

# VANCE-GRANVILLE

COMMUNITY COLLEGE

CATALOG 1992-1994

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**

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees and vocational diplomas.

### **Approval**

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

### **Membership**

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.

**VANCE-GRANVILLE COMMUNITY COLLEGE**  
POST OFFICE BOX 917  
HENDERSON, NORTH CAROLINA 27536



**VANCE-GRANVILLE**  
COMMUNITY COLLEGE

# CATALOG 1992-1994

## DIRECTORY INFORMATION

### Vance-Granville Community College

#### MAIN CAMPUS

Intersection of I-85 and Poplar Creek Road (Exit 209)  
Midway between Henderson, N.C., and Oxford, N.C.  
P.O. Box 917, Henderson, N.C. 27536  
Henderson (919) 492-2061    Oxford (919) 693-6575

#### SATELLITE CAMPUSES

##### Warren County Campus

Highway 158 (Business)  
Ridgeway St. and Spring St.  
P.O. Box 207  
Warrenton, N.C. 27589  
(919) 257-1900

##### South Campus

Butner-Creedmoor Highway  
Intersection of I-85 and N.C. 56  
P.O. Box 39  
Creedmoor, N.C. 27522  
(919) 528-4737

##### Franklin County Campus

107 Industrial Drive, Suite D, Louisburg, N.C. 27549  
(919) 496-1567

## 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 Advising  
Academic Policies and Faculty  
Administrative Affairs  
Admissions  
Bookstore  
Building Usage  
Buildings and Grounds  
Community Services  
Curriculum, Instruction  
Employment  
Extension Programs  
Federal Programs  
Financial and Veterans' Assistance  
Fiscal and Business Affairs  
Human Resources Development  
Industrial Services  
Institutional Research  
Job Placement  
Library  
Literacy Programs  
Placement Testing/Student Assessment  
Public Information/News Media  
Registration/Student Records  
Small Business  
Student Affairs and Activities  
Theatre Arts  
Transcripts

#### Write to the Office of:

Director of Counseling Services  
Dean of Instruction  
President  
Admissions Officer  
Assistant Business Manager  
Facilities Coordinator  
Director of Plant Operations  
Vice President of College Services  
Dean of Instruction  
Personnel Officer  
Dean of Continuing Education  
Director of Federal Programs  
Financial Aid Officer  
Business Manager  
HRD/JTPA Coordinator  
Director of Industry Services  
Institutional Effectiveness Officer  
Career/Placement Specialist  
Director of Learning Resources  
Dean of Continuing Education  
Dean of Student Affairs  
Director of Marketing  
Registrar  
Director of Small Business  
Dean of Student Affairs  
Personnel Officer  
Records

## MESSAGE FROM THE PRESIDENT

The 1990s are proving to be a time of outstanding achievement at Vance-Granville Community College, and, as we move forward into the decade, we invite you to share in this growth.

In just a few short years, we will be entering a new century — an era in history that will demand a better educated and more productive society capable of meeting varied challenges and changes in a highly sophisticated and technological world.

To ensure that our students are prepared to meet these challenges, Vance-Granville reaffirms its commitment to provide the training, skills and knowledge necessary to advance their careers and improve the quality of their lives in general. This pledge is sustained by a dedicated Board of Trustees, administration, faculty and staff working cooperatively with a responsive and supportive community.

Within the college's service area are many groups and individuals whose belief in Vance-Granville as a vital educational resource has been translated into support and action. This confidence has resulted in generous response to the VGCC Endowment Fund, which provides scholarships for deserving students, as well as to other segments of the college's instructional program.

In recent years, VGCC has upgraded its technical and vocational curricula so that more individuals may be trained for employment in area industries, businesses and health care facilities where specialized skills are required.

In addition, our College Transfer Program is growing at a phenomenal rate. Students who wish to complete their first two years of undergraduate work are receiving quality instruction at a minimum cost from a dedicated faculty who work to prepare graduates for success at four-year institutions.

For those interested in developing existing skills, earning their High School Equivalency diploma, or pursuing general interest and cultural topics, VGCC offers a wide range of Continuing Education classes.

Being a community-based institution, the college focuses on particular needs within its service area of Vance, Granville, Franklin and Warren counties. Through educational partnerships with local business and industry, and special agreements with public service agencies and area high schools, Vance-Granville provides the diverse programs and training required to fulfill the special needs of these groups.

And there are more — many more — opportunities to be found at VGCC. Those opportunities and many other facts about the college are explained in this catalog.

As you scan the information, consider the thousands of lives and careers that have been enhanced and enriched by this institution. If you choose to find similar success, then your choice will be Vance-Granville.

The best to you,  
Ben F. Currin, President



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## VANCE-GRANVILLE COMMUNITY COLLEGE 1992-1994 ACADEMIC CALENDAR

### QUARTER SYSTEM

Vance-Granville Community College operates on the quarter system. The fall, winter and spring quarters are 11 weeks in length. The regular summer session is 10 weeks in length except for a special college transfer session which is eight weeks in length. The college is in session five days and four nights a week.

#### Fall Quarter 1992

September 2	Wednesday	Curriculum Classes Begin
September 7	Monday	Labor Day Holiday
September 10	Thursday	Last Day to Add a Class
September 16	Wednesday	Last Day to Withdraw Without Penalty
October 7	Wednesday	Last Day to Withdraw with "W" Grade
October 19, 20	Monday, Tuesday	Faculty Staff Development; No Classes
November 20	Friday	Curriculum Classes End
November 26, 27	Thursday, Friday	Thanksgiving Holidays

#### Winter Quarter 1992-93

December 2	Wednesday	Curriculum Classes Begin
December 9	Wednesday	Last Day to Add a Class
December 16	Wednesday	Last Day to Withdraw Without Penalty
December 21 - 31	Monday - Thursday	Christmas Holiday
January 1	Friday	New Year's Holiday
January 4	Monday	Classes Resume
January 18	Monday	Martin L. King Holiday
January 21	Thursday	Last Day to Withdraw with "W" Grade
March 3	Wednesday	Curriculum Classes End

#### Spring Quarter 1993

March 15	Monday	Curriculum Classes Begin
March 22	Monday	Last Day to Add a Class
March 29	Monday	Last Day to Withdraw Without Penalty
April 9, 12	Friday, Monday	Easter Holiday
April 21	Wednesday	Last Day to Withdraw with "W" Grade
June 1	Tuesday	Curriculum Classes End

#### Summer Quarter 1993

June 9	Wednesday	Curriculum Classes Begin
June 16	Wednesday	Last Day to Add a Class
June 22	Tuesday	Last Day to Withdraw Without Penalty
July 5-9	Monday - Friday	Independence Day Holiday
July 21	Wednesday	Last Day to Withdraw with "W" Grade
August 10	Tuesday	Eight-Week Curriculum Classes End
August 24	Tuesday	Ten-Week Curriculum Classes End
August 25	Wednesday	Graduation

#### Fall Quarter 1993

September 2	Thursday	Curriculum Classes Begin
September 6	Monday	Labor Day Holiday
September 9	Thursday	Last Day to Add a Class
September 16	Thursday	Last Day to Withdraw Without Penalty
October 7	Thursday	Last Day to Withdraw with "W" Grade
November 18	Thursday	Curriculum Classes End

#### Winter Quarter 1993-94

November 30	Tuesday	Curriculum Classes Begin
December 7	Tuesday	Last Day to Add a Class
December 14	Tuesday	Last Day to Withdraw Without Penalty
December 20 - 31	Monday - Friday	Christmas Holiday
January 17	Monday	Martin L. King Holiday
January 18	Tuesday	Last Day to Withdraw with "W" Grade
March 1	Tuesday	Curriculum Classes End

#### Spring Quarter 1994

March 14	Monday	Curriculum Classes Begin
March 21	Monday	Last Day to Add a Class
March 28	Monday	Last Day to Withdraw Without Penalty
April 1-4	Friday - Monday	Easter Holiday
April 19	Tuesday	Last Day to Withdraw With "W" Grade
May 31	Tuesday	Curriculum Classes End

#### Summer Quarter 1994

June 8	Wednesday	Curriculum Classes Begin
June 13	Monday	Last Day to Add a Class
June 20	Monday	Last Day to Withdraw Without Penalty
July 4-8	Monday - Friday	Independence Day Holiday
July 15	Friday	Last Day to Withdraw With "W" Grade
August 9	Tuesday	Eight-Week Curriculum Classes End
August 23	Tuesday	Ten-Week Curriculum Classes End
August 24	Wednesday	Graduation

## THE COLLEGE ADMINISTRATION

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

## BOARD OF TRUSTEES

L. Opie Frazier, Jr. .... Chairman  
 John K. Nelms ..... Vice-Chairman  
 Thomas H. Crudup, Jr. .... Secretary

William T. Barnett ..... Vance County  
 Michele E. Burgess ..... Vance County  
 John T. Church ..... Vance County  
 Thomas H. Crudup, Jr. .... Vance County  
 L. Opie Frazier, Jr. .... Vance County  
 Hubert L. Gooch, Jr. .... Granville County  
 L. Andre Howes, Jr. .... Vance County  
 Dr. James E. Kenney ..... Vance County  
 Delores M. Lyons ..... Granville County  
 John K. Nelms ..... Granville County  
 Laura P. Peace ..... Vance County  
 Ellen P. Stainback ..... Vance County



## THE COLLEGE

Vance-Granville Community College was founded as Vance County Technical Institute in 1969 by the North Carolina General Assembly, just six years after the establishment of the state community college system.

In receiving its charter, VGCC became the 30th institution approved as a member of the state system, which today is composed of 58 colleges.

In January 1970, VGCC officially moved into renovated quarters of the old Maria Parham Hospital building in Henderson and several months later began offering extension classes there. By the fall of that year, eight vocational and technical courses were added to the curriculum.

As enrollment increased and the need for larger, more permanent facilities became obvious, the Board of Trustees requested the Vance County Board of Commissioners to hold a \$2 million bond referendum. Granville County representatives expressed interest in supporting a united effort between the counties to construct and maintain the new campus. The joint bond issue passed in 1972, and the name of the institution was changed to Vance-Granville Technical Institute.

