 Fundamentals of Textiles	3	0	0	3
TEX 0202 Yarn Forming Systems	5	2	0	6
TEX 0203 Fabric Forming—Weaving	3	2	0	4
TEX 0204 Fabric Forming—Knitting and Non-Conventional Processes	5	2	0	6
TEX 0201 Fiber Science	5	2	0	6
TEX 0206 Dyeing & Finishing	5	2	0	6
ISC 0112 Fundamentals of Management I	5	0	0	5
ISC 0130 Industrial Safety	3	0	0	3
ISC 0222 Labor Law	3	0	0	3
ISC 0232 Quality Control	3	2	0	4
ISC 0214 Work Measurement & Job Analysis	5	2	0	6
ISC 0226 Industrial Planning & Control	3	2	0	4
ISC 0228 Industrial Supervision I	3	0	0	3
BUS 0233 Personnel Management	3	0	0	3
Totals	54	16	0	62

RELATED COURSES:

EDP 0104 Intro. to Data Processing	3	0	0	3
MAT 0105 Pre-College Algebra I	5	0	0	5
MAT 0106 Pre-College Algebra II	5	0	0	5
PHY 0110 Technical Physics	3	2	0	4
BUS 0120 Accounting I	5	2	0	6
BUS 0239 Marketing	3	0	0	3
CHM 0111 Technical Chemistry	4	0	0	4
ISC 0212 Labor Relations I	3	0	0	3
ISC 0213 Labor Relations II	3	0	0	3
Totals	34	4	0	36

GENERAL EDUCATION COURSES:

ENG 0101 Composition	3	0	0	3
ENG 0102 Oral Communications	3	0	0	3
ENG 0103 Report Writing	3	0	0	3
PSY 0105 General Psychology	3	0	0	3
ECO 0102 Economics I	5	0	0	5
BUS 0123 Finance I	3	2	0	4
Totals	20	2	0	21

TOTAL CREDITS: 119

AWARD: AAS

THERAPEUTIC RECREATION

The Therapeutic Recreation curriculum prepares associate-level technicians to plan, organize and direct leisure activity programs, such as sports, games, trips, dramatics, arts and crafts, either to help clients in recovery from illness or in coping with temporary or permanent disability. Laboratory and field experiences are provided in a variety of institutions and community recreational programs for the ill and disabled with different handicapping conditions and needs.

Graduates may practice in general and mental hospitals, nursing homes, extended care facilities, homes for the aged and the mentally retarded, sheltered workshops and alcohol and drug rehabilitation centers.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
MAJOR COURSES:				
✓ REC 0110 Recreational Arts & Crafts	1	3	0	2
✓ REC 0112 Intro. to Recreational Services	3	0	0	3
✓ REC 0113 Intro. to Ill & Handicapped	3	0	0	3
✓ REC 0114 Social Aspects of Sport	3	0	0	3
✓ REC 0120 History of Recreation	3	0	0	3
✓ REC 0121 Principles of Motor Development	3	0	0	3
✓ REC 0123 Social Recreation	3	0	0	3
✓ REC 0131 Recreation Leadership I	3	0	0	3
✓ REC 0132 Team Sports & Games	1	3	0	2
✓ REC 0133 Sports Officiating	1	3	0	2
✓ REC 0134 Nature and Outdoor Recreation	3	0	0	3
✓ REC 0140 Recreation Leadership II	3	0	0	3
✓ REC 0141 Individual Sports & Games	1	3	0	2
✓ REC 0142 Folk, Square and Social Dance	1	3	0	2
✓ REC 0143 Effective Supervisory Practices	3	0	0	3
✓ REC 0211 Recreation Drama	1	3	0	2
✓ REC 0212 Introduction to Gerontology	3	0	0	3
✓ REC 0213 Recreation Areas & Facilities I	3	0	0	3
✓ REC 0214 Intro. to Therapeutic Recreation	3	0	0	3
✓ REC 0221 Recreation Administration	3	0	0	3
✓ REC 0222 Adaptive P.E. and Recreation	3	0	0	3
✓ REC 0223 Leisure and the Aging	3	0	0	3
✓ REC 0225 Recreation Areas & Facilities II	3	0	0	3
✓ REC 0240 Recreation in Institutions for Special Populations	3	0	0	3
✓ REC 0242 Resident & Day Camp Adm.	3	0	0	3
✓ REC 0244 Recreational Music	1	3	0	2
Totals	64	21	0	71

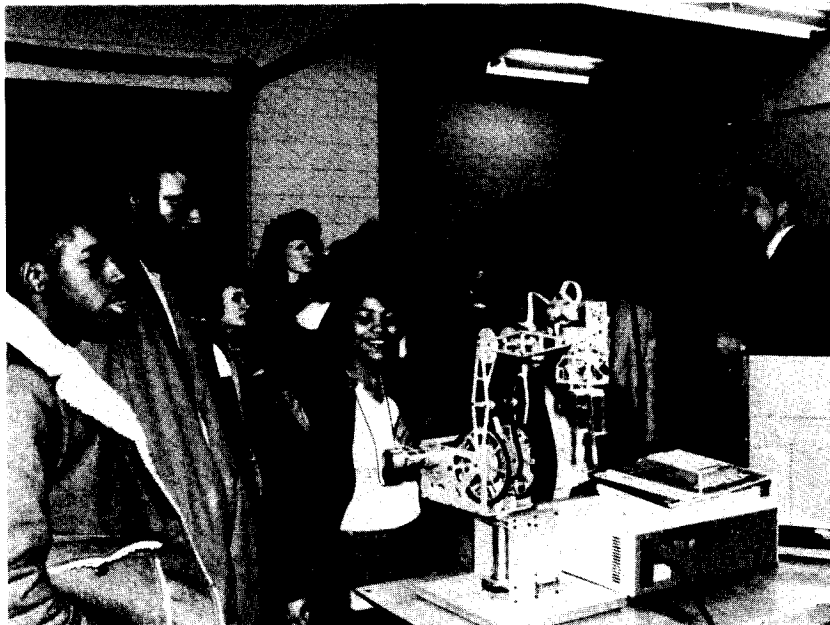
RELATED COURSES:

✓MAT	0100	Consumer Math	5	0	0	5
✓REC	0111	Human Body in Health & Disease	5	0	0	5
✓REC	0122	Health Practices	3	0	0	3
✓REC	0144	Safety & First Aid in Recreation	3	0	0	3
✓REC	0210	Leisure Counseling	3	0	0	3
		Totals	19	0	0	19

GENERAL EDUCATION COURSES:

✓SOC	0105	General Sociology	3	0	0	3
✓PSY	0105	General Psychology	3	0	0	3
✓ENG	0101	Composition	3	0	0	3
✓ENG	0102	Oral Communications	3	0	0	3
✓ENG	0103	Report Writing	3	0	0	3
✓POL	0110	State & Local Government	3	0	0	3
		Totals	18	0	0	18

✓ELECTIVES:			3	0	0	3
WORK EXPERIENCE:						
✓REC	0282	Recreation Internship & Seminar	1	0	20	3
TOTAL CREDITS:						114
AWARD:						AAS



WELDING

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

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

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.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Shop/ Clin	Credit	
MAJOR COURSES:						
✓WLD	1110	Beginning Oxyacetylene Welding	5	0	15	10✓
✓WLD	1120	Arc Welding	5	0	15	10✓
✓WLD	1130	Pipe Welding	5	0	15	10✓
✓WLD	1140	Inert Gas Welding	5	0	12	9✓
✓WLD	1117	Blueprint Reading: Welding	1	2	0	2✓
✓WLD	1131	Mechanical Testing & Inspection	1	0	3	2✓
✓WLD	1118	Pattern Development & Sketching	0	3	0	1✓
	Totals	22	5	60	44	

RELATED COURSES:

✓MAT	1101	Trades Math I	4	0	0	4
✓MAT	1102	Trades Math II	4	0	0	4
✓HEA	0110	Fundamentals of First Aid and Safety	3	0	0	3
✓WLD	1141	Certification Practices	4	0	6	6✓
✓WLD	1104	Blueprint Reading: Mechanical	1	2	0	2✓
	Totals	16	2	6	19	

GENERAL EDUCATION COURSES:

✓ENG	1101	Communications I	3	0	0	3
✓ENG	1102	Communications II	3	0	0	3
	Totals	6	0	0	6	

TOTAL CREDITS:						69
AWARD:						Diploma

87
13
100

1100
1100

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 mathematics and English language.

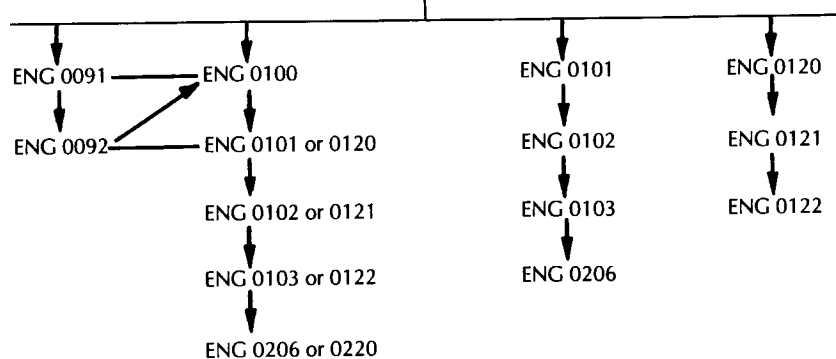
Placement tests are administered as part of the admissions process, and the results of these tests are used to place the student in the appropriate classes. After successfully completing these courses, the student may begin his regular curricular program of study.

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.

Developmental Courses		Contact	Lab	Credit
Education 0104	Self Dynamics	2	0	1
Education 0105	Group Dynamics	2	0	1
Education 0106	Career Dynamics	2	0	1
English 0091	Basic English Language Instruction I	5	0	5
English 0092	Basic English Language Instruction II	5	0	5
English 0093	Vocational Language Instruction I	5	0	5
Mathematics 0090	Arithmetic I	5	0	5
Mathematics 0091	Arithmetic II	5	0	5
Mathematics 0092	Applications of Arithmetic	5	0	5
Mathematics 0105	Pre-College Algebra I	5	0	5
Mathematics 0106	Pre-College Algebra II	5	0	5

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 SEQUENCE



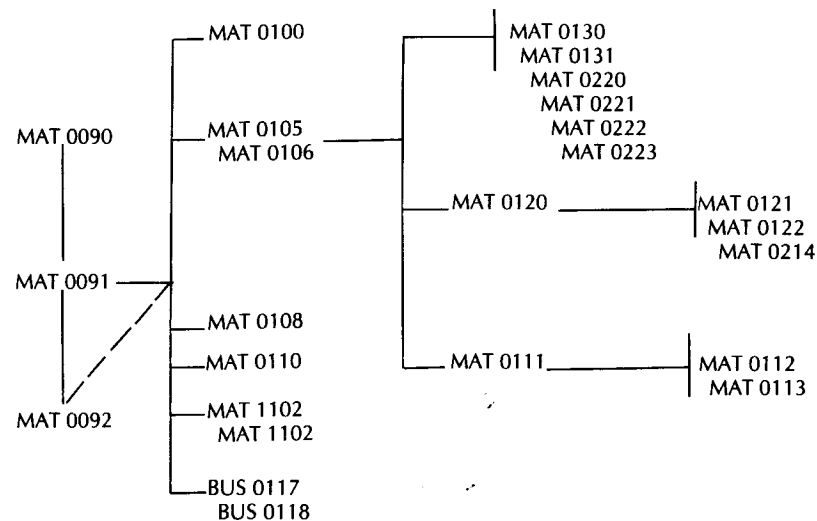
↓ Usual sequence

--- Optional sequence, depending upon performance

MATHEMATICS

Students are placed in entry level mathematics courses based on their scores on the placement examination. Students should investigate the specific mathematics requirements for their major career field.

Mathematics Sequence





Course Descriptions

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

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

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

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

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

CONTACT HOURS AND CREDIT HOURS

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

Class Work is lecture and other instruction.

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

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

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

Manipulative Laboratory involves development of manual skills and job proficiency.

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

COURSE DESCRIPTIONS

AHR 1102 Applied Electricity 2 0 3 3

The use and care of test instruments and equipment used in servicing air conditioning and refrigeration installations. Principles and procedures for troubleshooting air conditioning, heating and refrigeration equipment. Included are transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

Prerequisite: PHY 1101

AHR 1104 Blueprint Reading: Mechanical 0 3 0 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 and Service 3 0 6 5

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 and Liquid Heat Applications 4 0 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 1121 Principles of Refrigeration I 2 0 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 0 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 0 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 0 6 5

A continuation and more advanced study in refrigeration principles.

Prerequisite: AHR 1121

AHR 1126 All Year Comfort Systems 3 0 6 5

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 0 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 0 3 4

A study and application of the principles of solar heating and current equipment usage. A "state of the art" 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 0115 Law and Banking 4 0 0 4

Provides an overview of the legal aspects of banking. The course is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system that directly affect banks. Topics covered include the court system, consumer protection, negotiable instruments, commercial papers, and legal aspects of bank transactions. Computer/skills lab as assigned.

AIB 0202 Principles of Banking 3 0 0 3

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 (trusts, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks. Computer/skills lab as assigned.

AIB 0203 Bank Investments 4 0 0 4

Describes investment funds, the way the bank's need for primary reserves and loanable funds limits the funds available for investments, and how their users 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. Computer/skills lab as assigned.