The new campus, located midway between Henderson and Oxford, opened in August 1976, just six weeks after the Legislature granted the institution community college status and it became Vance-Granville Community College.

In succeeding months, the college experienced such rapid growth that a fifth building was added in 1978, and the college service area was expanded to include Franklin and Warren counties.

Three years later, the 1981 General Assembly funded a special appropriation for much-needed equipment for training purposes. That same year, seven new programs were added to the general curricula, resulting in record-breaking enrollments and the eventual opening of South Campus, a satellite facility in Granville County.

A year later, the VGCC Endowment Fund Corporation was reactivated to seek contributions from the community for the college's scholarship program and other support. The response has been overwhelming during the past decade, so that now the fund exceeds \$750,000 in assets.

In 1984, the college reached another milestone in its physical growth plan when it received \$1.1 million in construction funds from the General Assembly. These funds provided for a new Student Admissions/Skills Training Center, built in 1985 on the main campus, and a new South Campus complex, completed in 1987. Additional state monies also financed the renovation of facilities for a satellite campus in Warren County.

With the opening of new entrance and exit ramps off Interstate 85 in 1988, improved access to the main campus resulted in bringing the college closer to the students it serves as well as enhancing the visibility of the campus.

VGCC met another long-range goal in 1989 with the construction of a \$3 million Civic Center on the main campus. In addition, an access road to the center was completed as was a loop road that provides greater convenience and additional parking areas.

Phenomenal growth in the 1980s underscored VGCC's ongoing efforts in the '90s to serve the areas with improved educational opportunities, including the opening of a new satellite facility in Franklin County.

During 1990-91, the college served 10,752 students, or one of every eight adults residing within its service areas.

That Vance-Granville's heritage is one of commitment and dedication is indicative of its future, which promises even greater benefits and success to the people of Vance, Granville, Warren and Franklin counties.

## LOCATION

The main campus of Vance-Granville Community College is located midway between Oxford and Henderson on an 83-acre tract of land off Interstate 85. The main campus consists of six classroom buildings and a Civic Center valued at more than \$14.2 million. Along with providing a variety of programs on its main campus, the college offers classes at other locations throughout the four-county area it serves.

## SATELLITE CAMPUSES

Vance-Granville Community College operates three satellite campuses: the South Campus situated between Butner and Creedmoor in southern Granville County, the Warren County Campus in Warrenton, and the Franklin County Campus in Louisburg. The three satellite campuses have a combined value of more than \$2.6 million.

These campuses are instructional sites, with administration, student records and business operations located on the main campus.

## PHILOSOPHY

The philosophy which guides Vance-Granville Community College encompasses the right of individuals to advance their skills and knowledge to their maximum potential. Indeed, the future of a democracy depends on an educated and responsible citizenry. Financially and geographically, the college provides educational opportunities not otherwise available to area adults.

A community-centered institution, Vance-Granville Community College focuses on the needs of its citizenry and institutions, offering a broad and flexible base of educational services. This integration into the life of the community differentiates the community college and its outreach programs from all other postsecondary institutions.

In order to assure everyone an equal opportunity to learn and improve skills, the doors to Vance-Granville Community College will never be closed to anyone of eligible age who can profit from its programs. The "open door" with guided placement policy focuses on the dignity and worth of each individual and offers opportunities for each person to realize maximum potential, regardless of entry level skills.

The keys to implementing this philosophy are the caring professionals who maintain a commitment to public service and excellence in education.

## PURPOSE AND GOALS

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 in the marketplace of our state, 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 craftspeople;
- 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 in basic skills for adults;
- Offer job training and consulting services to new and existing businesses and industries;
- Provide a college transfer program, extending through two years of college coursework;
- Provide supportive services to maximize student success, such as diagnostic advising, career planning, counseling, financial aid and job and transfer placement;
- Provide competent and sensitive instructors and the essential academic support services, which include library and other learning resources to enhance the student's likelihood of success;
- Offer barrier-free access for the physically handicapped to educational programs;
- Provide sound management practices and systematic planning and assessment to allocate resources to achieve the objectives of the college;
- Maintain effective and cooperative relationships with schools, colleges, universities, government agencies, and employers to assure a complete educational program for all its citizens;
- Provide experiences for educational, cultural, and personal growth and enlightenment that would enhance the role of the college as the focal point of the community.

## 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

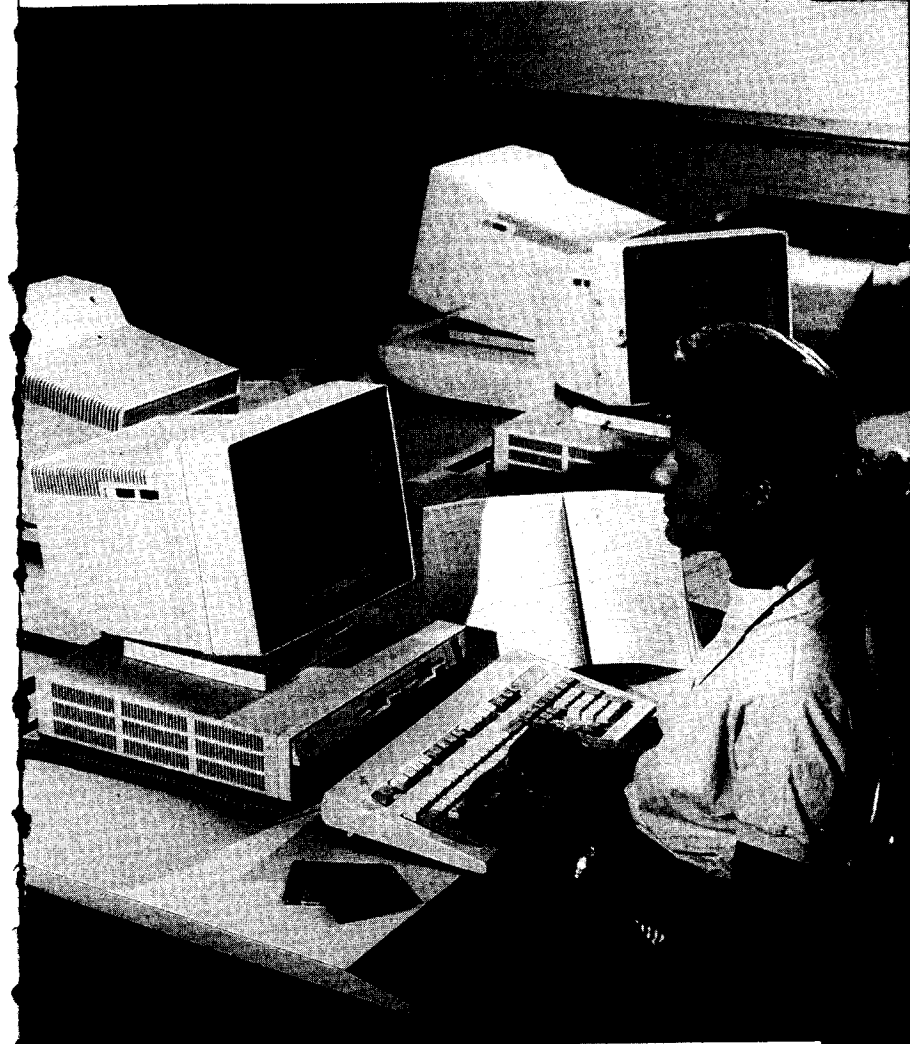
In order to provide complete explanations on items of consumer information, the College makes available descriptive literature, which may be found in the admissions area on Main Campus or the Coordinator's Office at the Satellite Campuses. Individuals desiring information on graduation rates and/or Campus Crime Rates may request the information from the Office of Dean of Student Affairs.

## VISITORS

Visitors are always welcome at Vance-Granville Community College. Members of the Counseling Services Division or Satellite Campus Coordinators will conduct campus tours for individuals or groups as desired.

Inquiries about the College and its programs should be directed to the Director of Counseling Services or the Dean of Continuing Education.

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



ADMISSIONS

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

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

Students entering degree programs are required to be high school graduates or the equivalent. Students entering programs which offer the vocational diploma or certificate should be high school graduates, but exceptions may be made for adults who have been out of school for some time, and who can profit from the instruction.

#### **General Admission Procedures:**

1. Submit a completed admissions application.
2. Submit a transcript of all previous education beyond the eighth grade.
3. Participate in placement assessment examinations as required by program of study.
4. Participate in academic advising.

The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the applicant and the College.

#### **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, Cosmetology, and Radiologic Technology must meet specific departmental requirements. For selection to specific programs of study inquiries should be directed to the Admissions Office.

#### **Selective Admission Procedures**

A. Qualify on entrance examinations as prescribed for the program of study.

B. Upon qualifying, applicants will be scheduled for personal conferences with members of the department in which they desire to enroll.

C. Three personal references must be furnished prior to final acceptance.

D. Meet secondary school or postsecondary course requirements as established for specific programs of study.

E. After all admission requirements have been met by the applicant, official admission is contingent upon proof of satisfactory physical health as required by regulatory agencies.

F. Final selection will be determined by the number of openings in the program of study and by applicant's evaluation and ranking.

#### **TRANSFER FROM POSTSECONDARY 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 50 percent of the diploma or degree requirements as stated in the desired program of study.

B. All credit to be transferred must be equated with curriculum offerings in the desired program of study.

C. No grade lower than a "C" may be transferred.

D. Transfer of credit will not influence the student's quality point average and will not be evaluated in graduation honors or other awards.

#### **Transfer Within the College**

Students who 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.

#### **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 indebted obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

## **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 Counseling Services staff. A provisional student will be required to complete the pre-entrance examinations and to submit all required transcripts prior to the end of the quarter in which they enroll. No provisional student will be certified for veterans' benefits or financial aid 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 are required to submit an application for admission and are eligible to take an unlimited number of courses. Students must meet prerequisites for the course or demonstrate a necessary level of competence before being permitted to enroll in curriculum courses.