AIB 0205 Bank Management 4 0 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 text also uses illustrative cases. Computer/skills lab as assigned.

AIB 0209 Installment Credit 4 0 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. Computer/skills lab as assigned.

AIB 0210 Money and Banking 4 0 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, balancing of payments and foreign exchange. Computer/skills lab as assigned.

AIB 0211 Consumer Lending 4 0 0 4

Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit functions within a bank. The course includes the following: overview of consumer credit, evaluating credit risks, loan procedures and servicing loans. Computer/skills lab as assigned.

AIB 0231 Savings and Time Deposits 4 0 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 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). Computer/skills lab as assigned.

AIB 0232 Agricultural Finance 4 0 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. Computer/skills lab as assigned.

AIB 0235 Loans and Discounts 4 0 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. Computer/skills lab as assigned.

AIB 0236 Home Mortgage Lending 4 0 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 loan officer in overall portfolio management. Computer/skills lab as assigned.

AUT 1101 Automotive Air Conditioning 3 6 0 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.

AUT 1123 Brakes, Chassis & Suspension Systems 3 0 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 0 15 8

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. The course identifies troubles, servicing, and repairing.

AUT 1203 Automotive Emission Controls 3 0 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 0101 Biology I 3 3 0 4

The first of a three-part sequence. Lecture and lab center upon the genetics, origin, composition and organization of life, and energy processes associated with living systems.

BIO 0102 Biology II 3 3 0 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 0101 or consent of instructor

BIO 0103 Biology 3 3 0 4

The life processes of plants are thoroughly covered in the first third of this unit. Animal and plant diversity and ecological dynamics are surveyed in the final two-thirds of this quarter. The laboratory sessions will emphasize independent research procedures and reports.

Prerequisites: BIO 101, BIO 102 or consent of instructor

BIO 0105 Basic Anatomy & Physiology 4 2 0 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 of 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 0106 Anatomy and Physiology I 3 2 0 4

Part I of an introductory course in the normal structure and function of the human body systems designed to provide knowledge and understanding of the integumentary, digestive, urinary, cardiovascular, lymphatic, and skeletal systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues will be emphasized. Selected laboratory exercises will demonstrate structure and function.

BIO 0107 Anatomy and Physiology II 3 2 0 4

A continuation from BIO 0106 covering the nervous, endocrine, respiratory, reproductive, muscular, and special sense systems.
Prerequisite: BIO 0106 or permission of instructor

BIO 0109 Anatomy and Physiology I 3 2 0 4

This course is a study of the normal structure and functions 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. Elementary principles and concepts of chemistry 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. Course is designed primarily for radiological applications.

BIO 0110 Anatomy and Physiology II 3 2 0 4

This course is a continuation of BIO 0109. The same concepts and educational principles that were used in BIO 0109 will be applied. Completion of this course will ensure that the student has adequately covered the structure and function of all the body's major systems, including: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous and the special sense organs.
Prerequisite: BIO 0109

BIO 0115 Medical Terminology I 3 0 0 3

This course is designed to develop a vocabulary and proficiency in medical terminology. Topics 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, medical secretarial and radiologic technology students.

BIO 0203 Advanced Physiology 3 0 0 3

Designed to provide the Associate Degree student with an understanding of the various physiological processes characteristic of living organisms. The functioning of the individual organ systems with the focus on interrelationships between organ systems in the maintenance of homeostasis and other selected topics in vertebrate physiology. Characteristics of muscles, electrical properties of nerve conduction, reflex function, blood and circulation, respiration and kidney function will be included. Not required for PN candidates.
Prerequisites: BIO 0106 AND 0107 or BIO 0105

BIO 0204 Microbiology 3 2 0 4

An introduction to microorganisms—viruses, rickettsia, bacteria, fungi, and protozoa. The emphasis will be medical and nursing oriented providing basic principles of microbiology, immunology and various methods of control as related to pathogenic organisms. Selected laboratory assignments will demonstrate these principals.
Prerequisite: BIO 0203

BIO 0208 Radiographic Pathology 2 0 0 2

This course presents the student with an overview of the study of diseases. The basic characteristics of viral, bacterial, fungal, and parasitic diseases will be presented. Emphasis will be placed on studying the more common diseases that involve the major body systems, with particular attention to those that are often diagnosed with radiographic procedures.
Prerequisites: BIO 0109 and RDT 0104

BIO 0211 Microbiology I 3 2 0 4

The first of a two-part sequence which will include a study of microorganisms covering the principles and techniques of bacteriology, virology, protozoology, phycology, and mycology.
Prerequisite: BIO 0101 or consent of instructor

BIO 0212 Microbiology II 3 2 0 4

A continuation of subject matter introduced in BIO 0211.
Prerequisite: BIO 0211

BUS 0101 Introduction to Business 5 0 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. Computer/skills lab as assigned.

BUS 0102 Typing I (Waiver by Testing) 2 3 0 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: 24 words per minute for five minutes.

BUS 0103 Typing II 2 3 0 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. Minimum speed requirement: 30 words per minute for five minutes.
Prerequisite: BUS 0102 or the equivalent

BUS 0104 Typing III 2 3 0 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. Minimum speed requirements: 46 words per minute for five minutes.
Prerequisite: BUS 0103

BUS 0106 Shorthand I (Waiver by Testing) 3 2 0 4

Beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms and phrases.

BUS 0107 Shorthand II 3 2 0 4

Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 0106 or the equivalent

BUS 0108 Shorthand III 3 2 0 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 0107

BUS 0110 Office Machines I 1 2 0 2

A general survey of business and office machines. Students receive training in techniques, processes, operation, and application of the electronic printing calculator.

- BUS 0111 Office Machines II** 1 2 0 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 0110
- BUS 0112 Records Management** 3 0 0 3
Fundamentals of indexing and filing, combining theory and practice using letters, filing boxes and guides. Alphabetic, geographic, subject and numeric filing are included.
- BUS 0115 Business Law I** 3 0 0 3
Acquaints the student with fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Computer/skills lab as assigned.
- BUS 0116 Business Law II** 3 0 0 3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership corporation, mortgages, and property rights. Computer/skills lab as assigned.
Prerequisite: BUS 0115
- BUS 0117 Business Math I** 5 0 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. Computer/skills lab as assigned.
- BUS 0118 Business Math II** 5 0 0 5
A continuation of Business Math I emphasizing the calculations associated with the time value of money, present worth, bonds, insurance, analytics of finance and annuities. Computer/skills lab as assigned.
Prerequisite: BUS 0117
- BUS 0120 Accounting I** 5 2 0 6
A study of the principles, techniques and tools necessary to collect, summarize and report financial information about service and merchandising enterprises. Emphasis is on the accounting cycle with adjusting and closing entries. Also includes an introduction to accounting for cash, receivables, and inventories. Computer/skills lab as assigned.
Prerequisite: BUS 0117
- BUS 0121 Accounting II** 5 2 0 6
A continuation of the introductory study of financial accounting. Topics covered include accounting for plant assets, payroll and long-term liabilities. Accounting for partnerships and corporations is also introduced. Computer/skills lab as assigned.
Prerequisite: BUS 0120
- BUS 0122 Managerial Accounting** 5 2 0 6
Emphasizes the use of accounting data as a basis for decision making and for planning, control, and evaluation of organizational activities. Introduces budgeting, cost-volume-profit analysis, and product costing systems. Computer/skills lab as assigned.
Prerequisite: BUS 0121
- BUS 0123 Finance I** 3 2 0 4
An introduction to the financial management problems faced by business firms. Emphasis is placed on financial planning, working capital management and capital budgeting is initially introduced.
Prerequisite: BUS 0120

- BUS 0124 Finance II** 3 2 0 4
This is a continuation of Finance I and extends the capital budgeting analysis to include decision-making techniques and risk adjustment. Additionally, factors involved in arranging long-term financing are reviewed as well as mergers, acquisitions and international financial management.
Prerequisite: BUS 0123
- BUS 0125 Financial Mathematics** 3 0 0 3
Emphasizes the use of Financial Mathematics for practical decision-making in business, government and the management of personal finances. The tools of time value formulas, time diagrams and equations of value are used to solve new and unfamiliar financial problems.
Prerequisites: MAT 0105 or BUS 0118
- BUS 0126 Investments** 3 0 0 3
Investment principles and practices, investment policies, security analysis and the mechanics and mathematics of security purchases. Long and short-term fluctuations or security process, functions of security markets and regulatory bodies and individual investment needs.
Prerequisites: BUS 0120, BUS 0118 or equivalent
- BUS 0134 Personal Development** 3 0 0 3
This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Areas of study include physical control and visual poise; personal grooming; 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 0204E Advanced Typing (Executive)** 2 3 0 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. Minimum speed requirement: 55 words per minute for five minutes.
Prerequisite: BUS 0104
- BUS 0204L Advanced Typing (Legal)** 2 3 0 3
Develops individual production rates. Students plan and type projects approximating work appropriate in the field of law. Projects include typing of various legal documents. Minimum speed requirement: 55 words per minute for five minutes.
Prerequisite: BUS 0104
- BUS 0204M Advanced Typing (Medical)** 2 3 0 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. Minimum speed requirement: 55 words per minute for five minutes.
Prerequisite: BUS 0104
- BUS 0205 Typewriting V—Speedbuilding** 2 3 0 3
Emphasis in 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 0206 Dictation and Transcription I** 3 2 0 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.
Prerequisite: BUS 0108

BUS 0207 Dictation and Transcription II 3 2 0 4
Covers materials appropriate to the course of study. Develops the accuracy, speed, and vocabulary that will enable a student to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 100 words per minute required for five minutes on new material.
Prerequisite: BUS 0206

BUS 0209 Real Estate Finance 3 0 0 3
A study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market. Computer/skills lab as assigned.

BUS 0211 Machine Dictation & Transcription I 2 2 0 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 0103, ENG 0101

BUS 0212L Machine Dictation & Transcription II—Legal 2 2 0 3
A study and practice course in the use of transcribing machines in legal dictation. Proficiency in the usage of legal terminology is emphasized.
Prerequisite: BUS 0211

BUS 0212M Machine Dictation & Transcription II—Medical 2 2 0 3
A study and practice course in the use of transcribing machines in medical dictation. Proficiency in the usage of medical terminology will be emphasized.
Prerequisite: BUS 0211

BUS 0213M Machine Dictation & Transcription III—Medical 2 2 0 3
Advanced study and practice in medical transcription and terminology.
Prerequisite: BUS 0212M

BUS 0214 Office Procedures 3 2 0 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 in the electronic office.

BUS 0215 Office Application 1 9 0 4
During the sixth quarter only, students 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.
Prerequisite: Fifth Quarter Standing; 2.0 average

BUS 0219 Credit Procedures and Problems 3 0 0 3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection. Computer/skills lab as assigned.
Prerequisite: BUS 0120

BUS 0222 Intermediate Accounting I 5 2 0 6
An in-depth study of financial accounting issues related to cash and receivables, inventories, investments, plant and intangible assets, current and contingent liabilities and long-term debt. Computer/skills lab as assigned.
Prerequisite: BUS 0121

BUS 0223 Intermediate Accounting II 5 2 0 6
Continues the in-depth study of financial accounting with emphasis on the valuation and reporting issues relating to stockholder's equity, income taxes, accounting changes and error corrections, alternative revenue measurement, pensions, leases and funds-flow information. Computer/skills lab as assigned.
Prerequisite: BUS 0222

BUS 0224 Advanced Accounting 3 2 0 4
Application of advanced accounting principles to partnership accounting, governmental and non-profit accounting, fiduciary accounting and accounting for combined corporate entities and consolidations. Computer/skills lab as assigned.
Prerequisite: BUS 0223

BUS 0225 Cost Accounting 3 2 0 4
A study of techniques employed in collecting and summarizing the detailed cost data for materials, labor and factory overhead essential to management for planning and control. Job-order, process, and standard-cost systems are studied. Computer/skills lab as assigned.

BUS 0229 Taxes I 3 2 0 4
Application of federal and state taxes as it applies to individuals. Computer/skills lab as assigned.
Prerequisite: BUS 0120

BUS 0230 Taxes II 3 2 0 4
Application of federal and state taxes as it applies to business and business conditions. Computer/skills lab as assigned.
Prerequisite: BUS 0229

BUS 0232 Sales Development 3 0 0 3
A study of retail, wholesale and specialty selling. Emphasizes mastering and applying the fundamentals of selling. Preparation for sales demonstration required. Computer/skills lab as assigned.

BUS 0233 Personnel Management 3 0 0 3
Principles of organization and management of personnel, including procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security. Computer/skills lab as assigned.

BUS 0235 Business Management 3 0 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. Computer/skills lab as assigned.

BUS 0239 Marketing 3 0 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. Computer/skills lab as assigned.

BUS 0243 Advertising 3 2 0 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. Computer/skills lab as assigned.

BUS 0247 Business Insurance 3 0 0 3
Presents basic principles of risk insurance and their application. Includes a survey of the various types of insurance. Computer/skills lab as assigned.

BUS 0247M Business Insurance—Medical 3 0 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 0269 Auditing 3 2 0 4
A study of the purpose and methodology of auditing financial information. Emphasis is on the auditor's ethical and legal responsibilities, the evaluation of internal control, the collection of sufficient, competent evidential matter, and the issuance of the auditor's report. Computer/skills lab as assigned.
Prerequisite: BUS 0223

BUS 0271 Office Management 3 0 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. Computer/skills lab as assigned.