Should special students desire to declare a major, they should contact the College Registrar, provide the appropriate transcripts and participate in the Admissions Placement testing.

The responsibility for initiating the change from "Special Student" status to a major lies with the student.

In cases of class enrollment limitations, curriculum majors have first choice over "Special Students." Special students are not eligible for veterans benefits or other financial aid.

## **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.

## **CONCURRENT ENROLLMENT FOR GED STUDENTS**

Students currently enrolled in GED programs may enroll as Provisional Students or Special Students in curriculum courses. These individuals will be required to meet established course prerequisites and/or demonstrate a necessary level of competence.

## **ADULT EDUCATION AND EXTENSION STUDENTS**

Any student admitted to class must have reached his or her 18th birthday, and the student's regular public class must have graduated. Students who are not 18 years of age may be admitted for special programs when approved by the appropriate school principal and superintendent.

## **WAIVER OF TRANSCRIPT REQUIREMENTS**

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

## **FOREIGN STUDENTS**

Foreign students 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; and (4) have a local sponsor residing in the College's service area. For tuitional purposes, a foreign student is classified as an out-of-state student and will therefore be charged out-of-state fees.

## **STUDENT ASSESSMENT AND PLACEMENT**

Each new curricular student is required to take an assessment and placement test battery, prior to the initial registration. The test battery is not an entrance examination and will in no way deny admission to the college. The placement scores will be used in academic advising and in determining a student's chances of success in selected courses. Students who lack the basic academic skills will be given opportunities to eliminate deficiencies through developmental courses.

## **RETEST POLICY**

There is a three-month waiting period before the student assessment and placement battery can be re-administered unless provision for exception is made by the Office of Dean of Student Affairs. Health Education program applicants who do not meet the minimum cut-off scores in Reading/Writing and Mathematics may retest only two times.

## **WAIVER OF ASSESSMENT AND PLACEMENT TESTING**

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

1. Transfer students who have earned a grade of "C" or better in one college level English and one college level 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.

Applicants applying to Nursing and Radiologic Technology programs are required to take the assessment and placement battery as a part of the selected admission procedures. Nursing and Radiologic Technology applicants may not waive the assessment and placement test.

## **TESTING SCHEDULE**

The assessment and placement battery is periodically scheduled throughout each academic quarter. Testing sessions are scheduled day and evening to accommodate students with special needs. Students are notified of testing schedules after making application to the College.

## RIGHT OF APPEAL

Any individual who thinks that special consideration should be given to him/her concerning the test policy has a right to appeal. A formal request in writing, briefly describing reasons for the appeal, should be made to the Dean of Student Affairs.

## 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 tuitional purposes. Every applicant for admission shall be required to make a statement as to his/her length of residence in the State.

To be eligible for classification as a resident for tuitional purposes, a person must establish that his/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 tuitional 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 tuitional 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 tuitional 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 that 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.



## 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.

## 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 course credit may request credit by examination. Information on the college's policy on Credit by Examination may be obtained from the Office of Dean of Student Affairs or Registrar.

Courses accepted under the Credit by Examination Policy will be treated as Transfer Credit and must follow the same graduation credit policies.

The examination will be administered by the appropriate department. The standard tuition fee for curriculum courses per credit hour will be charged. The fee will be payable after the proficiency examination has been authorized. The fee is in addition to any other quarterly tuition fees unless the student has paid for the maximum 14 credits.

## 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.

## GRADUATION REQUIREMENTS

*Only one formal graduation is held annually.*

To be eligible for graduation, a student must:

1. Successfully complete his/her 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 an Application for Graduation Form to the Records Office. (The Application for Graduation must be approved by the Student's Academic Advisor.)

**NOTE:** Transfer students must complete a minimum of 50 percent of the courses as required in their program of study at Vance-Granville Community College. Waiver of this requirement must be approved by the Department Chairperson and Dean of Instruction.



## 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.

## STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the Vance-Granville Community College catalog under which they intend to graduate, for maintaining the grade average required and knowing their academic standing, and for meeting all other degree requirements. Advisors and counselors are available to all students, but *final responsibility for meeting program and graduation requirements remain with the student.*

## 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
P	Pass/Fail Class Grade	*
R	Reschedule	*
X	Audit (No Credit)	*
W	Officially Withdrew	*
T	Transfer Credit	*

\*Not computed in Quality Point Average.

## 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 be used only in designated courses and in the AVT Center. (For financial aid purposes and veterans' benefits, the "R" grade is classified as nonpunitive.)

## 'P' GRADE

For specified courses, students who meet basic course requirements will be awarded a grade of "P" (pass). When applicable, credit for the hours is given toward graduation, but no quality points are awarded.

## '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 non-attendance.

*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 in order to obtain the quality point average.

## STANDARDS OF PROGRESS

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree or diploma or certificate. At the end of each quarter a student's quality point average for that quarter and his/her cumulative quality point average are examined.

Academic standing is determined by the cumulative quality-point average. (Total number of quality points earned divided by the total number of quarter hours attempted.) A student whose cumulative grade point average falls below a 2.0 on a 4.0 scale is placed on academic warning, academic probation or academic suspension.

### Academic Warning

Students are notified that their cumulative quality point average is between a 1.6 and a 1.99. They are expected to earn a 2.0 cumulative quality point average in the next quarter of enrollment or be placed on Academic Probation. Individuals on Academic Warning are required to see a member of the Counseling Services Staff to discuss their academic progress.

### Academic Probation

Students are notified that their cumulative quality point average is below 1.6. Individuals on Academic Probation are required to see a member of the Counseling Services Staff to discuss their academic progress. These individuals must limit their course load and earn a 2.0 cumulative quality point average during the next quarter enrolled.

### Academic Suspension

Any student on Academic Probation who fails to earn a cumulative quality point average of 2.0 or better will be suspended. One academic quarter must elapse before they are eligible for readmission into their current program of study. Students will be readmitted on a probationary status.

Note: The Standards of Progress as defined for financial aid may differ from academic standards as stated above.

### Nursing Students Standards of Progress

A student will not be allowed to continue in the Nursing program with a grade of "D" in any nursing course.

## ACADEMIC GRIEVANCE POLICY

On occasion, a student may have an academic problem with one of his or her instructors. Problems may involve disagreement over a grade or the application of the attendance policy. A student who is having an academic problem with an instructor must follow the following procedure to attempt to resolve the problem:

1. Discuss the problem in a calm and sincere manner with the instructor. Most problems can be resolved if both people involved will discuss them.
2. If the student is still not satisfied after discussing the problem with the instructor, he or she should schedule a meeting with the head of the instructor's program. (If the instructor is a program head, go to step 3.) The program head will discuss the complaint with the instructor and the student and will make a decision about the matter.
3. If the program head is unable to resolve the problem to the satisfaction of the student, the program head will schedule a meeting for the student with the chairperson of the instructor's department. The department chairperson will talk with the instructor and the student and make a decision.
4. If the department chairperson is unable to resolve the problem to the student's satisfaction, the department chairperson will schedule a meeting for the student with the Dean of Instruction. The Dean will make a decision after meeting with the instructor, the department chairperson and the student.
5. The decision of the Dean of Instruction will be final in all academic grievances.

## 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 of Dismissal or Suspension

A suspended student has the right to appeal his or her suspension or dismissal through the following procedure. The suspended student must be prepared to present a compelling case by showing a justifiable reason for his or her academic standing or by demonstrating QPA computation error. The student must initiate his or her appeal by filing a written request for review of the suspension within 14 days of the date on the notice. The Dean of Student Affairs will take appropriate steps to establish a hearing for the suspended student.

## **Grade Appeal**

The student who has a complaint about his or her final grade should contact his or her instructor immediately after receiving the grade. If the dispute about the grade cannot be resolved to the student's satisfaction, the student must schedule a meeting with the program head (or the department chairman if the instructor is a program head) within 30 days of the end of the quarter in which the grade was awarded. The student must submit in writing a request to change the disputed grade and an explanation of why the grade should be changed. The steps outlined in the Academic Grievance Policy will then be followed.

## **Forgiveness Policy**

Students may petition, in writing, the Dean of Student Affairs to have credits earned at the institution which are at least five 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 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 the veterans coordinator.

## **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 Instruction. 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 will be recorded on the transcript.

## **DEAN'S LIST**

Students who are carrying a full load of twelve (12) credits or more 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 the quarter quality point average of all grades is 3.25 or better.

## **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.

## **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 or the Director of Counseling Services 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 attendance requirements of the course 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**

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educative value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising is a developmental process that assists students in the planning and the development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

Special and developmental students are advised by counselors or advisors in the Counseling Services division. All students are encouraged to meet with their advisor throughout each quarter and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students.

## **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 & 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/she is in the course; conversely, if he/she attends all classes and does all the work, but does not register, he/she 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.

### New Students

For Registration purposes, New Students are defined as those students who are enrolling at Vance-Granville Community College for the first time. All first-time students are strongly encouraged to attend "New Student" Orientation Sessions. The Orientation Sessions are scheduled both day and evening. New Students are required to register on the dates designated on the Academic Calendar and published on quarterly class schedules.

### Reentering Students

A student who previously attended Vance-Granville Community College but was not enrolled the immediate preceding quarter must reactivate his/her application with the Records Office. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript of academic work to the 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 ensure 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 preregistration, 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 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 during the first 10 days of class as established each quarter. No grade will be recorded for official withdrawals during this time period. All official withdrawals after the established 10 days (see quarterly calendars) and before the end of the fifth week will be recorded as "W." No student may officially withdraw from a course during the last six weeks of the quarter except under mitigating circumstances which must be documented. A formal written statement of the mitigating circumstances must be submitted to the Dean of Student Affairs. The circumstance will be evaluated by the Dean of Student Affairs and department chairman.

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

### Administrative Withdrawals

A student *may* be administratively withdrawn by the faculty member (instructor) and will be given a "W" after exceeding the maximum number of permitted absences, provided the withdrawal for excessive absences occurs six weeks before the end of the quarter. A student administratively withdrawn during the last six weeks of the quarter will receive a grade of "F."