BUS 0272 Principles of Supervision 3 0 0 3
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. Computer/skills lab as assigned.

BUS 0273 Word Processing I 3 0 0 3
The student will be provided a thorough background of word processing concepts and skills for both administrative and correspondence positions.
Prerequisite: BUS 0102 or equivalent

BUS 0274 Word Processing II 3 0 0 3
This course is designed to continue the student's learning experience on word processing equipment with emphasis on application.
Prerequisite: BUS 0273

BUS 0280 Federal Reserve System 4 0 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 0281 Commercial Banking Services 4 0 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. Computer/skills lab as assigned.

BUS 0283 International Banking 4 0 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 0286 Federal Regulation of Banking 4 0 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 operation of banks through fiscal and monetary policy decisions.

BUS 0287 Trust Functions and Services 4 0 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. Computer/skills lab as assigned.

BUS 0293 Small Business Enterprise 3 0 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. Computer/skills lab as assigned.

CAR 1102 Carpentry I 5 0 15 10
A brief history of carpentry and present trends in the construction industry. Involves operation, care and safe use of carpenter's hand tools and power tools 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 0 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 0 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 1102, CAR 1103

CHM 0099 Introduction to Chemistry 3 0 0 3
Basic concepts of general, organic, and biochemistry are presented and related to medically important processes. This course is designed for students who need credit for high school chemistry.

CHM 0101 General Chemistry I 3 3 0 4
General college chemistry for science and nonscience majors. Concepts emphasized are atoms, molecules, and ions; stoichiometry; solution stoichiometry and chemical analysis; gases, thermochemistry; atomic structure and periodicity; bonding—general concepts; and covalent bonding—orbitals. Laboratory includes basic lab techniques and quantitative determinations of relationships of matter.
Prerequisite: MAT 0120 or equivalent

CHM 0102 General Chemistry II 3 3 0 4
CHM 0102 is a continuation of CHM 0101. Principles included are liquids and solids; properties of solutions; chemical kinetics; chemical equilibrium; acids and bases; and applications of aqueous equilibria. Lab is a continuation of CHM 0101.
Prerequisite: CHM 0101

CHM 0103 General Chemistry III 3 3 0 4

CHM 0103 is a continuation of CHM 0102. Principles included are spontaneity, entropy, and free energy; electrochemistry; the representative elements; transition metals and coordination chemistry; and introduction to organic chemistry. Lab includes basic qualities and quantitative analysis of utilizing wet chemistry and advanced instrumentation.

Prerequisite: CHM 0102

CHM 0111 Technical Chemistry for Non-Health Majors 4 0 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.

CJC 0101 Introduction to Criminal Justice 5 0 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 0115 Criminal Law 5 0 0 5

Presents a basic concept of criminal laws and provides legal groundwork for those who seek to enter the criminal justice field.

CJC 0125 Court Procedures and Evidence 3 0 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 0202 Introduction to Corrections 3 0 0 3

Application of the knowledge of criminology to the control and treatment of criminally deviant behavior. It includes an examination of society's agencies of social control that attempt to punish and rehabilitate the adult and juvenile delinquent. The formal and informal implementation of the correctional function is studied.

CJC 0206 Criminal Justice and the Community 3 0 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 0209 Correction Law 3 0 0 3

Familiarizes the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 0210 Criminal Investigation I 3 0 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 0211 Criminal Investigation II 3 0 0 3

Includes the study of the investigation of specific offenses and preparing evidence for court.

Prerequisite: CJC 0210

CJC 0212 Drugs 3 0 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 0217 Patrol Procedures 5 0 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 0220 Criminal Justice Administration 5 0 0 5

Introduces principles of organization and administration of criminal justice agencies.

CJC 0225 Seminar in Criminal Justice 3 0 0 3

Supervised reading and independent research to analyze and evaluate modern criminal justice strategies and system innovations.

Prerequisite: CJC 0101

CJC 0230 Counseling 5 0 0 5

Presents the basic elements of counseling and applies them to the different socioeconomic groups in our society.

CJC 0234 Community Based Corrections 5 0 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 0260 Special Law Enforcement Certification 4 0 0 4

Addresses the specific areas of police driver training, firearms training, and ABC Laws and enforcement techniques.

CJC 0261 Protective Measures 5 0 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 0262 Constitutional Law 5 0 0 5

This course is an introduction to constitutional law. It covers the constitutional amendments and their application 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 within the system to comply with their requirements. Special emphasis is placed on recent court decisions and the application of these decisions within the criminal justice system.

COS 1001 Scientific Study I 5 0 0 5

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 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 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 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 0 5
 Scientific Study V 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 0 0 24 8
 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 0 24 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 0 24 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 0 24 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 0 24 8
 The fifth quarter will be a continuation of practice in finger waving, pin curling, roller patterns, permanent waving, chemical hair relaxing and hair tinting.

DFT 0113 Electronics Drafting 2 4 0 4
 The fundamentals of drafting are presented with 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 0 3 1
 Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

ECO 0102 Economics I 5 0 0 5
 An introduction to the study of principles of economics emphasizing macroeconomic topics. This will include a study of basic supply and demand, determination of national output and income, national monetary policy and international economics.

ECO 0104 Economics II 5 0 0 5
 A continuation of Economics I with an emphasis on microeconomic topics. This will include consumability theory, the theory of the firms, industrial organization, factor markets and special topics.
 Prerequisite: ECO 0102

EDP 0103 Microcomputer Operations 3 0 0 3
 A course to introduce the student to the general operating procedures for microcomputers. Topics covered include formatting, copying, backing up, and general care of diskettes. Typing, saving, loading and execution of a variety of software programs are also covered.

EDP 0104 Introduction to Data Processing 3 0 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 0105 Assembler Language 2 4 0 4
 A course to introduce the student to Z-80 Assembler Language.
 Prerequisites: EDP 0109, EDP 0110, EDP 0115 or consent of instructor

EDP 0109 BASIC I 2 4 0 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 0110 BASIC II 2 4 0 4
 A continuation of EDP 0109, 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 programs and supporting documentation utilizing these data handling techniques.
 Prerequisite: EDP 0109

EDP 0115 PASCAL 2 4 0 4
 An introduction to structured program design and elementary data structures using the PASCAL language. Suggested
 Prerequisites: EDP 0104, EDP 0109

EDP 0202 COBOL I 2 4 0 4
 A course to vigorously introduce to the student structured COBOL. Topics include an introduction to structural program design, flow charting, COBOL language divisions, arithmetic comparing operations, and report editing. At least four error free and tested programs are required.
 Prerequisites: EDP 0104, EDP 0109, or consent of instructor

EDP 0210 COBOL II 2 4 0 4
 A continuation of EDP 0202—COBOL I. Topics covered include nested if statements, single and multiple control breaks, table processing and additional COBOL statements. Structured programming designs are emphasized.
 Prerequisite: EDP 0202

EDP 0211 COBOL III 2 4 0 4
 A continuation of EDP 0202—COBOL I and EDP 0210—COBOL II. Topics include designing and writing good programs, data editing, sequential file updating, sorting, and the use of multiple input files, and the use of indexed sequential files.
 Prerequisites: EDP 0202, EDP 0210

EDP 0215 Operating Systems 3 2 0 4
 A course to introduce the student to the concepts of operating systems. Topics involve a discussion of the various services provided by operating systems in general as opposed to a study of a specific operating system.
 Prerequisites: EDP 0104, EDP 0109, EDP 0202. Corequisite: EDP 0105

EDP 0217 Software Applications 3 2 0 4
 An indepth study of electronic spreadsheet and database software packages on the microcomputer. The student gains the ability to differentiate applications that lend themselves to solution by use of two types of software.
 Prerequisites: EDP 0104, EDP 0109

EDP 0220 Introduction to Systems Analysis 3 2 0 4
 A course to introduce the student to the procedures of systems analysis and design through the use of a realistic case study.
 Prerequisites: EDP 0109 and EDP 0110 or EDP 0202, EDP 0210, and EDP 0211 or consent of instructor

EDP 0224 RPG 2 4 0 4
 A course to introduce the student to the RPG II Language. Topics covered include input/output processing, arithmetic operations, editing, comparing, control breaks, fetch overflow, multiple record types, look ahead, and exception output.
 Prerequisites: EDP 0104, EDP 0202, EDP 0210, or consent of instructor

EDP 0225 Advanced RPG 2 4 0 4
 A course designed as a continuation of EDP 0224—RPG. Topics include array processing, table look-up, array look-up, matching records, magnetic tape, sequential disk files, read-demand files, and the Indexed Sequential Access Method.
 Prerequisite: EDP 0224 or consent of instructor

EDP 0226 FORTRAN 2 4 0 4
 This is 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.
 Prerequisites: EDP 0104, EDP 0109, EDP 0110, or consent of instructor

EDP 0229 EDP Project 1 8 0 5
 The student will complete a special project assigned by the instructor.
 Prerequisite: Approval of instructor

EDU 0101 Introduction to Education 3 0 0 3
 Overview of the history of education in the United States and different educational philosophies.

EDU 0102 Educational Methods 3 2 0 4
 Study of the types of experiences, facilities and media which promote maximum development of the child, including skill development in arranging classrooms, designing bulletin boards, preparing materials and lesson plans. Guidelines for identifying, planning, organizing and implementing appropriate programs for various levels of development are emphasized through group discussion and individual projects.

EDU 0103 Parent Education 3 0 0 3
 Study of ways parents can be involved in their child's educational process, of the purposes and value of home visitation, and of techniques for reporting child's progress to parents. Aiding parents in guidance of the child's development is emphasized.

EDU 0104 Self Dynamics 2 0 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 0105 Group Dynamics 2 0 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 a social group). Stresses importance of improving interpersonal relationships.

EDU 0106 Career Dynamics 2 0 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 0107 Seminar in Reporting and Observation 3 0 0 3
 The application and practice of the various forms and methods used in reporting observations. Students participate in activities to develop skills in writing measurable and specific observations, baseline data, progress summaries and behavior reports.

EDU 0108 Behavior Management 3 0 0 3
 Practical principles and techniques of behavioral management to strengthen existing appropriate behaviors, develop and maintain new behaviors, extinguish inappropriate behaviors, and modify emotional responses.

EDU 0112 Safety Education 3 0 0 3
 This course introduces the student to the basic principles underlying safety education. The causes of accidents in various situations and counter measures to prevent them, including legal responsibilities and liability are included.

EDU 0114 The Family 3 0 0 3
 Study of the family as a social unit, with primary focus on the influence of family relationships during infancy and childhood. Also the family in American culture, changing patterns in family roles, the influence of socioeconomic factors in family relationships, cultural deprivation, and the effects of such on children.

EDU 0115 Human Growth and Development I 3 0 0 3
 A detailed study of the developmental sequence of the infant through the preschool period, with emphasis on developmental influences and conditions necessary for optimal development of individuals. Emphasis is given to factors influencing development, the importances of experiences in establishing patterns of behavior, attitudes, interpersonal skills, language usage, and the relationship of early childhood to later realization of potential.

EDU 0116 Human Growth and Development II 3 0 0 3
 A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interests.

EDU 0118 Nutrition 3 0 0 3
 Study of nutritional concepts with introduction to use of cooking in the classroom.

EDU 0122 Practicum Lab 0 0 3 1
 A practical hands-on lab designed to provide the student with direct experience in working with young children in a preschool setting.

EDU 0134 Audiovisual Techniques 3 0 0 3

The student will be able to select use and evaluate the use of audiovisual and instructional equipment and materials. Experiences in the operation and proper care of equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual and instructional materials will also be emphasized.

EDU 0143 Exceptional Children 3 0 0 3

A comprehensive survey of the various exceptionalities: gifted and talented, mental retardation, emotional disturbance, learning disabilities, speech impaired, deaf, blind and physically handicapped.

EDU 0149 Role of Education Associate 1 0 0 1

Overview of the responsibilities and duties of a paraprofessional in an educational setting. Introduction of various job settings such as schools, day care centers, community agencies and institutions. Strengths and weaknesses for a profession in education are evaluated.

EDU 0201 Introduction to Special Education 3 0 0 3

An overview of the philosophy, approaches and development of special education. Emphasis will be given to the classification systems, the organization of programs and services, professional roles and careers, methods of assessment and goal-planning, state and federal legislation, and the influence of social, political, and economic factors on both regular and special conditions.

EDU 0202 Science and Math for Preschool 3 0 0 3

Study of activities and materials for developing mathematic and science experiences for preschool children, including how to assist the child in manipulating, experimenting and discovering basic number and science concepts.

EDU 0203 Math for K-3 I 2 2 0 3

Study of activities, methods and materials for introducing young children to basic mathematical concepts. Consideration is given to group and individual instruction, remedial skill building and promoting and encouraging interest in number concepts.

EDU 0204 Math for K-3 II 2 2 0 3

Continuation of EDU 0203—Math for K-3 I.
Prerequisite: EDU 0203

EDU 0206 Music for Young Children 1 2 0 2

Study of music appropriate for young children, and methods of integrating music into a total program of activities. A theory approach introduces the musical elements and performance on the piano and autoharp are required.

EDU 0208 Community Resources 1 2 0 2

Survey of community agencies concerned with the family's physical and mental health and socioeconomic problems. Analysis of child needs which can be met through community planning through the identification of local, state and national resources.

EDU 0210 Emotional Disturbance 3 0 0 3

Development, identification, characteristics and treatment of emotional disorders, with an orientation to needs, approaches and techniques.

EDU 0211 Science and Health for K-3 2 2 0 3

Techniques, methods and materials for promoting the development of skills, group instruction, and individualized learning in science and health concepts.

EDU 0212 Sex Education for the Handicapped 2 0 0 2

Attitudes, goals, and special concerns of sex education for the handicapped including counseling, parent communication, and teaching techniques.

EDU 0213 Levels of Reading and Readiness 3 0 0 3

The application of methods and approaches to the teaching of reading including phonics, informal assessment of reading difficulties, instructional materials, and strategies for improving reading skills.

EDU 0214 Language Arts for Children 2 2 0 3

Various approaches to the teaching of language skills appropriate for young children. Emphasis is placed on centers for listening, writing, reading, word recognition, and oral communication. Includes flannel board, finger play, and role plays.

EDU 0215 Physical Handicaps 3 0 0 3

An overview of the characteristics and special needs of physically handicapped, with an emphasis on strategies, curriculums and adaptive materials and equipment.

EDU 0216 Problems of Childhood 3 0 0 3

Study of family crises in a child's life and its effect, how to deal with common behavior problems and the discussion of many of the problems intrinsic to childhood: bedwetting, fears, school phobia, etc.

EDU 0217 Language and Literature 2 2 0 3

Study of various types of literature appropriate for young children and language development in relation to the child's early experiences. Analysis of adult-child communication and guidelines for establishing effective communication patterns with children.

EDU 0218 Children's Literature 2 2 0 3

A survey of the types and categories of literature designed especially for students in the elementary school. Evaluation of modern writers, illustrators, and books will be emphasized.

EDU 0220 Games and Activities for Youth 2 2 0 3

Principles, practices and procedures of teaching physical education to elementary school children. Special emphasis on the simple games, relays, creative rhythm exercises, and dance and body movements.

EDU 0222 Internship and Seminar (Special Education Associate) 1 20 0 3

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

EDU 0223 Internship and Seminar 1 20 0 3

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

EDU 0224 Internship and Seminar (Teacher Associate) 1 20 0 3

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

EDU 0229 Social Studies for K-3 2 2 0 3

Techniques and methods of teaching social studies with emphasis on developing the classroom, bulletin boards, interest centers, cultural awareness, and promoting interest in the child's surrounding world.

EDU 0231 Creative Activities for Preschool Children 2 2 0 3

Activities and materials used to promote self-expression, aesthetic appreciation and creativity in young children. Techniques for presenting creative activities and learning to use art media will be included.

- EDU 0232 Creative Activities & Crafts for K-3** 2 2 0 3
Study of materials, methods and procedures in crafts and original activities. Special emphasis is placed on the selection and organization of materials and seasonal projects.
- EDU 0235 Administration and Supervision of Day Care Facilities** 3 0 0 3
Concepts of organizing and operating day care and child development centers, including how to establish operational policies and procedures, and day care governmental requirements for licensing and/or certification. The student will plan activities, select equipment and materials, define the adult role in the center and develop techniques for managing children in a group situation.
- EDU 0236 Teaching the Severely and Profoundly Handicapped** 2 2 0 3
Objectives, assessment, methods and materials for teaching severely and profoundly retarded individuals, including adaptive aids for those with multiple handicaps.
- EDU 0239 Mainstreaming Children with Special Needs** 3 0 0 3
Identification and screening of handicapped children, implications of mainstreaming, curriculum approaches for teaching handicapped and non-handicapped, and management of special conditions in a preschool setting.
- EDU 0243 Physical Education for Preschool** 2 2 0 3
Activities and materials for promoting the physical development of young children. Special emphasis will be on various instructional techniques to use in music, dance, drama, exercise and physical education.
- EDU 0244 Care of the Preschool Child** 3 0 0 3
Practical suggestions for setting up classrooms, for developing curriculums for infants, toddlers and preschool children, for meeting the social-emotional needs of children and for working effectively with parents and staff.
- EDU 0245 Activities and Crafts for Exceptional Persons** 2 2 0 3
Activities and materials for promoting self-expression in the handicapped. Emphasis on the use of various art forms as therapy with consideration of appropriate age-level activities.
- EDU 0246 Teaching the Moderately and Mildly Handicapped** 2 2 0 3
Assessment, curricular planning, individualized instruction, and special materials designed for moderately/mildly (developmentally delayed) individuals.
- EDU 0248 Introduction to Protective Intervention Techniques** 2 0 0 2
Identifies behaviors which are characteristic of aggression and methods and techniques to prevent or forestall aggression. Appropriate measures/techniques to take when intervening in aggressive situations for best protection of staff and residents are taught.
- EDU 0252 Learning Disabilities** 3 0 0 3
Characteristics, causes, identification and special concerns of learning disabilities with emphasis on teaching strategies and remedial techniques.

- ELC 0112 Electrical Fundamentals I (DC)** 4 4 0 6
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.
- ELC 0113 Electrical Fundamentals II (AC)** 3 4 0 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 0112, MAT 0105
- ELC 1101 Direct Current Fundamentals** 4 6 0 7
A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's laws. A study of the sources of direct current voltage potentials.
- ELC 1102 Alternating Current Fundamentals** 4 6 0 7
A study of alternating current, voltage and resistance in series, parallel, and series-parallel circuits. Fundamental concepts of alternating current, reactance, impedance, phase angle, power and resonance. Analysis of alternating current circuits.
- ELC 1103 Rotating Electrical Machines** 3 0 6 5
This course will cover the construction, characteristics and applications of electrical motors and generating devices. Generators, alternators, and AC and DC motors of various types will be discussed, as well as power distribution, single-phase and three-phase systems and transformers, and their application to industrial machinery.
- ELC 1110 Blueprint Reading: Electrical Trades I** 1 3 0 2
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 Trades II** 1 3 0 2
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 Electrical 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. Fundamentals 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 6 0 9 9

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: ELC 1118 and ELC 1124

ELN 0121 Electronics I 3 4 0 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 0113

ELN 0122 Electronics II 3 4 0 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 0121

ELN 0123 Electronics III 3 4 0 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 0208 Semiconductor Control Devices and Circuits 1 6 0 4

A laboratory-based course developed to familiarize the student with semiconductor devices such as thyristors and transducers as well as measuring instruments and techniques commonly used in industrial control applications. The feedback process control system is also required.
Prerequisite: ELN 0121

ELN 0218 Pulse, Logic and Digital Circuits 3 4 0 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 0123

ELN 0219 Digital Fundamentals 3 4 0 5

Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: numbering systems, binary arithmetic, Boolean algebra, gating, timing, counting, and storing. A simple computer is also presented.
Prerequisite: ELN 0218

ELN 0220 Introduction to Microprocessors I 1 6 0 4

Provides an introduction to the basic components and functional logic of microprocessors. A systematic study of various number systems, programming techniques, input-output techniques, logical arithmetic, memory addressing, program editing, peripheral interfacing, branching and looping techniques. Microprocessor electrical signals are studied in depth with the oscilloscope and trainer.
Prerequisites: ELN 0212, ELN 0219

ELN 0221 Introduction to Microprocessors II 1 6 0 4

Provides a continuing study of programming techniques and an introduction to microprocessor troubleshooting. Stack control and subroutines interrupt concepts monitor interface. keyboard and display interface as well as chip selection and Data/Address Bus Performance checks. Display performance and keyboard performance check with a final exercise in system troubleshooting using system performance checks and an oscilloscope to localize and identify inserted faults.
Prerequisites: PHY 0111 or 0211

ELN 0223 Motor and Robot Control 3 4 0 5

A study of automatic control concepts with emphasis on process or system stability using various types of controllers. Topics include the terminology associated with low, medium, and high technology industrial robots, the operation of various AC and DC motors and generators, fluid power, open and closed loop control systems, and the types of programming methods used to teach industrial robots. Laboratory experiments are provided using the ETW-18 robot.
Prerequisites: PHY 0111 or PHY 0211

ELN 0234 Electronic Assembly and Fabrication 1 4 0 3

A course designed to introduce job-entry level students to the hardware aspects of electronics. Proper use of hand tools and soldering and desoldering tools is emphasized along with shop safety. Standard construction techniques are practiced in the lab with particular attention paid to printed circuit construction and repair.

ELN 0242 Communications Systems 4 3 0 5

An introduction to the fundamental aspects of electronic communication systems such as broadcast, mobile, marine, radar, satellite, and telephone is presented. Special emphasis is placed on the need for modulation, types of modulation, frequency spectra, and bandwidth requirements. Transmission, propagation, and reception of radio and television signals will be studied.
Prerequisite: ELN 0123

ELN 0247 Computer Systems 3 4 0 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.
Prerequisite: ELN 0105

ELN 1010 Solid State Circuits and Applications 4 6 0 7

This course examines the fundamental principles of electronic active devices. Topics include an introduction to semiconductor diodes, transistors, field-effect transistors, DIAC's and TRIAC's.

ELN 1011 Digital Electronics 4 6 0 7

This course examines combinational and sequential logic circuits using discrete and integrated components. Topics include a review of numbering systems, logic gates, evaluation of logic expressions, logic families, arithmetic logic units, flip flops, and memories.

ELN 1012 Microprocessor Fundamentals 3 0 6 5

A study of microprocessors-architecture/organization. Working with data sheets in developing simplified instruction sets in assembly and machine language. The interfacing of the microprocessor with I/O parts. Developing a knowledge of static and dynamic testing using volt meters, logic probes, and the oscilloscope. Programming and analysis of microprocessor-based equipment. The address, data, and central buses are examined using an oscilloscope and logic and signature analyzers.

ELN 1013 Process Control 3 0 6 5

A study of the basic concepts of industrial process controls in the application of transducers—feedback systems—comparator and summing circuits, timing circuits, heat-light-speed control systems, optoelectronics for transmission and detection of information, working with schematic diagrams and test equipment. Included is theory, operation and troubleshooting of PLC controlled systems.

ELN 1014 Electronics Troubleshooting 3 0 3 4

A study of electrical and electronic troubleshooting techniques with special emphasis on development of a systematic approach to malfunction isolation. Theoretical and practical troubleshooting will be practiced.

ELN 1015 Industrial Blueprint Reading 2 0 0 2

This course is to enable the Industrial Electronic's Technician to locate various pieces of equipment within a plant by interpretation of blueprints and aids those involved in the installation and maintenance of equipment. Scale measurements and symbols used in blueprints are taught to give the student a basic working knowledge of the wiring locations and control locations of various machines. The student will be able to make basic drawings and layouts showing the location and symbols of industrial devices.

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

ENG 0091 Basic English Language Instruction I 5 0 0 5

Designed to enable a student to assimilate the writing and speech patterns of standard English as a second dialect at the level of words, phrases, and basic sentences. Emphasis is on the contrasts between standard English and the typical features which differentiate students' dialects from standard English, use of oral pattern drills, spelling, and writing of sentences. Placement of students in ENG 0091 is determined by individual performance on the English placement test.

ENG 0241 American Literature II 5 0 0 5

A survey of twentieth century American literature.

Prerequisite: ENG 0121 or permission of program head

ENG 1101 Communications I 3 0 0 3

Exploration through reading, discussion, writing and speaking of the primary problems in job acquisition and work. Computer/skills lab as required.

ENG 1102 Communications II 3 0 0 3

Continuation of ENG 1101—Communications I.

Prerequisite: ENG 1101

FRE 0101, 0102, 0103 Beginning French I, II, III 4 0 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 0101, none; FRE 0102 and 0103, the preceding course

FRE 0201, 0202, 0203 Intermediate French I, II, III 4 0 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 0201, FRE 0103 or two high school units of French; FRE 0202 and FRE 0203, the preceding course

GEO 0110 Introduction to Geography 3 0 0 3

A study of the earth's surface in its areal differentiation as the home of man. Emphasizes the concepts of geography and the methods and techniques used by the geographer in the study of the physical, cultural, political, and economic aspects of world regions.

HEA 0110 Fundamentals of First Aid 3 0 0 3

A study of basic first aid which includes: accident causes and prevention, demonstrations and practice of artificial respiration and cardiopulmonary resuscitation techniques. Course level is recommended for vocational and technical curricula not requiring certification level knowledge or skill performance.

HEA 0111 Personal and Community Health 3 0 0 3

Covers various aspects of personal and community health with underlying science to clarify and support health education.

HEA 0112 First aid and Safety 3 0 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 0101 Western Civilization I 3 0 0 3

A study of the history of Western Civilization which covers pre-history to the late Middle Ages.

HIS 0102 Western Civilization II 3 0 0 3

A study of the history of Western Civilization which covers the period from the late Middle Ages to the Eighteenth Century.

HIS 0103 Western Civilization III 3 0 0 3

A study of the history of Western Civilization which covers the period from the Eighteenth Century to the present.

HIS 0207 American History I 5 0 0 5

A survey of the development of the American Nation from the discovery of America to the outbreak of the Civil War.

HIS 0208 American History II 5 0 0 5
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.

HIS 0209 Afro-American History 5 0 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 0114 Art History 5 0 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 0115 Art Appreciation 5 0 0 5
Introduces the visual arts with emphasis on understanding and personal enjoyment.