Ultimately, it is the responsibility of the student to withdraw from a 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 Program Head. A course substitution form must be on file in the Records Office.

## **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.

## **AUDITING COURSES**

A student may elect to audit a course or courses, and he/she is responsible for informing the instructor that he/she wants to audit the course. The academic advisor will record "AUDIT" on the Registration Form or Change of Registration Form. Those students who audit receive no credit and do not have to take any examinations; 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. Note: No financial aid or veterans benefits are payable for audit courses.

## **CHANGE OF AUDIT REGISTRATION**

A student may change his/her registration in a course from credit to audit or from audit to credit ONLY during the official drop/add period. Audit carries no academic credit.

## **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 that 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 Affairs Coordinator 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.

## **Transcript Reporting**

Transcripts of the student's record will be sent to other colleges, universities, employers, and to the student himself/herself, when an official request in writing is made by the student. *Note:* Transcripts sent or issued directly to a student will be stamped "Issued to Student." A Transcript Request form should be filed with the Student Records Office a minimum of one week prior to the time a student wants his/her transcript mailed.

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a Transcript Request form (available in the Student Records Office). The Business Office verifies that there is no obligation due the College or notifies the student of any such obligation.

## **TRANSCRIPT FEE**

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

## **Student Permanent Records**

The College maintains a permanent record on each student, including the original application documents, a transcript of courses taken at VGCC, and documentation recording changes to this data.

## **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/her official record may be released. Exceptions to the above include:

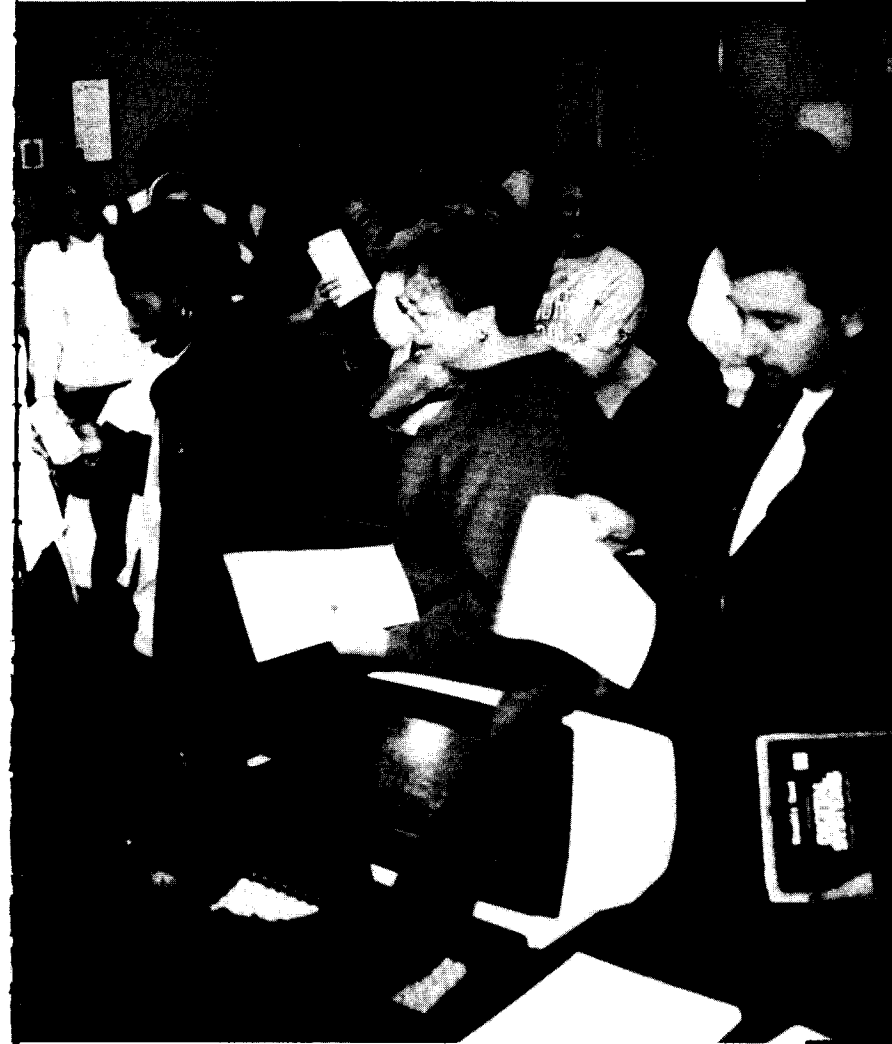
- a. The Records Office may release transcripts of information from official records, including reports of standing to academic and administrative staff members of Vance-Granville Community College whose responsibilities require this information.
- b. The Records Office may honor appropriate requests 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/her courses, credits and grades each term and check from time to time to see that his/her record agrees with that of the college. The record may also help him/her determine his/her eligibility for any activity that requires him/her 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 (under 18 years old) who claim the student as an exemption on their federal income tax return have the right to inspect and review the student's 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's education records should make his/her request directly to the Registrar.



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
14 quarter hours or more	\$161.00	\$1505.00
Less than 14 quarter hours (per credit hour)	\$11.50	\$107.50
Student Fees - Full Time	\$9.00	\$9.00
Student Fees - Part Time	\$7.00	\$7.00
Graduation Fee	\$10.00	\$10.00
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, except for some financial aid and some third party billing. Refunds on books are allowed only if courses are dropped or canceled. 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 \$175 per quarter.

## STUDENT FEES

A student fee of \$9.00 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 \$7.00 fee. Fees include parking, student insurance, ID cards and student activities.

## 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. An additional fee is paid to the bookstore for cap and gown and invitations.

## CONTINUING EDUCATION & ADULT BASIC EDUCATION FEES

Registration fees vary according to program area. Fees are published with quarterly course schedules. There are no charges for Adult Basic Education (ABE), high school completion (GED), compensatory education (CED), or human resources development (HRD) courses; however, a parking permit will be required at a cost of \$2.00.

Additional costs may be charged for materials, textbooks and supplies depending on the nature and scope of the class. Most cultural activities are offered free to the public, however, there are times when a nominal fee may be charged.

## ACCIDENT INSURANCE

Students registering for classes who pay a student fee receive accident insurance covering the student while on campus.

## 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.

## 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.

## REFUND POLICY

Students who terminate their enrollment for any reason are expected to withdraw officially from the college. Official Withdrawal Forms may be obtained from the Student Affairs Office or the Satellite Campus Coordinator. Tuition Refunds will be processed if the student is compelled to withdraw for unavoidable reasons or a course fails to materialize. All students requesting a refund must petition in writing to the Dean of Student Affairs by the 10th calendar day after the published date of the beginning of the quarter. The written request must be accompanied by the student's Registration Receipt and Official Withdrawal Form. Requests received after the 10th calendar day will be processed only if special mitigating circumstances exist. If the late request is approved, the student will be issued a Letter of Credit. The Letter of Credit must be used by the student within one year from the date of issuance. To comply with applicable federal regulations regarding refunds to individuals or groups, the federal regulations will supercede the North Carolina Community Colleges regulations. Activity fees and other fees that are not designated as tuition are not refundable.



## STUDENT AID

Vance-Granville Community College makes every effort within the limitations of its available financial resources to assure that no qualified/eligible student will be denied the opportunity to attend the College because of the lack of adequate funds to meet expenses. Financial aid assistance is available in a variety of forms to help students who meet the financial need criteria for eligibility. Grants, work study, loans, and scholarships may be used singularly or in combination to meet a student's needs.

Inquiries regarding scholarships should be directed to the Office of Dean of Student Affairs and questions concerning federally funded financial aid programs should be directed to the Financial Aid Office. Special billings and employer payments should be directed to the Business Office and other appropriate agencies.

Employees who are sponsored by their employers may have the College bill their employers through the use of the Financial Authorization Form. Forms and details are available through the College Business Office.

### Eligibility

Detailed information concerning financial aid policies, student Standards of Progress, deadlines and eligibility requirements is available from the Financial Aid Office by request.

## HOW TO APPLY

To be considered for any type of financial aid handled by the Financial Aid Office, a student must submit an acceptable form of Needs Analysis to the Financial Aid Office. The preferred form of Needs Analysis is the American College Testing Family Financial Statement (ACT-FFS).

- A student must be a U.S. citizen or a permanent resident.
- A student must be enrolled in an approved Program of Study at VGCC.
- A student must not be in default on a Guaranteed Student Loan or owe a refund on any of Title IV grants at any educational institution.
- A student may not receive financial aid at VGCC until he/she has first been fully accepted for admission by the Admissions Office.

Financial need will be reevaluated each year and appropriate increase or decrease in the amount of assistance offered will be made. For the purpose of this reevaluation, a new Financial Aid Application is required through Needs Analysis.

## FINANCIAL AID WORKSHOPS

Vance-Granville Community College offers financial aid workshops every Thursday evening at 6 p.m. in Room 8225 on the main campus. WE ENCOURAGE ALL STUDENTS APPLYING FOR FINANCIAL AID TO ATTEND. These workshops are open to the community to assist students in completing the financial aid application on a one-on-one basis. Students attending satellite campuses may schedule appointments with the Financial Aid Office staff during their scheduled visit to the satellite campus sites.

Students may receive assistance in applying for financial aid from the Educational Opportunity Center. Representatives are located in the four counties serviced by the College. For information, call 1-800-682-1159.

## TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE

### Pell Grants

The Financial Aid Office encourages all students seeking financial aid at Vance-Granville Community College to apply for a Pell Grant. The Pell program is designed to provide financial assistance to U.S. citizens who attend post-secondary educational institutions at the undergraduate level on at least a half-time basis and who have not yet earned a Bachelor's degree from any institution.

Pell Grants are disbursed quarterly during the eighth week of the quarter. Tuition and fees may be charged to the Grant. Book charges require a Pell warrant which may be obtained during the first five days of classes.

### Supplemental Educational Opportunity Grant (SEOG)

This federal program offers grants to Pell Grant recipients with exceptional financial need. Students must also be continually enrolled at least half time.

Students are encouraged to apply early for this grant. Monies are limited in this and all areas of financial aid.

### College Work Study

Vance-Granville Community College participates in the federally-supported College Work Study (CWS) program. Work Study employment is available on a part-time basis while classes are in session (usually 12 to 15 hours per week). Students must be enrolled for a minimum of 9 credit hours in order to qualify for College Work Study.

Interested and eligible students must apply to the Financial Aid Office.

### 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 \$2,000 per academic year, whichever is less.

### Stafford Loans - Guaranteed Student Loan

This federal program is available to qualifying students enrolled on at least a half-time basis. The maximum amount available to students is \$2,625 per academic year or the total allowable cost of education less any other financial assistance received. Repayment of the loan begins six months after withdrawing from classes or upon graduation. Applications may be obtained from the Financial Aid Office. *No loan will be certified for only one quarter.*

## **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. 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.

### **Presidential Merit Awards**

Scholarships valued at \$1,000 per year are provided by interest earned on contributions to the Endowment Fund. Recipients must be full-time students with exemplary scholastic records. Recipients are selected by Department Chairmen.

### **Academic Achievement Scholarships**

Scholarships valued at \$510 per year are awarded to full-time students with high scholastic ability and some financial need. A designated number of Academic Achievement Scholarships are reserved for graduating high school seniors and are selected by counselors and principals from the secondary schools. The remaining scholarships are selected by the Scholarship Committee with recommendations by Vance-Granville Community College faculty and staff.

The Academic Achievement Scholarships are made available by local individual and business contributions to the College's Endowment Fund.

### **Departmental Grants**

Funds earned from Bookstore profits are made available each year to the various academic departments and Counseling Services for the purpose of assisting full- and part-time students with college tuition expenses. Recipients are selected by department chairmen and/or the Director of Counseling Services. Grants are distributed throughout the academic year to students in need of assistance.

### **Other Scholarships**

Carolina Power and Light Company Scholarship  
Carolina Telephone and Telegraph Company Scholarship  
Harriet & Henderson Yarns Inc. Scholarship  
IVAC Nursing Scholarship  
Myrtle Jane Pruitt Scholarship  
North Carolina Community College Scholarship  
Wachovia Bank and Trust Company Scholarship

## **OTHER FINANCIAL ASSISTANCE PROGRAMS**

### **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 a JTPA campus representative 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 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.

### **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 Educational Assistance for Veterans, Participants, Eligible Dependents, Eligible Active Reserve Members, and Disabled Veterans

The Department of Veterans Affairs offers educational assistance to veterans with at least 181 days continuous active duty; to service persons who contributed towards their education while on active duty; to service persons who contributed towards their education while on active duty to the Veterans Education Assistance Program (VEAP); to those who were discharged from active duty for a service connected disability; to sons, daughters, wives, and husbands of deceased or totally and permanently disabled veterans whose death or disability occurred while in military service; to eligible members of the Selective Reserves and the National Guard; and to members of the Armed Forces who entered active duty on July 1, 1985, and contributed towards their education under the Montgomery GI Bill.

The Financial Aid Office will assist all who have questions concerning eligibility.

Veterans and eligible recipients enrolling in approved courses must: pursue the exact curriculum listed in the college catalog; provide the financial Aid Office with appropriate records of attendance; and maintain satisfactory academic progress, attendance, and conduct for continuing eligibility of payments. Veterans and eligible recipients, once dropped or withdrawn from class(es), normally are not eligible for VA education assistance for at least the remainder of the quarter unless reinstatement is approved by the Financial Aid Officer. *Courses taken on an arranged basis are not approved for veterans educational benefits.*

Benefits are based on the number of credit hours per quarter in which an individual is enrolled:

Full Time	12 or more credit hours
3/4 Time	9-11 credit hours
1/2 Time	6-8 credit hours

Records of progress are kept by the College on veteran and non-veteran students alike. Progress records are furnished at the end of each scheduled school term.

In addition to the programs described above, many other sources of aid are available to assist students in obtaining an education. Vance-Granville Community College encourages students to investigate state scholarship and grant programs, Social Security, Veterans and Veterans Dependents benefits, and Vocational Rehabilitation assistance.

*Note: Financial aid and veteran recipients are not eligible to participate for benefits in the auditing of courses.*



GENERAL INFORMATION

## **AMBASSADOR PROGRAM**

The Ambassador Program is composed of an honorary group of students from the different program areas, who have been nominated by the faculty and selected by a committee. These student leaders represent the college at special events on campus as well as in the community for a term of one year. Some of the services the Ambassadors provide include hosting campus activities, conducting campus tours, speaking to community groups, assisting with registration/orientation and other student activities. Through these activities, the Ambassadors develop leadership skills as well as have a golden opportunity to meet new people and have many rewarding experiences. For more information regarding the Ambassador Program, see the Director of Counseling Services.

## **BULLETIN BOARD COMMUNICATION**

Bulletin boards are used for official communication of the college. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus.

## **CAREER CENTER AND JOB PLACEMENT**

The services of the Career Center are available to applicants, students attending Vance-Granville Community College and members of the community who need assistance with career planning. The resources are designed to encourage individuals to examine and understand their personal aptitudes, interests, behaviors, abilities, skills and values and to use this information in exploring and establishing career goals. A computerized guidance system, "Choices," is available to help students find occupations that meet their individual interests and needs. Upon completion of the "Choices" program, the results and possible career options are discussed. Other valuable resources concerning career information and opportunities are also available. Individual and group sessions can be scheduled for career guidance by calling the Career Placement Specialist.

The job placement office offers services free of charge to area employers, current students, and graduates of VGCC. Services provided to students and graduates include assistance in identifying employers, assistance in writing resumes and cover letters, job interview skills, and current job openings. Employers are assisted in finding qualified employees from current students and graduates. Assistance in obtaining part- and full-time employment is given but the college can not guarantee employment.

A bulletin board displaying all jobs currently listed with the Placement Office is located outside the Student Lounge in Building #2 on Main Campus, in the Career Center, and updated lists are given to the satellite campus coordinators and the department chairpersons on a bimonthly basis.

The Career and Job Placement Center is located in Building #8, Office #8223 and #8224, on the Main Campus. The hours for the Career Center are Monday through Thursday, 8 a.m. -5 p.m. and 8 a.m.-4 p.m. on Friday. The Career Center is also open on Tuesday evenings, 5-7 p.m. for the convenience of our evening and community students.

## **COUNSELING SERVICES**

The Counseling Services staff provides many services including test data interpretation, pre-admissions counseling, student seminars, academic advising, referral follow-ups, academic progress monitoring, as well as confidential personal counseling when requested. Students are encouraged to utilize these and other services available to them as they plan their educational goals. Counselors and advisors are available to students on an individual basis or in groups when appropriate.

## **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**

First Aid Equipment is located in key locations and shops throughout the Main Campus and Satellite Campuses. When an emergency exists that requires treatment beyond simple first aid, the nearest rescue unit will be notified. All emergency cases will be referred to the nearest hospital for treatment. Any expense for medical assistance will be the responsibility of the injured individual and his/her family.

The right to call for outside medical assistance in medical emergencies will be left to the judgment of the college staff member 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.

Student grievances concerning grading and academic matters are stated in the Academic Grievance Policy listed under Grading System.

## HEALTH SERVICES

Since Vance-Granville 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.

## HANDICAPPED SERVICES

Vance-Granville Community College offers assistance to handicapped individuals in order to help remove any barriers which could interfere with learning. Some of the services include: special placement testing, if necessary; financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; assigned parking, if necessary; and referrals to other agencies.

## I.D. CARDS

All students enrolled in curriculum classes on the Main Campus will be issued ID cards at the beginning of each quarter. A student may be required to show identification and identify himself anytime he or she is on campus.

## 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.

## ORIENTATION

All new full-time students are required to participate in the student Orientation program. Orientation is designed to facilitate their adjustment to the College's philosophy, programs, policies, standards, and procedures. Special emphasis is placed on services, resources, and facilities of the College and the encouragement of the students to make full use of these opportunities. Special and part-time students are strongly encouraged to attend the orientation sessions so they will be better informed. Students are given a *Student Handbook* at orientation which outlines their course of study and other needed information. Questions concerning orientation may be directed to the Director of Counseling Services.

## PARKING

The campus has paved, well-lighted parking areas. Short-term parking for visitors is available in front of Building 1. Visitors' parking permits may be obtained from the receptionist in Building 1. 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 license plate 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

Student Support Services is designed and intended to assist eligible students with attaining their educational and career goals. The program provides an array of services to assist students with successfully completing their academic program of study. The program provides supportive services in counseling, tutoring, information concerning college transfer admissions and financial aid. Additionally, seminars are offered as determined in the areas of study skills, time management, goal setting and building self esteem. Those students needing additional support may be referred to public and community agencies.

Student Support Services students are given special assistance with financial aid. Information on services provided by community agencies is also available to participants. The main purpose of the Student Support Services project is to assist any interested students in attaining their educational goals by providing needed support services.

## 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 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 HANDBOOK

A student handbook is prepared by Counseling Services with the aid of faculty and staff. The handbook is a guide for students in acquainting themselves with practices, policies and procedures of the College. The handbook provides the student with additional information not available in this catalog. Copies are issued during orientation and are on hand at all times in the Counseling Offices. It is the responsibility of each student to know the contents in order to ensure a successful education.

## 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.

## THEATRE ARTS PROGRAM

The Theatre Arts Program was begun in the Fall of 1990 to expand the cultural offerings of the college and to involve students, staff and community members in theatrical activities. The program offers informal acting classes and workshops and gives students, staff and others the opportunity to participate in plays produced on campus.

## UNATTENDED CHILDREN ON CAMPUS

The recreational facilities, classrooms, and other areas of the College are designated primarily for the student population. In order to ensure 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.
7. To expand cultural offerings to the community.