HUM 0116 Music Appreciation 5 0 0 5
A study of the important periods of music history with emphasis upon listening to music for personal enjoyment and cultural enrichment.

HUM 0125 Survey of the Old Testament 5 0 0 5
This course introduces the various literary forms and devices utilized in the Old Testament to acquaint the student with the historical, social and religious background of the ancient Hebrews.

HUM 0126 Survey of the New Testament 5 0 0 5
The student is introduced to the literary and historical aspects of the New Testament in the historical context of early Christian history.

HUM 0202 Introduction to Philosophy 5 0 0 5
This course covers the historical development of western thought from the Pre-Socratic philosophers to the present. After being introduced to logic, metaphysics, epistemology, ethics, and aesthetics, the students learn, through dialogues and discussions of basic philosophical problems, to think for themselves.

ISC 0112 Fundamentals of Management I 5 0 0 5
A survey of managerial theories and philosophies associated with typical organizational structures.

ISC 0113 Fundamentals of Management II 5 0 0 5
A continuation of ISC 0112 with emphasis on case studies.

ISC 0130 Industrial Safety 3 0 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 0212 Labor Relations I 3 0 0 3
A study of the industrial relations function with emphasis on labor laws, unionism, and the legal and socioeconomic aspects.

ISC 0213 Labor Relations II 3 0 0 3
A continuation of ISC 0212 with emphasis on current labor problems. Also a simulation of a comprehensive contract negotiation is enacted by the students.

ISC 0214 Work Measurement 5 2 0 6
Covers time study and time study techniques to determine work standards; methods of standards development including job descriptions, elements and standard data.

ISC 0222 Labor Law 3 0 0 3
A survey of federal and state laws and regulations and their effects on the actions of employees and employers.

ISC 0226 Industrial Planning & Control 3 2 0 4
Analytical methods for production and inventory control emphasizing forecasting techniques, inventory and network models, sequencing and scheduling techniques and line balancing.
Prerequisite: MAT 0105

ISC 0228 Industrial Supervision I 3 0 0 3
Presents the fundamental principles of supervision and relates supervisory responsibilities to the demands imposed by a modern industrial environment.

ISC 0230 Budgeting and Control 3 0 0 3
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 0120 and MAT 0105

ISC 0232 Quality Control 3 2 0 4
The law inherent in product liability determination; statistical evidence of process faults; aspects of product control concepts; reliability and quality control organizations.
Prerequisite: MAT 0105

LCS 1104 N.C. Building Code and N.C. Construction License 3 0 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, CAR 1103

LCS 1111 Blueprint Reading and Sketching 1 3 0 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 0 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.

LCS 1113 Blueprint Reading: Building Trades II 2 0 0 3
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: LCS 1112

LCS 1114 Construction Estimating 3 0 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.

MAS 1101 Masonry I 4 0 15 9
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Selecting the proper mortars, layout and construction of various building elements.

MAS 1103 Masonry II 1 0 3 2
 Study and practical application of the construction of brick walls, veneers, fireplaces, and chimneys.
 Prerequisite: MAS 1101

MAT 0090 Arithmetic I 5 0 0 5
 Basic mathematics course designed to build skills in the addition, subtraction, multiplication, and division of whole numbers. Computer/skills lab as assigned.

MAT 0091 Arithmetic II 5 0 0 5
 Basic mathematics course designed to build skills in operations involving fractions, decimals, proportions, and percents. Computer/skills lab as assigned.

MAT 0092 Applications of Arithmetic 5 0 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. Computer/skills lab as assigned.
 Prerequisite: MAT 0091 or satisfactory score on placement test

MAT 0100 Consumer Mathematics 5 0 0 5
 This course provides the student with a thorough review of whole numbers, fractions, decimals, percents, measurements, and simple linear equations. Applications relating to everyday life are stressed. Computer/skills lab as assigned.
 Prerequisite: MAT 0091 or satisfactory score on placement test

MAT 0105 Pre-College Algebra I 5 0 0 5
 This is the first of a two course sequence to prepare students to begin college level mathematics. Topics covered include properties of rational numbers, linear equations and inequalities, applications, factoring, and an introduction to quadratic equations. Computer/skills lab as assigned. Prerequisite: Satisfactory completion of Algebra I in high school or consent of the instructor

MAT 0106 Pre-College Algebra II 5 0 0 5
 This course is a continuation of MAT 0105. Topics covered include linear graphs, linear systems, rational expressions, radicals, the quadratic formula, and inequalities with absolute value. Computer/skills lab as assigned.
 Prerequisite: MAT 0105 or consent of the instructor

MAT 0108 Radiologic Mathematics 3 0 0 3
 This course is especially designed to prepare Radiologic Technology students for mathematical applications in their field of study. Topics include fundamental operations, significant figures and scientific notation, basic algebra, geometry, trigonometry, graphs, and logarithms. Computer/skills lab as assigned.

MAT 0110 Drug Dosages and Measurements 2 0 0 2
 This course includes a review of basic mathematical skills and an introduction to the system used in measuring drugs and solutions. Methods of conversion between the systems and drug dosage calculations are included. Fundamental concepts of drug administration are covered. Computer/skills lab as assigned.

MAT 0111 Electronics Math I 5 0 0 5
 This is the first course in a three-quarter sequence. Topics include signed numbers, scientific notation, units, prefixes, algebraic terms, roots, algebraic fractions, linear equations, and applications. Computer/skills lab as assigned.
 Prerequisite: Satisfactory score on placement test or consent of instructor

MAT 0112 Electronics Math II 5 0 0 5
 A continuation of MAT 0111. Topics include factoring, fractional equations, graphing, simultaneous equations, complex numbers, right triangle trigonometry, and applications. Computer/skills lab as assigned.
 Prerequisite: MAT 0111 or consent of instructor

MAT 0113 Electronics Math III 5 0 0 5
 A continuation of MAT 0112. Topics include applications, logarithms, logarithmic equations, computer number systems, and Boolean algebra. Computer/skills lab as assigned.
 Prerequisite: MAT 0112 or consent of instructor

MAT 0120 College Algebra 5 0 0 5
 This course is the first of a three course sequence to introduce majors in the liberal or fine arts or majors in the life, management, or social sciences to college mathematics. Topics covered include a review of algebra; polynomial, rational, exponential, and logarithmic models; and an introduction to linear systems, matrices, and combinatorics. Computer/skills lab as assigned.
 Prerequisite: Successful completion of Algebra II in high school, MAT 0106, or consent of instructor.

MAT 0120L Computer Applications Laboratory 0 2 0 1
 A course to further the student's mathematical knowledge as well as to introduce the use of microprocessors and modern software. This course should be taken by those students planning to take MAT 0220—Calculus with Analytic Geometry.

MAT 0121 Finite Mathematics 5 0 0 5
 This course introduces majors in the life, management, or social sciences to modern techniques of problem solving. Topics covered include mathematics of finance, matrices, linear systems, probability, linear programming including the simplex method, and an introduction to decision theory and statistics. Computer/skills lab as assigned.
 Prerequisite: MAT 0120 or consent of instructor

MAT 0122 Calculus 5 0 0 5
 This course introduces majors in the life, management, or social sciences to the problem solving techniques provided by calculus. Topics covered include elementary differentiation, anti-differentiation, integration, and extrema of functions of one and two independent variables. Computer/skills lab as assigned.
 Prerequisite: MAT 0120 or consent of instructor (MAT 0121 is recommended but not required.)

MAT 0130 Pre-Calculus I 5 0 0 5
 The course is the first of a vigorous two quarter sequence to prepare technical majors to take further mathematics. Topics covered include properties of real and complex numbers; polynomial equations and inequalities; polynomial, rational, exponential, and logarithmic functions; and conic sections. Computer/skills lab as assigned.
 Prerequisite: Successful completion of Advanced Math in high school, or consent of the instructor

MAT 0131 Pre-Calculus II 5 0 0 5
 This course is a continuation of MAT 0130. Topics covered include properties of the trigonometric functions and their graphs, analytic and right triangle trigonometry, linear systems, properties of matrices and determinants, and an introduction to sequences and combinatorics. Computer/skills lab as assigned.
 Prerequisite: MAT 0130 or consent of instructor

MAT 0214 Statistics 5 0 0 5

A course covering elementary descriptive and inferential statistics. Applications are stressed. Topics include classification of data; measures of central tendency, dispersion, and position; elementary probability; fundamental distributions and the central limit theorem; hypothesis testing; differences in means and proportions; and linear correlation and regression. Computer/skills lab as assigned.
Prerequisite: MAT 0120, or consent of instructor

MAT 0220 Calculus with Analytic Geometry I 5 0 0 5

The first of a rigorous four-quarter sequence to provide the student with a firm foundation in elementary calculus and analytic geometry. Topics covered include a review of the algebraic and numeric prerequisites, the theory and properties of derivatives, extrema, antiderivatives, and an introduction to integration. Computer/skills lab as assigned.
Prerequisites: MAT 0120 or consent of instructor

MAT 0221 Calculus with Analytic Geometry II 5 0 0 5

A continuation of MAT 0220. Topics covered include the fundamental theorem of calculus; properties of integrals; areas; surfaces and volumes of revolution; moments; the calculus and development of logarithmic, trigonometric, and hyperbolic functions and their inverses; techniques of integration; L'Hospital's Rule; and improper integrals. Computer/skills lab as assigned.
Prerequisite: MAT 0220

MAT 0222 Calculus with Analytic Geometry III 5 0 0 5

A continuation of MAT 0221. Topics covered include Taylor polynomials, numerical integration, summation techniques of infinite series, power series, Taylor series, conic sections, polar coordinates, parametric representations, curvature, vector geometry, and the cross product. Computer/skills lab as assigned.
Prerequisite: MAT 0221

MAT 0223 Calculus with Analytic Geometry IV 5 0 0 5

The last of a rigorous four-quarter sequence in rigorous calculus and analytic geometry. Topics covered include surfaces in three-space; cylindrical and spherical coordinates; functions of several variables; partial derivatives; gradients; extrema; Lagrangian multipliers; double, triple, and iterated integrals; vector fields; line and surface integrals; the theorems of Green, Gauss, and Stokes; and an introduction to linear differential equations. Computer/skills lab as assigned.
Prerequisite: MAT 0222

MAT 1101 Trades Mathematics I 4 0 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. Computer/skills lab as assigned.
Prerequisite: MAT 0091 or satisfactory score on placement test

MAT 1102 Trades Mathematics II 4 0 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. Computer/skills lab as assigned.
Prerequisite: MAT 1101

MEC 1101 Machine Shop 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.
Prerequisites: MAT 1101, DFT 1104

MEC 1133 Electrical and Mechanical Maintenance 3 0 3 4

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 4 0 0 4

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 0101 Nursing Fundamentals 6 4 3 9

An introduction to nursing, the health care system, health, illness, the nursing process, twelve needs, and basic Nursing Skills. The nursing process is used to assess the twelve basic human needs of man. Emphasis is placed on the therapeutic communication. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class, the nursing laboratory and clinical area.
Corequisites: BIO 0106, PSY 0101 or 0105, NUT 0101

NUR 0102 Nursing Adults and Children I 6 2 12 11

An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with alterations in health and illness, surgical needs, cancer, terminal illness, and diseases of musculo-skeletal and gastro-intestinal systems. Diet therapy and pharmacotherapeutics are included in the client care plan. Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.
Prerequisites: BIO 0106, PSY 0101 or 0105, NUT 0101, NUR 0101. Corequisites: BIO 0107, PSY 0117, MAT 0110

NUR 0103 Nursing Adults and Children II 6 0 12 10

Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with diseases of endocrine, urinary, reproductive, integumentary, and respiratory systems. Diet therapy and pharmacotherapeutics are included in the care plan. Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.
Prerequisites: NUR 0102, BIO 0106 and 0107, PSY 0117, MAT 0110. Corequisites: NUR 0105, BIO 0203 (For ADN Program)

NUR 0105 Pharmacology 3 2 0 4

An introductory course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medications in each classification are presented. Assessment of the client before and after medication administration is stressed. Practice in preparation and steps in administration of oral and parenteral medication are planned for in the laboratory and clinical areas.
Prerequisites: MAT 0110, NUR 0102

NUR 0201 Nursing Process and Client Assessment 2 2 0 3

Designed to give the practical nurse theory and practice in using the nursing process and client assessment skills. The class will introduce theory by lecture and discussion. The laboratory will include demonstration and practice of techniques useful in assessing the head, neck, chest, cardiovascular system, breasts, genitourinary system, abdomen, musculoskeletal system, neurosensory system, and nutritional status. Required for practical nurses before entry into fourth quarter of the Associate Degree Nursing Program.

Prerequisite: Admission into ADN Program or permission of instructor

NUR 0202 Nursing Adults and Children III 6 0 15 11

Continuation of medical surgical nursing theory and clinical practice utilizing the nursing process, nursing diagnosis, client care management, and client teaching concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with alterations and diseases of the cardiovascular, neurosensory, visual and auditory systems. Diet therapy and pharmacotherapeutics are included in the client care plan. Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.

Prerequisites: BIO 0203, NUR 0103, NUR 0105, PSY 0101 or 0105, PSY 0117.
Corequisites: BIO 0204, SOC 0101 or 0105

NUR 0203 Maternal and Newborn Nursing 6 0 15 11

Introduces the basic and more complex concepts in obstetrical nursing. Nursing process and nursing diagnosis are used to assess the family, identify common problems, and plan family care during the antepartal, intrapartal, postpartal, and newborn periods. Common and more complex problems of pregnancy and the newborn will be discussed. Clinical will include using the nursing process to assess plan, implement, and evaluate nursing care for the intrapartal, postpartal, and newborn clients in normal and more complex situations.

Prerequisites: BIO 0203, NUR 0103, NUR 0105, PSY 0101 or 0105, PSY 0117.
Corequisites: BIO 0204, SOC 0101 or 0105

NUR 0204 Mental Health Nursing 8 0 15 13

Continuation of basic nursing theory and clinical practice, using the nursing process, nursing diagnosis, clinical care management, clinical teaching concepts and self evaluation. Students and patients are viewed as individuals with individual needs and mechanisms of adapting. Syndromes of behavior will be described and discussed from an eclectic perspective. Communication processes and techniques in interpersonal interviews will be used to assess the dynamics of behavior and interpersonal needs. Stages of interpersonal relationship will be used as a framework for planning, intervening and evaluating nursing care for individual patients and for groups of patients in the clinical setting.

Prerequisites: PSY 0101 or 0105, PSY 0117, NUR 0103, NUR 0105, NUR 0202, NUR 0203, BIO 0204

NUR 0205 Nursing Adults and Children IV 6 0 15 11

Introduction to medical-surgical nursing intensive care theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making nursing diagnosis and planning client care will be discussed for clients with complex health problems related to the cardiovascular, respiratory, urinary and gastro-intestinal systems. Leadership concepts in the management of client care delivered by other nursing team members will be emphasized.

Prerequisites: NUR 0105, NUR 0202, NUR 0203, NUR 0204, BIO 0204.
Corequisite: NUR 0206

NUR 0206 Nursing Seminar 2 0 0 2

Designed to help the student seek employment and prepare for practicing the role of the nurse. The seminar classes are designed to give the student opportunities to discuss issues and trends in nursing education, nursing practice, and the legal realm. Responsibilities of the nurse to self, to the health team and the community are stressed.

Prerequisites: NUR 0202, NUR 0203, NUR 0204, BIO 0204. Corequisite: NUR 0205

NUR 1121 Maternal and Newborn Nursing 3 0 7.5 5.5

Using nursing process and nursing diagnosis, the basic concepts in maternal and newborn nursing are introduced. Client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed for clients in the antepartum, intrapartum, postpartum and newborn periods. Common problems of pregnancy and the newborn will be introduced. Clinical will include using the nursing process to plan, implement and evaluate nursing care for the intrapartum, postpartum and newborn clients.

Prerequisites: NUR 0103, NUR 0105, BIO 0107, PSY 0101 or 0105, PSY 0117.
Corequisite: NUR 1141

NUR 1140 Nursing Adults and Children III 5 0 7.5 7.5

Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. The role of the LPN in client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with infectious, cardiovascular, neurosensory and auditory, visual and speech systems diseases and drug overdoses and toxic substance reactions.

Prerequisites: NUR 0103, NUR 0105, BIO 0107, PSY 0101 or 0105, PSY 0117.
Corequisite: NUR 1141

NUR 1141 Practical Nursing Seminar 3 0 0 3

This course provides an introduction to the legal aspects of nursing practice. The more common legal problems and ways to avoid legal entanglements are discussed. Ethical and legal responsibility in controversial nursing situations are presented and discussed. Professional organizations are presented with emphasis placed on those applicable for the Licensed Practical Nurse. The role of the Licensed Practical Nurse and job opportunities are explored in depth.

Corequisites: NUR 1121, NUR 1140

NUR 1150 Nursing Assistant 10 6 9 16

This course prepares the student to assist registered nurses, licensed practical nurses, and physicians in giving client care. Special characteristics of different ages and types of clients are taught. Roles of health care workers and the health care setting are discussed. Simple client care procedures such as bathing, feeding, positioning, admitting, transferring, discharging, ambulating and positioning clients are taught. Other procedures taught include preparing and applying hot and cold treatments, giving enemas, douches and suppositories, measuring and recording vital signs, applying binders and bandages, making beds, implementing isolation safety and fire procedures, collecting specimens, giving preoperative and postoperative care and postmortem care. Procedures will be demonstrated and students will practice these until they can do them safely before working in the health care setting.

NUT 0101 Nutrition and Diet Therapy 3 0 0 3

Introduces the learning concepts of change and balance as the fundamental framework for the study of nutrition. Deals with composition of food, the digestion, absorption, and metabolism of the seven basic nutrients, and the basic four food groups. The results of deficiencies, the factors that influence good habits, and nutritional requirements in all age groups are discussed. Therapeutic diets are introduced. Corequisite: BIO 0106

- PED 0101 Foundations of Physical Activity** 1 2 0 2
Study of immediate and long term effects of physical activity and establishment of individualized programs for acquiring and maintaining physical fitness. One lecture and two hours of activity each week.
- PED 0102 Tennis** 0 2 0 1
Designed for beginners. Instruction includes proper grips, forehand and backhand strokes, and the serve. Proper methods and procedures for serving, return of serve, and overhand strokes along with proper positioning in singles and doubles are covered. Students are taught the traditional scoring method.
- PED 0103 Volleyball** 0 2 0 1
Basic rules, plays and proper techniques of passing, setting, spiking and bumping (digging) are taught, along with various serving techniques, scoring, positioning and defensive plays.
- PED 0104 Folk and Square Dancing** 0 2 0 1
Includes the study of western square dance and international folk dance. History, terminology and dance steps used in western square dance and international folk dance and the major areas of instruction.
- PED 0105 Bowling** 0 2 0 1
Designed to develop skills in scoring, ball selection and grip, approaches, releases, methods of aiming and the etiquette of bowling.
- PHY 0107 Radiologic Physics I** 3 2 0 4
This course introduces the student to the basic principles of physics. It begins with a review of basic mathematics, including fractions, decimals, scientific notation, and unit conversions. The fundamentals of mechanics, properties of matter, heat, atomic structure, electromagnetic radiation, electricity, and magnetism are presented.
Prerequisites: MAT 0108 and RDT 0105
- PHY 0198 Radiologic Physics II** 3 2 0 4
This course is a continuation of PHY 0107 but with more emphasis on applying physics principles to the creation and utilization of x-rays. Electricity and magnetism are reexamined in studying electromagnetism and components of the x-ray machine. The production of x-rays, x-ray interaction in matter, and effect of x-ray characteristics on image quality are examined in detail. Problem solving is utilized to reinforce principles and prepare students to apply them to the clinical setting.
Prerequisite: PHY 0107
- PHY 0110 Technical Physics** 3 2 0 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 0111 Mechanics** 3 3 0 4
An analytical approach to the principles of mechanics. Subject matter includes measurement, vector and scalar quantities, force and motion, work and energy, statics, elasticity, and fluids. Emphasis is placed on problem solving and engineering applications. Lectures, problem drill, and laboratory work are coordinated to enable a better understanding of physical principles. This is not a calculus based course.
Prerequisites: MAT 0130 or Equivalent.

- PHY 0112 Heat, Sound, and Light** 3 3 0 4
An introduction to the principles of heat, sound, and light. Subject matter to include thermal behavior of matter, heat transfer, wave motion, sound production, sound reception and control, illumination, refraction, dispersion, lenses, interference and diffraction. Laboratory work and problem solving to parallel work in the classroom. This is not a calculus based course.
Prerequisite: PHY 0111
- PHY 0113 Electricity, Magnetism, and Modern Physics** 3 3 0 4
A study of electricity, magnetism, and modern physics. Subject matter includes electrostatics, magnetism, basic electric circuits, electromagnetism, alternating current, introduction to vacuum tube and solid state electronics, relativity, quantum theory of the atom, and nuclear energy. Emphasis is placed on problem solving appropriate to engineering technology. Laboratory work to parallel work in classroom. This is not a calculus based course.
Prerequisite: PHY 0112
- PHY 0211 Mechanics** 4 3 0 5
An introduction to mechanics. Subject matter includes vector and scalar quantities, static and dynamic systems of forces, translational and rotational motion with variable acceleration, work, and energy, hydrostatics and hydrodynamics, elastic properties of matter and harmonic motion. Laboratory exercises are coordinated with classroom work. Designed for students whose curriculum requires a calculus oriented courses.
Prerequisite: MAT 0220
- PHY 0212 Heat, Sound & Light** 4 3 0 5
An introduction to the principles of heat, sound, and light. Subject matter includes heat measurements, heat transfer, the laws of thermodynamics; wave motion; acoustical phenomena; the nature and propagation of light; reflection and refraction; lenses and optical instruments; interference and diffraction; and polarization. Emphasis is placed on problem solving and engineering applications. Laboratory exercises are coordinated with classroom work. Designed for students whose curriculum requires a calculus oriented course.
Prerequisite: PHY 0211
- PHY 0213 Electricity and Magnetism: Atomic Physics** 4 3 0 5
An introduction to electricity and magnetism and atomic physics. Subject matter includes electrostatics, capacitance and dielectrics, potential; chemical and thermal electromotive force; electromagnetism; electrical instruments; electromagnetic induction, motors and generators, alternating currents; transient circuits; thermionic emission; wave mechanics, radioactivity; and nuclear reactions. Emphasis placed on problem solving and engineering applications. Laboratory exercises are coordinated with classroom work. Designed for students whose curriculum requires a calculus oriented course.
Prerequisite: PHY 0212
- PHY 1101 Applied Science I** 3 2 9 4
Introduces physical principles and their application in industry. Topics include measurements; properties of solids, liquids, and gases; and basic electrical principles.
- PHY 1102 Applied Science II** 3 2 0 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 or consent of instructor

PLU 1110 Plumbing and Pipework 2 0 3 3

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 0 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 0 15 10

A thorough study of the electrical and fuel systems of the automobile including 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 1221 Front Suspension, Alignment, and Power Steering 3 0 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 0101 American National Government 5 0 0 5

An introduction to the American political system. The course focuses on the Constitution and Constitutional issues, the structure and functions of the national government, how individuals and groups influence the political process, and public policy issues. This course is designed for students intending to transfer to a four-year institution.

POL 0102 National Government 3 0 0 3

A general survey of the Federal System with special emphasis placed on its operation within the constitutional framework of the United States. This course is designed for students enrolled in technical and vocational programs.

POL 0110 State and Local Government 3 0 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 0101 Postal Service History and Organization 3 0 0 3

This course gives the history of the Postal Service beginning in Ben Franklin's time to the present, including historical facts such as street delivery, air mail, Pony Express, railway post offices (RPO), highway post offices (HPO), Postal Inspection Service, use of machinery, and automation.

POS 0103 Mail Processing I 3 0 0 3

Mail processing is one of the main functional areas of the Postal Service. This course includes processing mail, distribution of mail locally, distribution of mail to other cities and counties, types of machinery used for cancellation and distribution, training methods, transportation systems, and scheduling dispatches mail via truck, train, or airline.

POS 0105 Mail Processing II 3 0 0 3

This course is a continuation of POS 0103—Mail Processing I. It provides a more in-depth study of all areas of mail processing.

POS 0201 Postal Labor-Management Relations 3 0 0 3

Presents an overview of laws and practices as related to labor-management in the Postal Service. Emphasis is placed on the National and Local Agreements, the various bargaining units and associations in the Postal Service, the grievance procedures, the National Labor Relations Board, and the Fair Labor Standards Act.

POS 0202 Postal Service Finance 3 0 0 3

A support function that funds all activities. It covers postal accounting procedures, time and attendance, real property and leased property, motor vehicle accounting, procurement, mail classification and planning, budgeting, and control of funds.

POS 0203 Postal Employee Services 3 0 0 3

This course is designed to provide a functional knowledge of types of recruitment, examinations, selection procedures, types of appointments, benefits, training, safety and health requirements, and compensation.

POS 0205 Postal Service Delivery and Collection 3 0 0 3

This course is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. The duties, responsibilities and skills needed in the carrier crafts are covered. "Methods Improvement Plan/Standard Operating Procedures" (MIP/SOP) and "Route Inspections and Evaluation" are explained and emphasized throughout the course. Management of rural delivery service and the Fair Labor Standards Act (FLSA) policies are also part of this course.

POS 0206 Postal Customer Services 3 0 0 3

Designed to provide a functional knowledge of the operation of window units and stations and branches within the Postal Service. The course covers sales and services, budget and planning, product knowledge, retail revenue generation, express mail, duties of Customer Service Representatives, and duties and responsibilities of Station and Branch Managers.

PSC 0101 Basic Law Enforcement Training 15 9 0 24

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

PSY 0101 Introduction to Psychology 5 0 0 5

This course is designed to acquaint the student with psychology as a behavioral science. The historical development of psychology introduces this body of knowledge. An in-depth study will be made of the various subdivisions of psychology: clinical, developmental, abnormal, industrial, educational, and social. Students will pursue a wide range of theoretical viewpoints concerning the psychology of learning, personality development, the physiological basis for behavior, human growth and development, and abnormal behavior. Scientific, social, and philosophical perspectives influencing human behavior will emphasize the extent to which people are affected by a thorough knowledge of psychology. Content of the course is especially designed for the student who plans to transfer to a four-year institution to pursue a bachelor's degree.