### Admissions

Any adult who has reached his/her 18th 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. Fees are published with quarterly course schedules. 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. Most cultural activities are offered free to the public, however there are times when a nominal fee may be charged.

### 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)  
Adult High School Diploma (AHS)  
Compensatory Education (CED)  
Focused Industrial Training  
English as a Second Language (ESL)  
Job Training Partnership Act (JTPA)  
Recreational  
Small Business  
Apprenticeship  
Lectures, Performances, Exhibitions, Etc.

Human Resources Development (HRD)  
Cooperative Skill Training  
New and Expanding Industry  
General Educational Development (GED)  
Industrial Service  
Occupational Extension  
Academic Education Extension  
Practical Skills  
Avocational

### ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program is designed to address the educational needs of adults who are 16 years of age and older and have less than an eighth grade education, in addition, the program provides opportunities for adults to improve their skills if they have high school credentials yet their functional skills are below the eighth grade level.

The major objective of the ABE program is to increase basic skills by providing classes in reading, writing, speaking, and computation with an emphasis on developing critical thinking skills. Adult participants should improve their ability to benefit from occupational training, have greater opportunities for more productive and profitable employment, and meet their own objectives for enrolling in the program.

### GENERAL EDUCATIONAL DEVELOPMENT (GED)

Any person who is 18 years of age may prepare for the GED test. The GED exam measures a person's mastery of skills and general knowledge in five subject areas: writing, social studies, science, reading, and math. Upon successful completion of the GED exam, a student is awarded a certificate that is considered the equivalent of a high school diploma. GED tests are administered several times during each quarter. GED classes are available at each of our campuses and at other sites located throughout the Vance-Granville Community College service area.

A student entering a GED course of study will be given diagnostic tests to determine areas of strength and weakness. Instructors work individually with students in planning the most effective study program. GED class instruction will often concentrate on improving reading comprehension skills, increasing writing ability, and upgrading math skills.

## 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 Center. There are no prior educational requirements. Students who have completed high school courses may receive credit for units completed by transferring units to IIC.

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	1
<b>TOTAL</b>	<b>9</b>

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 85 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.

The Adult High School Diploma Program is offered on VGCC's main campus only.

## 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 Center 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 Center 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 Dean of Continuing Education 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).



## **COMPENSATORY EDUCATION (CED)**

Our Compensatory Education Program is specifically designed for mentally handicapped persons, ages 18 years and older, in the Vance-Granville Community College service area. Through this program, handicapped individuals are helped to develop and refine the necessary skills to successfully participate in our society. Specifically, the course content consists of task-analyzed instructional programs in the following domains: language, mathematics, social science, community living, health, consumer and vocational education.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)**

This program of study offers individuals whose native language is not English an opportunity to improve their ability to understand, speak, read and write in English. At the introductory level, the course format focuses on developing the conversational skills needed to deal effectively with day to day survival. It also addresses practical language skills needed for success in the workplace. At the intermediate and advanced levels, more detailed attention is given to grammar and language usage, sentence structure, and composition, in order to strengthen the student's confidence in using English.

## **ADULT LEARNING CENTER**

The Adult Learning 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 Adult Learning Center meet with the 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. 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 Adult Learning Center is in constant contact with the students to offer guidance and additional materials as needed and to evaluate 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.

## **CCC Lab (Computer Curriculum Center)**

The Adult Learning Center (main campus and South Campus) has expanded to include the CCC Lab. Students get additional individualized instruction through a powerful computer which continually adjusts instruction to meet each student's performance. Detailed reports help the coordinator keep track of student progress. The courses span the curriculum, including, adult language skills, reading skills, algebra, critical reading skills, writing process and skills, GED Preparation and many more. The CCC Lab is a learning tool that instantly becomes challenging when a student demonstrates mastery or becomes easier when the student experiences difficulty. It stops to explain and help when a student encounters difficulty. The computer presents and corrects exercises as fast as a student can input answers. The learning tool demonstrates concepts using over 3,000 color-graphic images. It rapidly develops math, reading, and writing skills which encourages thinking skills and student-directed learning.

## PUBLIC SERVICES

The Public 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. Public 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, and to offer training required for firefighter certification at levels I, II, and III.
2. Law Enforcement training designed to meet the needs of state, county, city and other law enforcement agencies through a combination of required training for certification and in-service training to maintain and upgrade skills.
3. Emergency Medical Service training designed to train people to become state certified as Emergency Medical Technicians, First Responders and Ambulance Attendants.
4. CPR and First Aid courses are offered to individuals and industries which will qualify them to provide immediate aid to victims of accidents and sudden illness.

### CEUs

Continuing Education Units (CEUs) are awarded for all public 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 Public 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 customized training programs tailored to meet the needs of the industry and its employees. The training programs are flexible in design to accomplish specific objectives and are jointly planned by company personnel and industrial training specialists from the College.

Courses sponsored by Industry Services include:

1. New Industry Training courses designed 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. Expanding Industry Training courses designed to promote the expansion of existing industries by assisting in the training of new employees at no cost to the participating industry.
3. Existing Industry Training courses designed to train personnel to increase efficiency of the organization and to update employee skills. Cost may vary according to length and content of courses, but are usually minimal.
4. In-Plant Training courses designed to teach fundamental skills of a particular job. Training is conducted at the site in which the organization normally operates; usually at the employee's assigned work station. A minimal registration fee will be charged.
5. Focused Industrial Training courses designed for specific groups of workers who need additional skills and technical knowledge and also for workers who need to update their skills because of technological changes. These courses are intended to provide for training that cannot be provided through other existing occupational programs. A minimal registration fee may be charged.

### CEUs/CERTIFICATES

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

### Schedules

Based on area interests and needs, some courses are offered on a quarterly basis. Others are custom designed as needed.

## HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is a pre-vocational self-enrichment program. It is designed to help unemployed and underemployed adults attain life skills and employability skills necessary for becoming gainfully employed.

### Classroom Activities

1. Job Orientation and Motivation - Building positive attitudes toward the World of Work which particularly stresses how to get and keep a job.
2. Life Skills - Focuses upon health and nutrition, consumer education, government and law, housing, community resources, personal finance, transportation, and other topics that will help one to be able to do those things that are essential to functioning well on the job and in life.

### Support Services

1. Individualized and group counseling
2. Job development and placement
3. Occupational training placement
4. Referral Network - Public agencies such as Departments of Social Services, Employment Security Commission, Health Department, Mental Health, and other agencies that link adults with needed services.
5. One year follow-up services offered

### Cost

None

### Schedule

Classes are offered on a quarterly basis.

## 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 volunteers.
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 Economic Development 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.



## LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is vital to the educational program at Vance-Granville Community College. The LRC combines traditional library resources with the latest technology to serve the information needs of students, faculty, staff and residents of the College's four-county service area. The LRC supports the total educational program by providing reference and instructional support services, print and nonprint media, computerized indexes, and audio-visual equipment.

Diverse media on a broad range of subjects are represented in the collection. Diverse viewpoints are represented as well. Students will find information in their field of study, as well as general interest material. When selecting materials, careful consideration is given to institutional goals, course offerings, the nature of the student body, and the needs of the community.

## Materials

All materials are located in open stack areas, assuring access to all users. Materials are arranged according to the Library of Congress Classification System. A microfilm catalog is used to locate materials on the shelf.

The book collection is divided into the Reference and Circulating Sections. The nonprint media is shelved in a separate section and includes filmstrips, slides, videocassettes, audiotapes and transparencies. A collection of film classics on videocassette is available. Videocassettes may be checked out or viewed in the LRC. Equipment is available for use with all nonprint media.

The LRC subscribes to a large number of specialized and general interest magazines as well as local and national newspapers. Current magazines are placed on the magazine display shelving. Back issues of magazines for the current year are stored beneath the display shelves. Back issues of some titles are stored on microfilm. Microfilm and microfiche reader-printers are available for use in the LRC. Articles may be copied for a charge of 5 cents per page. A complete list of periodical holdings is located in a card file at the Circulation Desk. The LRC contains both print and computerized indexes to periodicals.

A Vertical File of pamphlet and booklet material is maintained. The LRC subscribes to a microfiche collection of catalogs for colleges and universities in the South.

## SERVICES

### General

Orientation programs are held for new students and staff members. Guided tours are conducted upon request. Interlibrary loan service is available upon request.

A copy machine is available for general use. The charge is 5 cents per copy.

The faculty and staff may place materials such as assigned readings, tests, and reference books on reserve at the Circulation Desk. The LRC staff monitors these materials as necessary.

### Audio-Visual

Film/videocassette rental is provided from educational and commercial suppliers. Free film service is available from the North Carolina State and Health Libraries.

The LRC has the capability of producing transparencies, slides, videotapes and cassette copies. A laminator is available for faculty use.

### Telecommunications

The LRC provides telecommunications services for 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 should be directed to the Telecommunications Coordinator.

## **POLICIES**

### **General**

A user must register for a borrower's card in order to check out materials from the LRC. Name, address, telephone number, and at least two identification cards are required; one of which is preferably a North Carolina driver's license. The borrower's card is kept on file at the Circulation Desk.

Most books and audio-visual materials may be checked out for a period of two weeks and may be renewed as necessary if no one else has requested them. Fines are charged for overdue materials as follows: books, 10 cents/day; videocassettes, \$1/day; and reserve materials, 25 cents/hour. Students will not be permitted to register until materials are returned. As a general rule, reference books are for library use only.

### **Reserve**

If reserve materials are allowed to circulate, they may be checked out at 8:30 PM for overnight use. On Fridays, reserve materials may be checked out at 3 PM. The material must be returned by 9 AM the following school day. The instructor or staff person may give specific instructions as necessary.

### **Periodicals**

Current issues of periodicals do not circulate. Back issues may be checked out for overnight use. All microfilm must be used in the LRC.

### **Audio-Visual**

Users borrowing equipment are responsible for any damage due to negligence. As a general rule, equipment must be returned within 24 hours.

Films or videocassettes may be requested through the Media Specialist. Three weeks ordering time should be allowed for films from the North Carolina State and Health Libraries.