PSY 0105 General Psychology 3 0 0 3

Study of the various fields of psychology, the developmental processes, motivation, emotion, frustration and adjustment, mental health, attention and perception and problems in living. This course is designed for technical and vocational students.

PSY 0114 HUman Relations 3 0 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.

**PSY 0117 Growth and Development—
Life Span 3 0 0 3**

This developmental course provides the student an opportunity to study human growth and development from conception through death. The course emphasizes the genetic, biological, environmental, and socio-cultural influences on development. Students will learn the different characteristic changes, when they occur, and what causes them to occur during the various stages of growth and development.

Prerequisite: PSY 0101 or PSY 0105

PSY 0209 Abnormal Psychology 3 0 0 3

A study of the symptoms, causes and treatment of care of persons suffering from neuroses, psychoses, behavior disorders and mental deficiencies. Field trips to mental clinics and hospitals.

Prerequisite: PSY 0101 or PSY 0105

PSY 0212 CHild Psychology 5 0 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 0105

RDT 0101 Introduction to Radiologic Technology 3 0 3 4

This course is designed to acquaint the new students with the profession of Radiologic Technology and to prepare them for the clinical components of the program. The rules and philosophies of the radiography program, radiology departments and radiology profession are discussed in detail. Other topics presented include career advancement, specific radiographic terminology, professional organizations, certification, licensure, and professional development. Students are also given an orientation to radiographic equipment and its manipulation. The clinical component of this course will allow the students to familiarize themselves with each of the clinical affiliates that they will later rotate through. Finally, students are given a thorough presentation of radiation protection, its purpose and how to apply it to protect the patients, themselves, and others.

RDT 0102 Radiologic Positioning I 3 2 0 4

This course presents an introduction to the basic principles and terminology of radiographic positioning techniques. Emphasis will be placed on the positioning techniques necessary to adequately visualize the appendicular skeleton and the anatomy demonstrated. Students will observe, practice, and be evaluated according to a competency level in a laboratory situation, as well as in the classroom.

RDT 0103 Radiologic Positioning II 3 3 0 4.5

This course is a continuation of RDT 0102. The student is taught the positioning techniques necessary to adequately visualize the axial skeleton and all aspects of skull radiography, as well as the anatomy demonstrated. Students will observe, practice, and be evaluated according to a competency level in a laboratory situation, as well as in the classroom.

RDT 0104 Radiologic Positioning III 3 3 0 4.5

This course is a continuation of RDT 0103. The student is taught the positioning techniques necessary to adequately visualize the body systems of the thoracic and abdominal viscera. Other specialized techniques such as fluoroscopy, tomography and angiography are also presented. Students will observe, practice and be evaluated according to a competency level in a laboratory session, as well as in the classroom.

Prerequisite: RDT 0103

RDT 0105 Radiographic Exposures 2 2 0 3

This course presents the prime factors involved in creating a radiographic image, as well as the major factors which influence radiographic qualities. Accessory devices and equipment and the formation of technique charts are discussed. The course allows laboratory time to demonstrate the effects that variables have on the resultant image and to manipulate factors to produce an optimum radiograph.

Prerequisite: RDT 0101

RDT 0110 Medical Ethics/Patient Care 3 2 0 4

This course introduces basic medical ethics, confidentiality, interpersonal relationships and medicolegal considerations. The role of the Radiologic Technologist is considered in relation to the patient and general patient care. Specific nursing procedures are presented and those which directly relate to Radiology are practiced and evaluated in a laboratory situation.

RDT 0112 Clinical Education I 0 0 15 5

Students will begin clinical rotations through the affiliate radiology departments under the direct supervision of a registered technologist. They will be allowed to apply the previously learned principles of radiographic exposure, radiation protection and patient positioning. Clinical competency evaluations will be performed on areas previously covered in the laboratory and classroom.

Prerequisites: RDT 0101, RDT 0102

RDT 0113 Clinical Education II 0 0 15 5

A continuation of Clinical Education I; students continue to be evaluated on competency levels, under direct supervision of a registered technologist, that have previously been covered in the classroom and laboratory.

Prerequisite: RDT 0112

RDT 0114 Clinical Education III 0 0 24 8

This course is a continuation of RDT 0113. The student will continue to improve basic skills learned in classroom, lab, and previous clinical sessions, and to improve competency covered procedures. Direct supervision will be provided by a registered radiologic technologist.

Prerequisite: RDT 0113

RDT 0203 Radiographic Procedures 4 0 0 4

This course is designed to present unique areas in Radiology. Topics covered include nuclear medicine, ultrasound, radiation therapy, pediatrics, and other specialized imaging modalities.

Prerequisite: RDT 0104

RDT 0205 Radiographic Processing 3 0 0 3

This course is a continuation of RDT 0105. It is designed to demonstrate the creation of a radiographic image, the relationship between the latent and visible image, and the role that processing takes in the resultant image quality. Students evaluate film characteristics, necessary technique corrections, and processing artifacts. The basic design and function of processors and darkrooms and their quality control will be discussed and appropriate tests analyzed.

Prerequisite: RDT 0105

RDT 0206 Radiobiology and Protection 4 0 0 4

This course is designed to provide the student with a thorough knowledge of the effects of radiation on biological organisms from the cell up to the entire being. Emphasis is placed on the short and long-term genetic and somatic effects to humans from high and low levels of radiation exposure. The course stresses the understanding and use of available methods that the technologist may use to keep the patient and staff exposure to a minimum. Regulations dealing with radiation protection are covered and devices used to detect radiation levels are introduced. Prerequisite: PHY 0108

RDT 0207 Film Evaluation/Imaging 2 0 0 2

This course presents students with a logical film evaluation procedure to assist them in differentiating between diagnostic and poor quality radiographs. Students will present a variety of radiographs which will be critiqued for quality and demonstrated anatomy. Poor quality radiography will be discussed to discern the best methods to be used to improve the film to a diagnostic level. Prerequisites: RDT 0104 and BIO 0208

RDT 0208 Radiologic Management/Education 3 0 0 3

This course is designed to introduce students to the managerial and educational aspects of the Radiologic Technology profession. Basic managerial functions and theories will be presented in order to help the students to deal with the administrative demands put on them when they become working technologists. The educational theories and skills will assist students in designing and implementing future educational programs for other technologists, health care personnel, or patients. Job seeking skills will also be stressed and an accurate resume and cover letter will be developed by each student. Prerequisite: RDT 0203

RDT 0209 Radiologic Equipment & QA 3 2 0 4

This course is designed as a continuation of PHY 0108. Unique radiographic equipment, such as image intensifiers, automatic exposure controls, and cinefluoroscopy will be discussed in detail. In addition, other specialized techniques will be presented. Concepts of equipment quality assurance will be stressed and specific tests will be performed by the students and analyzed to determine problem areas. Prerequisite: PHY 0108

RDT 0215 Clinical Education IV 0 0 24 8

This course is a continuation of RDT 0114. The student will not be under indirect supervision and will apply ionizing radiation and patient positioning with a R.T.(R)A.R.R.T. in the vicinity. Competency levels will continue to be evaluated as they are reached. Prerequisite: RDT 0114

RDT 0216 Clinical Education V 0 0 24 8

This course is a continuation of RDT 0215. The student will continue to perform all types of radiographic procedures under the indirect supervision of a registered technologist. Competency levels will continue to be evaluated. Prerequisite: RDT 0215

RDT 0217 Clinical Education VI 0 0 24 8

This course is a continuation of RDT 0216. The students will continue to enhance their skills and perform all types of radiographic procedures under the indirect supervision of a registered technologist. Elective rotations in specialty areas will be used to complement clinical experiences. Competency levels will continue to be evaluated. Prerequisite: RDT 0216

RDT 0218 Clinical Education VII 0 0 24 8

This course is the culmination of all of the clinical courses. Students will concentrate on refining weak skills or investigating areas of particular interest under the indirect supervision of a registered technologist. Competency levels will continue to be evaluated. Prerequisite: RDT 0217

RDT 0219 Registry Seminar 3 2 0 4

This course is designed to help the students prepare to take the American Registry of Radiologic Technologists. Students will participate in "mock" or simulated registries, and use the results to help identify any educationally weak areas. Seminars on important topics and/or particularly weak areas will be presented. Prerequisite: RDT 0207

REC 0110 Recreational Arts and Crafts 1 3 0 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 and camp crafts.

REC 0111 Human Body in Health and Disease 5 0 0 5

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 0112 Introduction to Recreation Services 3 0 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 0113 Introduction to the Ill and Handicapped 3 0 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 0114 Social Aspects of Sport 3 0 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 0120 History of Recreation 3 0 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 0121 Principals of Motor Development 3 0 0 3

Gives the student an understanding of the sequential development of fundamental movements, motor patterns and sports skills.

REC 0122 Health Practices 3 0 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 0123 Social Recreation 3 0 0 3

Develops skills in planning social recreational activities. Party planning, special events, social games, quiet games, trips and picnics, and decorating are emphasized.

REC 0131 Recreation Leadership I 3 0 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 0132 Team Sports and Games in Recreation 1 3 0 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 0133 Sports Officiating 1 3 0 2

Introduces the student to the techniques of officiating lead-up games and team sports such as volleyball, softball, basketball, with emphasis on learning the rules of team sports.

REC 0134 Nature and Outdoor Recreation 3 0 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 0140 Recreation Leadership II 3 0 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 0131

REC 0141 Individual Sports and Games 1 3 0 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 of the handicapped. Sports and games included are bowling, golf, archery, fishing, tennis, hiking, and cycling.

REC 0142 Folk, Square and Social Dance 1 3 0 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 0143 Effective Supervisory Practices 3 0 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 0144 Safety and First Aid in Recreation 3 0 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 0210 Leisure Counseling 3 0 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 0211 Recreation Drama 1 3 0 2

Explores the use of drama in a recreational setting. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children and adults. Creative activities such as pantomime, plays, stunts and skits, charades, storytelling and costuming are included. To develop skill in drama, student participation is encouraged.

REC 0212 Introduction to Gerontology 3 0 0 3

Addresses the needs and concerns faced by the aged such as income, disability, transportation, religion, and voluntary activities.

REC 0213 Recreation Areas and Facilities I 3 0 0 3

Explores the different types of outdoor 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 0214 Introduction to Therapeutic Recreation 3 0 0 3

Provides coverage of therapeutic recreation and human service models, the therapeutic recreation process, the specialist, and personal professional development.

REC 0221 Recreation Administration 3 0 0 3

Introduces the student to basic principles and concepts of recreation administration. Primary emphasis is on the administration of municipal recreation programs. Administrative concerns in personnel management, public relations, budgeting and finance, and legislation is presented.

REC 0222 Adaptive Physical Education and Recreation 3 0 0 3

A study of modifications and adaptations used in recreation and physical education activities for the 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 0223 Leisure and Aging 3 0 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.

REC 0225 Recreation Areas and Facilities II 3 0 0 3

A continuation of REC 0213, 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 0213

REC 0226 Organization of Recreation Activities 3 0 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 0240 Recreation in Institutions for Special Populations 3 0 0 3

An extension of REC 0214 relating the therapeutic recreation process to youthful and adult offenders, the mentally ill, the mentally retarded, the alcoholic and drug addict, the economically deprived, and racial minorities. Prerequisite: REC 0214

REC 0242 Resident and Day Camp Administration 3 0 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 0244 Recreational Music** 1 3 0 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 demonstrations of teaching techniques and skills.
- REC 0282 Recreation Internship and Seminar** 1 20 0 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 coursework
Students upon recommendation of department, may fulfill REC 0282 requirement by approved cooperative work experience.
- SCI 0099 Introduction to Science** 3 0 0 3
A pre-curriculum course intended to strengthen the 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
- SOC 0101 Introduction to Sociology** 5 0 0 5
Sociology is the study of human group behavior and its numerous related elements. This course emphasizes the basic theoretical, methodological, and conceptual frameworks of sociology. The development of sociology, its history and founders, sociological research, culture and society, social organization, and socialization will provide an in-depth study in all the subdivisions of sociology. The content of the course is especially designed for the student who plans to pursue a bachelor's degree at a four-year institution.
- SOC 0105 General Sociology** 3 0 0 3
This course is a study of the nature, concepts, and principles of human group behavior. The area covered includes society, culture, socialization, the class systems, social change and social processes.
- SOC 0112 Modern Social Problems** 3 0 0 3
Nature, extent, causes and consequences of social problems in America today.
- SOC 0115 Criminology** 3 0 0 3
Introduces the causes of crime and delinquency. Discusses the historical and contemporary aspects of crime, law enforcement, and punishment.
- SOC 0117 Juvenile Delinquency** 5 0 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 0105
- SOC 0211 Marriage and Family** 3 0 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 covered in depth.
- TEX 0101 Fundamentals of Textiles** 3 0 0 3
An introduction to textiles, including the history of the industry, description of textiles materials and products and their utilization. Presentation of the basic manufacturing systems, materials flow, terminology and calculations.

- TEX 0201 Fiber Science** 5 2 0 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 0101, CHM 0111
- TEX 0202 Yarn Forming Systems** 5 2 0 6
A study of the principles of staple and filament yarn systems and structures. The influence of manufacturing systems and the input materials on product characteristics is established.
Prerequisite: TEX 0101
- TEX 0203 Fabric Forming—Weaving** 3 2 0 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 0202
- TEX 0204 Fabric Forming—Knitting and Non-Conventional Process** 5 2 0 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.
- TEX 0206 Dyeing and Finishing** 5 2 0 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 0201
- 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. Welding 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** 1 2 0 2
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 0 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 1 2 0 2

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 0 3 0 1

This is a continued study of different welding symbols, lines, and views, etc. Students 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 0 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 0 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 repair work.