**PROGRAMS OF STUDY**



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## 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
<b>MAJOR COURSES:</b>				
BUS 0117 ✓Business Math I	5	0	0	5
ACC 0120 ✓Accounting I	5	2	0	6
ACC 0121 ✓Accounting II	5	2	0	6
ACC 0122 ✓Accounting III	5	2	0	6
✓ACC 0222 ✓Intermediate Accounting I	5	2	0	6
✓ACC 0223 ✓Intermediate Accounting II	5	2	0	6
✓ACC 0224 ✓Advanced Accounting	3	2	0	4
✓ACC 0225 ✓Cost Accounting	3	2	0	4
ACC 0229 ✓Taxes I	3	2	0	4
ACC 0226 ✓Auditing	5	2	0	4
BUS 0123 ✓Finance I	3	2	0	4
BUS 0124 Finance II	3	2	0	4
<b>Totals</b>	<b>48</b>	<b>22</b>	<b>0</b>	<b>59</b>

### RELATED COURSES:

CSC 0102 ✓Microcomputer Operations	3	0	0	3
or				
CSC 0101 ✓Introduction to Data Processing	3	0	0	3
BUS 0101 ✓Introduction to Business	5	0	0	5
OSC 0102 ✓Keyboarding	2	0	3	3
OSC 0110 ✓Office Machines I	1	2	0	2
OSC 0111 ✓Office Machines II	1	2	0	2
BUS 0115 ✓Business Law I	3	0	0	3
BUS 0116 ✓Business Law II	3	0	0	3
BUS 0118 ✓Business Math II	5	0	0	5
ECO 0104 ✓Economics II	5	0	0	5
CAS 0106 ✓spreadsheet	3	0	0	3
<b>Totals</b>	<b>31</b>	<b>4</b>	<b>3</b>	<b>34</b>

## 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 ✓Communication for Professionals	3	0	0	3
ECO 0102 ✓Economics I	5	0	0	5
Humanities Elective ✓	3	0	0	3
Math/Science Elective ✓	3	0	0	3
<b>Totals</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>23</b>
✓ELECTIVES: FREE ELECTIVE	3	0	0	3
<b>TOTAL CREDITS:</b>				<b>119</b>
<b>AWARD:</b>				<b>AAS</b>

## ADMINISTRATIVE OFFICE TECHNOLOGY

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
✓OSC 0102 ✓Keyboarding	2	0	3	3
✓OSC 0103 ✓Document Formatting	2	0	3	3
✓OSC 0104 ✓Document Production	2	0	3	3
OSC 0106 Shorthand I	3	2	0	4
OSC 0107 Shorthand II	3	2	0	4
✓OSC 0110 ✓Office Machines I	1	2	0	2
✓OSC 0111 ✓Office Machines II	1	2	0	2
✓OSC 0112 ✓Records Management	3	0	0	3
✓OSC 0134 ✓Professional Development	3	0	0	3
OSC 0204A ✓Advanced Typing - Administrative	2	0	3	3
✓OSC 0207 ✓Word Processing I	3	2	0	3
✓OSC 0208 ✓Word Processing II	3	0	0	3
OSC 0209 ✓Desktop Publishing	3	0	0	3
✓OSC 0211 ✓Machine Transcription I	2	0	3	3
✓OSC 0214 ✓Office Procedures	3	2	0	4
✓BUS 0234 ✓Office Management	3	0	0	3
✓CAS 0106 ✓Spreadsheet	3	0	0	3
CAS 0108 ✓Database	3	0	0	3
CAS 0111 ✓Graphics	3	0	0	3
<b>Totals</b>	<b>48</b>	<b>10</b>	<b>15</b>	<b>58</b>

### RELATED COURSES:

✓ACC 0120 ✓Accounting I	5	2	0	6
✓ACC 0121 ✓Accounting II	5	2	0	6
✓BUS 0101 ✓Introduction to Business	5	0	0	5
✓BUS 0115 ✓Business Law I	3	0	0	3
✓BUS 0117 ✓Business Math I	5	0	0	5
ECO 0102 ✓Economics I	5	0	0	5
✓CSC 0102 ✓Microcomputer Operations	3	0	0	3
or				
✓CSC 0101 ✓Introduction to Data Processing	3	0	0	3
<b>Totals</b>	<b>31</b>	<b>4</b>	<b>0</b>	<b>33</b>

### 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 ✓Communication for Professionals	3	0	0	3
✓Elective (Social Science)	3	0	0	3
✓Elective (Humanities)	3	0	0	3
✓Elective (Math/Science)	3	0	0	3
<b>Totals</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>
✓ELECTIVES: FREE ELECTIVE	3	0	0	3

**TOTAL CREDITS:** 115

**AWARD:** AAS



## AIR CONDITIONING, HEATING AND REFRIGERATION

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

Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydraulics systems and residential and light commercial system design.

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/		Credit
			Clin	Credit	
<b>MAJOR COURSES:</b>					
AHR 1121 Principles of Refrigeration I	2	0	3		3
AHR 1116 Oil Burner Installation & Ser.	3	0	6		5
AHR 1125 Principles of Refrigeration II	3	0	6		5
AHR 1117 Heating Technology	4	0	3		5
AHR 1123 Principles of Air Conditioning	3	0	6		5
AHR 1124 Air Conditioning Service	2	0	9		5
AHR 1128 Automatic Controls	3	0	6		5
AHR 1126 All Year Comfort Systems	3	0	6		5
AHR 1129 Heat Pump Technology	3	0	3		4
AHR 1104 Residential Load Calculations	<u>0</u>	<u>0</u>	<u>3</u>		<u>1</u>
Totals	26	0	51		43
<b>RELATED COURSES:</b>					
MAT 1101 Trades Math I	4	0	0		4
PHY 1101 Applied Science I	3	2	0		4
MAT 1102 Trades Math II	4	0	0		4
AHR 1102 Applied Electricity	2	0	3		3
WLD 1129 Basic Welding	<u>2</u>	<u>0</u>	<u>3</u>		<u>3</u>
Totals	15	2	6		18
<b>GENERAL EDUCATION COURSES:</b>					
ENG 1101 Communications	3	0	0		3
PSY 1101 Human Relations	<u>3</u>	<u>0</u>	<u>0</u>		<u>3</u>
Totals	6	0	0		6
<b>TOTAL CREDITS:</b>					67
<b>AWARD:</b>					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 or machine 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 business.

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/		Credit
			Clin	Credit	
<b>MAJOR COURSES:</b>					
AUT 1102 Basic Electrical & Fuel Systems	5	0	15		10
AUT 1103 Internal Combustion Engines	3	0	12		7
AUT 1203 Automotive Emission Controls	3	0	3		4
AUT 1123 Brakes, Chassis, & Suspension Systems	3	0	9		6
AUT 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
AUT 1107 Computerized Engine Controls	<u>2</u>	<u>0</u>	<u>6</u>		<u>4</u>
Totals	25	0	75		50
<b>RELATED COURSES:</b>					
MAT 1101 Trades Math I	4	0	0		4
PHY 1101 Applied Science I	3	2	0		4
SAF 0110 Fundamentals of First Aid	3	0	0		3
MAT 1102 Trades Mathematics II	<u>4</u>	<u>0</u>	<u>0</u>		<u>4</u>
Totals	14	2	0		15
<b>GENERAL EDUCATION COURSES:</b>					
ENG 1101 Communications	3	0	0		3
PSY 1101 Human Relations	<u>3</u>	<u>0</u>	<u>0</u>		<u>3</u>
Totals	6	0	0		6
<b>TOTAL CREDITS:</b>					71
<b>AWARD:</b>					Diploma

## 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/or 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 qualify 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
<b>MAJOR COURSES:</b>				
CJC 0102 Basic Law Enforcement Training (BLET)	16	0	30	26
<b>TOTAL CREDITS:</b>				26
<b>AWARD:</b>			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 understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing and interpersonal relationships.

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

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
✓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 ✓
✓OSC 0102—✓Keyboarding ✓	2	0	0	3 ✓
✓OSC 0110—✓Office Machines I ✓	1	0	0	2 ✓
✓OSC 0111—✓Office Machines II ✓	1	0	0	2 ✓
✓BUS 0115—✓Business Law I ✓	3	0	0	3 ✓
✓BUS 0116—✓Business Law II ✓	3	0	0	3 ✓
✓MKT 0243—✓Advertising ✓	3	0	0	3 ✓
✓BUS 0233—✓Personnel Management ✓	3	0	0	3 ✓
✓MKT 0239—✓Marketing ✓	3	0	0	3 ✓
✓BUS 0234—✓Office Management ✓	3	0	0	3 ✓
INS 0247—✓Business Insurance ✓	3	0	0	3 ✓
✓ACC 0229—✓Taxes I ✓	3	0	0	4 ✓
✓BUS 0123—✓Finance I ✓	3	0	0	4 ✓
✓ACC 0120—✓Accounting I ✓	5	0	0	6 ✓
<b>Totals</b>	51	10	3	57

### RELATED COURSES:

✓BUS 0124—✓Finance II ✓	3	2	0	4 ✓
✓ACC 0121—✓Accounting II ✓	5	0	0	6 ✓
✓ACC 0122—✓Accounting III ✓	5	0	0	6 ✓
✓CSC 0101—✓Introduction to Data Processing ✓	3	0	0	3 ✓
or				
✓CSC 0102—✓Microcomputer Operations ✓	3	0	0	3 ✓
✓ECO 0102—✓Economics I ✓	5	0	0	5 ✓
✓ECO 0104—✓Economics II ✓	5	0	0	5 ✓
✓Electives (4) ✓ <b>BASIC &amp; WPI</b>	3	0	0	6 ✓
<b>Totals</b>	32	6	0	35

\*Elective (6 credit hours) must be chosen from the following courses:

CAS 0106	Spreadsheet	3	0	0	3
CAS 0108	Database	3	0	0	3
CSC 0109	BASIC I	2	4	0	4
CAS 0118	Software Applications	3	2	0	4
MKT 0232	Sales Development	3	0	0	3
BUS 0236	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	5	0	0	5
OSC 0207	Word Processing	3	0	0	3
ACC 0230	Taxes II	3	2	0	4