WLD 1130 Pipe Welding 5 0 15 10

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1120

WLD 1131 Mechanical Testing & Inspection 1 0 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, clothesline, 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, WLD 1120

WLD 1140 Inert Gas Welding 5 0 12 9

Introduction and practical operations in the use of inert-gas-shield arc welding. A study is made of the equipment, operation, safety and practice in the various positions. A thorough study of principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisite: WLD 1120, WLD 1130

WLD 1141 Certification Practices 4 0 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 skills in producing quality welds. Students who have met the requirements will be permitted to take the certification examination.



ADMINISTRATIVE OFFICERS

Dr. Ben F. Currin President
 Leo Kelly, Jr. Dean of Continuing Education
 W. L. (Bill) Hardison Business Manager
 Frank H. Madigan Dean of Student Affairs
 Robert A. Miller Dean of College Services
 Frederick H. Wilson Dean of Instruction

FULL-TIME ADMINISTRATION AND FACULTY

Allen, Judith D. Coordinator/Instructor Maternal/Newborn, Nursing
 B.S.N. and M.P.H., University of North Carolina at Chapel Hill
 Baskerville, Rachel Instructor, Secretarial Science
 B.S. and M.S., North Carolina Agricultural and Technical State University
 Bazemore, Billie J. Instructor, Nursing
 B.S.N., Medical College of Virginia
 Beck, John J. Chairman, General College/College Transfer
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 Bergeron, Martha Instructor, English
 B.A., Longwood College; M.A., San Diego State University
 Boone, Marilyn G. Counselor/Assessment & Retention Specialist,
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 Brewer, Frances L. Instructor/Math Lab
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 B.A., Allen University; M.B.A., North Carolina Central University
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 A.B., Davidson College
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 Director of Nursing Education
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 Certified Master Mechanic
 Fleming, Roxanne R. Director of College Advancement
 B.A., North Carolina State University at Raleigh
 Flippin, Jr., Carl B. Program Head, Social Sciences
 B.A., University of Oklahoma; M.S., Oklahoma State University
 Frazier, Julius M. Instructor, Automotive
 Vocational Diploma, Nashville Auto-Diesel College
 Frazier, Katherine P. Instructor, Nursing
 B.S.N., Duke University
 Garrison, Cornelia W. Coordinator, Individualized Instruction, LRC
 B.S., Campbell University
 Garrison, Terry E. Director, HRD and JTPA Programs
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 Gibson, Susan J. Instructor, Radiologic Technology
 A.A.S. and B.S., Southern Illinois University

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 B.A., Meredith College; M.Ed., Campbell University
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 B.S., High Point College
 Jones, William J. Program Head, Welding
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 Martin, David V. Interim Program Head, English
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 Meadows, Frances J. Evening Instructor, AVT Lab
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 Murdock, Marie H. Instructor, Early Childhood Associate
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 B.S., M.S.B.E., C.A.S., University of North Carolina at Greensboro
 Perkins, Robert E. Recruiter, Industry/Community Services
 A.A.S., Durham Technical Institute
 Porter, Martha Jo Instructor, English
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 Porterfield, Robert M. Instructor, Mathematics
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 Powell, Jr., James R. Instructor, English
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 Powell, Lydia C. Program Head, Education Associate
 B.A., Wake Forest University

Rowland, RobinInstructor, Cosmetology
Diploma, Vance-Granville Community College; Advanced Certification

Rublein, Walter J.Program Head, Business Computer Programming
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Shafer, Carl R.Program Head, Math/Physics
B.S., Bradley University; A.M., Washington University at St. Louis; Ph.D., University of Colorado at Boulder

Sinclair, R. Frank Librarian/Instructor
A.B., Catawba College; M.A., Appalachian State University; M.Ln., Emory University

Slaughter, Wilbur O.Instructor, Welding
Vocational Diploma, Vance-Granville Community College

Smith, Barbara J.Instructor, Cosmetology
Diploma, Pitt Community College; Advanced Certification

Spain, Jr., William M.Director, Student Support Services
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Sutton, FrancesTutorial Coordinator, Student Support Services
B.A. and M.P.H., University of North Carolina at Chapel Hill

Sutton, Nyoka S.Program Head, Cosmetology
A.A.S., Lenoir Community College

Thompson, Tracy K.Coordinator of Marketing
A.B., Davidson College

Tunstall, Nancy A.Instructor, Business Computer Programming
B.S. and M.A., Wake Forest University

Walker, Helen M.Counselor, Student Support Services
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Walters, Reba R.Coordinator/Instructor, Mental Health Nursing
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Wheeler, James H.Instructor, Business Administration
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State University at Raleigh

Whittaker, Peggy S.Counselor, Student Affairs
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Williams, Dorothy M.Coordinator, Human Resources Development
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Wilson, Jr., Frederick H.Dean of Instruction
B.S., North Carolina State University at Raleigh; M.S., North Carolina Central University

Wilson, Lucille W.Instructor/Counselor
Human Resources Development

Wilson, Steven C.Instructor, Electronics Engineering
A.A.S., Piedmont Technical College

Winston, Alex G.Program Head, Heating and Air Conditioning
A.A.S., Danville Technical College

Wood, Robert G.Program Head, Textile Technology
and Industrial Management
B.S., North Carolina State University at Raleigh

CLERICAL AND SUPPORT STAFF

Ayscue, Nancy Faculty Secretary

Beck, Brenda W. Admissions Officer

Brodie, Irma B. Receptionist

Brummitt, Anne F. Career Placement Specialist

Dunn, Nancy F. Cashier/Accounting Technician, Business Office

Clopton, Jeanene T. Secretary, Small Business Center

Curin, Miriam R. Technical Assistant, LRC

Davis, Barbara N. Technical Assistant, AVT Center

Davis, Helen W. Technical Assistant, AVT Center

Dawson, Mary H. Day Care Cook

Durham, Elizabeth Child Care Technician, Day Care Center

Fuller, Mary Ann Assistant Financial Aid Officer

Fuller, Rebecca D. Faculty Secretary

Gatano, Vera R. Publicity Specialist

Gill, Denise B. Director, Day Care Center

Graham, Patricia P. Executive Secretary to President

Grissom, Betsy B. Secretary, Vice President
and Dean of Curriculum Programs

Harris, Deborah J. Child Care Specialist, Day Care Center

Hedgepeth-Hughes, Katherine Child Care Specialist, Day Care Center

Henley, Renee O. Assistant Printer

Hightower, Mildred M. Secretary/Clerk, Bookstore

Jackson, Kimberly E. Secretary, Industry & Community Services

King, Beth F. Child Care Specialist, Day Care Center

McCall, Shelia H. Accounting Technician, Business Office

McFadden, Linda R. Assistant Registrar

McFall, Theresa M. Accounting Technician/Purchasing, Business Office

McMannen, Mary H. General Office Technician, Student Affairs

Neal, Ruth N. Technical Assistant, LRC

O'Neal, Scott K. Paraprofessional/Tutor, Student Support Services

Parsons, Sammy J. Vocational Counselor

Peace, Ernestine J. Accounting Technician/Payroll Business Office

Perkinson, Elaine W. Secretary, Receptionist

Ranes, James H., Jr. Printer

Richardson, Dezel Secretary, Human Resources Development

Riggan, Betty G. Accounting Technician
Secretary to Business Manager

Rose, Jerry D. Financial Aid Officer and Veterans Coordinator

Spence, David W. Bookstore Manager

Stephens, Dorothy Secretary, Continuing Education

Thomas, Elvira O. General Office Technician, Student Affairs

Wagner, William A. Bookstore Clerk

Watkins, Mary Frances Accounting Supervisor, Business Office

Watkins, Vickie S. Computer Operator

Wilkins, Ella W. Secretary, Dean of Continuing Education

Wilson, Ginger L. Chief GED Examiner

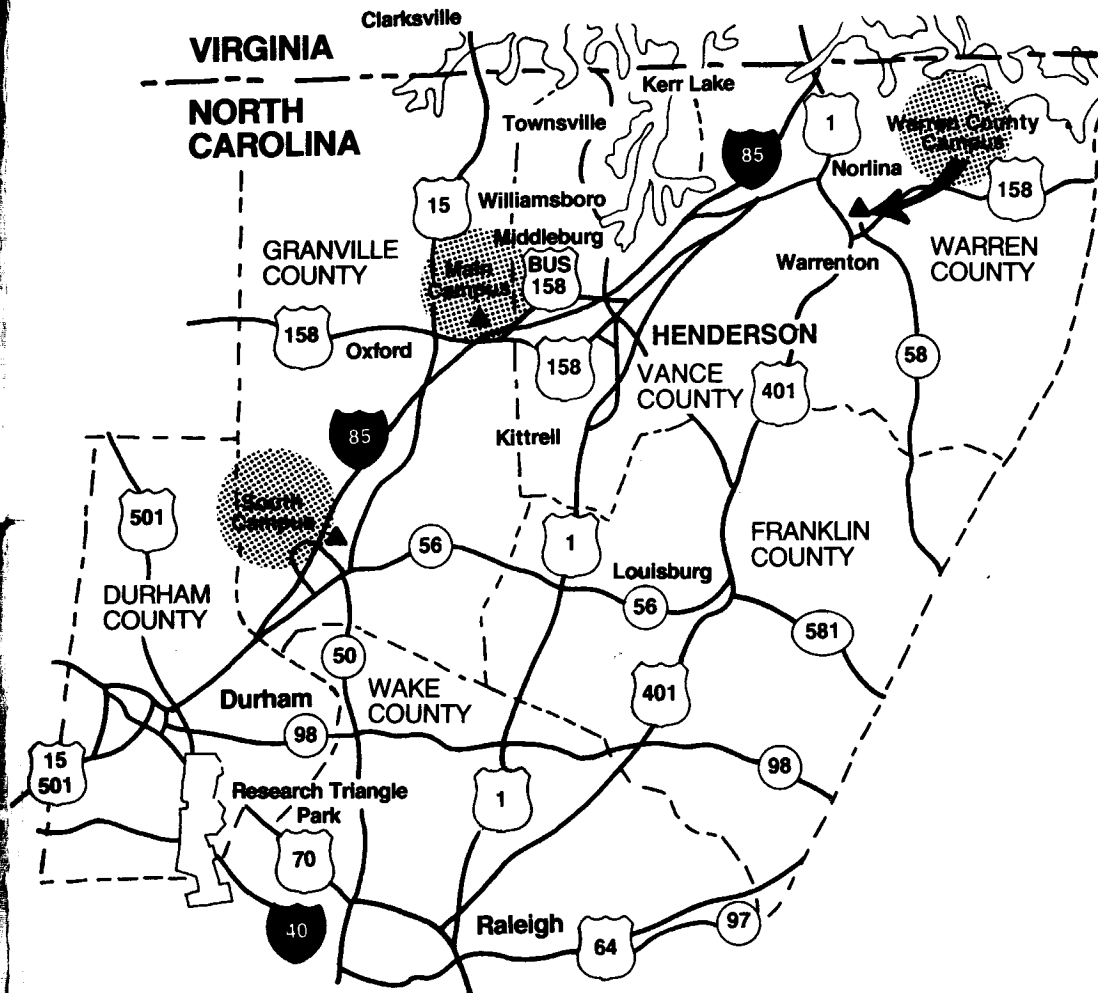
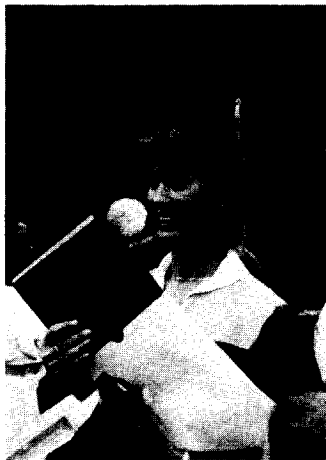
Note: The faculty includes many part-time instructors, whose expertise is invaluable to the college's educational program; however, space will not allow an appropriate listing of names in the catalog.

MAINTENANCE STAFF

Bryant, Deloris C. Housekeeper
 Crews, Michael Night Custodian
 Crews, William Night Supervisor
 Edwards, James R. Supervisor, Plant Maintenance & Operations
 Hicks, Elmus Night Custodian
 Morgan, Edward L. Groundskeeper
 Pettaway, Mary J. Housekeeping Supervisor
 Nicholson, Hiawatha Night Custodian
 Peace, William Maintenance Technician
 Person, Tony L. Messenger/Custodian
 Schrodt, Cynthia G. Grounds Maintenance Supervisor
 Wade, Rosa Housekeeper
 Yates, Claxton H. Housekeeper, South Campus

SECURITY

Wilkins, James F. Evening/Equipment Coordinator
 & Security Supervisor



Vance-Granville Community College Campus
 Intersection I-85 and #1129
 Midway between Henderson, NC and Oxford, NC

Warren County Campus
 Highway 158 (B US)-Ridgeway St.
 and Spring St.
 Warrenton, NC

South Campus
 Butner-Creedmoor Highway
 Intersection I-85 and
 NC Highway 56