GENERAL EDUCATION COURSES:

✓ENG 0101 ✓Composition ✓	3	•	•	3 ✓
✓ENG 0102 ✓Oral Communications ✓	3	•	•	3 ✓
✓ENG 0103 ✓Report Writing ✓	3	•	•	3 ✓
✓ENG 0206 ✓Communication for Professionals ✓	3	•	•	3 ✓
✓Social Science Elective ✓	3	•	•	3 ✓
✓Humanities Elective ✓	3	•	•	3 ✓
✓Math/Science Elective ✓	3	•	•	3 ✓

Totals 21 0 0 21

ELECTIVES: FREE ELECTIVE ✓ 3 ✓

TOTAL CREDITS: 116

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:				
✓CSC 0101 ✓Introduction to Data Processing ✓	3	0	•	3
✓CSC 0109 ✓BASIC I ✓	2	4	•	4
✓CSC 0115 ✓COBOL I ✓	2	4	•	4
✓CSC 0116 ✓COBOL II ✓	2	4	•	4
✓CSC 0201 ✓COBOL III ✓	2	4	•	4
✓CSC 0202 ✓COBOL IV ✓	2	4	•	4
✓CSC 0205 ✓RPG ✓	2	4	•	4
✓CSC 0206 ✓Advanced RPG ✓	2	4	•	4
✓CSC 0216 ✓Assembler Language ✓	2	4	•	4
✓CSC 0220 ✓Systems Analysis ✓	3	2	•	4
✓CSC 0222 ✓Operating Systems ✓	3	2	•	4
✓OSC 0102 ✓Keyboarding ✓	2	0	•	3
✓ACC 0120 ✓Accounting I ✓	5	2	•	6
✓ACC 0121 ✓Accounting II ✓	3	0	•	3
BUS 0234 ✓Office Management	3	0	•	3
✓Elective ✓	2	4	•	4
Totals	42	44	3	65

*93-94 DO NOT NEED CAN SUBST. 2ND SOC. SC.*

\*Major elective (4 credit hours) must be chosen from the following courses:

CSC 0110	BASIC II	2	4	0	4
CSC 0210	PASCAL	2	4	0	4
CSC 0212	C Language	2	4	0	4
CSC 0214	FORTRAN	2	4	0	4
CSC 0229	BCP Project	1	8	0	5

continued ...

RELATED COURSES:

✓MAT 0111	✓Technical Mathematics I	3	0	●	5
✓BUS 0117	✓Business Mathematics I	3	0	●	5
✓BUS 0118	✓Business Mathematics II	3	0	●	5
✓BUS 0115	✓Business Law I	3	0	●	3
✓ACC 0225	✓Cost Accounting	3	2	●	4
✓Elective		3	0	●	3
Totals		24	2	0	25

\*\*Related elective (3 credit hours) must be chosen from the following courses:

OSC 0110	Office Machines I	1	2	0	2
OSC 0111	Office Machines II	1	2	0	2
CSC 0102	Microcomputer Operations I	3	0	0	3
OSC 0207	Word Processing I	3	0	0	3
CAS 0106	Spreadsheet	3	0	0	3
CAS 0108	Database	3	0	0	3
CAS 0118	Software Applications	3	2	0	4

GENERAL EDUCATION COURSES:

✓ENG 0101	✓Composition	3	0	●	3
✓ENG 0102	✓Oral Communications	3	0	●	3
✓ENG 0103	✓Report Writing	3	0	●	3
ENG 0206	✓Communication for Professionals	3	0	0	3
✓Elective (Social Science)	<i>2 if no off. reqt.</i>	3	0	●	3
✓Elective (Humanities)		3	0	●	3
Totals		18	0	0	18

✓ELECTIVES: FREE ELECTIVE *3* 3

TOTAL CREDITS: 111

AWARD: AAS

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 improves 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 0151 (College Composition I) and Mathematics 0151 (College Algebra). Applicants with a combined score of at least 800 on the Scholastic Aptitude Test, with neither Verbal nor mathematics score of 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.

**ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE  
DEGREE REQUIREMENTS**

Minimum Credit Hours Required for Degree: 96

**Degrees  
A.A. A.S.**

**Area I Communications .....10 10**

		<b>Lec</b>	<b>Lab</b>	<b>Credit</b>
ENG 0151	College Composition I	5	0	5
ENG 0152	College Composition II	5	0	5

**Area II Humanities .....15 6**

ENG 0153	Interpreting Literature	5	0	5
ENG 0281	Major American Authors	5	0	5
ENG 0251	English Literature I	5	0	5
ENG 0252	English Literature II	5	0	5
ENG 0261	American Literature I	5	0	5
ENG 0262	American Literature II	5	0	5
FRE 0151	Beginning French I	5	0	5
FRE 0152	Beginning French II	5	0	5
FRE 0251	Intermediate French I	5	0	5
FRE 0252	Intermediate French II	5	0	5
SPA 0151	Beginning Spanish I	5	0	5
SPA 0152	Beginning Spanish II	5	0	5
SPA 0251	Intermediate Spanish I	5	0	5
SPA 0252	Intermediate Spanish II	5	0	5
ART 0151	Art History	5	0	5
ART 0152	Art Appreciation	5	0	5
MUS 0151	Music Appreciation	5	0	5
DRA 0151	Drama Appreciation	5	0	5
REL 0151	Survey of Old Testament	5	0	5
REL 0152	Survey of New Testament	5	0	5
PHI 0251	Introduction to Philosophy	5	0	5

**Area III Social Science .....15 10**  
(Credit Hours required from two departments)

ANT 0252	Cultural Anthropology	5	0	5
ECO 0102	Economics I	5	0	5
ECO 0104	Economics II	5	0	5
HIS 0151	Western Civilization I	3	0	3
HIS 0152	Western Civilization II	3	0	3
HIS 0251	American History I	5	0	5
HIS 0252	American History II	5	0	5
POL 0151	American National Government	5	0	5
PSY 0151	Introduction to Psychology	5	0	5
SOC 0151	Introduction to Sociology	5	0	5
SOC 0251	Contemporary Social Problems	5	0	5

**Area IV Mathematics .....10 20**

MAT 0151	College Algebra	5	0	5
MAT 0152	Finite Mathematics	5	0	5
MAT 0153	Calculus	5	0	5
MAT 0251	Statistics	5	0	5

(Recommended for A.A. and A.S. leading toward major in Life Sciences-Health Fields)

MAT 0161	Pre-Calculus I	5	0	5
MAT 0162	Pre-Calculus II	5	0	5
MAT 0261	Calculus with Analytic Geometry I	5	0	5
MAT 0262	Calculus with Analytic Geometry II	5	0	5
MAT 0263	Calculus with Analytic Geometry III	5	0	5
MAT 0264	Calculus with Analytic Geometry IV	5	0	5

(Recommended for A.S. leading toward major in mathematics, physics, science, engineering)

**Area V Science .....12 24**

(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 0151	Biology I	3	3	4
BIO 0152	Biology II	3	3	4
BIO 0153	Biology III	3	3	4
CHM 0151	General Chemistry I	4	4	6
CHM 0152	General Chemistry II	4	4	6
PHY 0151	Mechanics	3	3	4
PHY 0152	Heat, Sound, Light	3	3	4
PHY 0153	Electricity, Magnetism, and Modern Physics	3	3	4
PHY 0251	Mechanics	4	3	5
PHY 0252	Heat, Sound, and Light	4	3	5
PHY 0253	Electricity, Magnetism, and Modern Physics	4	3	5

**Area VI Physical Education or Health .....3 3**

SAF 0151	Personal and Community Health	3	0	3
SAF 0152	First Aid and Safety	3	0	3
PED 0151	Foundations of Physical Activity	1	2	2
PED 0152	Tennis	0	2	1
PED 0153	Volleyball	0	2	1
PED 0154	Folk and Square Dancing	0	2	1
PED 0155	Bowling	0	2	1

(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 0271	Speech	5	0	5
ENG 0282	Major European Authors	5	0	5
PSY 0252	Child Psychology	5	0	5

\*Students must take courses that are marked with an asterisk. Most senior institutions require Speech.

**Other Electives**

Students may also take the electives listed below. These courses are accepted by many (but not all) senior institutions for transfer credit.

BIO 0251	Microbiology I	3	2	4
BIO 0252	Microbiology II	3	2	4
CSC 0102	Microcomputer Operations	3	0	3
CSC 0101	Introduction to Data Processing	3	0	3
CSC 0216	Assembler Language	2	4	4
CAS 0106	Spreadsheet	3	0	3
CAS 0108	Database	3	0	3
CSC 0210	PASCAL	2	4	4
CSC 0115	COBAL I	2	4	4
CSC 0222	Operating Systems	2	4	4
CSC 0214	FORTRAN	2	4	4
BUS 0115	Business Law I	3	0	3
BUS 0116	Business Law II	3	0	3
ACC 0120	Accounting I	5	2	6
ACC 0121	Accounting II	5	2	6
ENG 0171	Creative Writing	3	0	3
ENG 0172	Advanced Creative Writing	3	0	3
GEO 0151	Introduction to Geography	5	0	5
HIS 0253	Afro-American History	5	0	5
HUM 0101	The American Experience	3	0	3
HUM 0102	Southern Culture	3	0	3
MAT 0151L	Computer Applications Laboratory	0	2	1
ORI 0151	Student Success	2	0	2
PSY 0251	Abnormal Psychology	3	0	3
SOC 0252	Sociology of the Family	5	0	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 (DIPLOMA)**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
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
<b>Totals</b>		<b>20</b>	<b>0</b>	<b>96</b>	<b>52</b>

**RELATED COURSES:**

SAF 0110	Fundamentals of First Aid	3	0	0	3
BUS 0119	Small Business Enterprise	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**GENERAL EDUCATION COURSES:**

ENG 0102	Oral Communications	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**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:**

SAF 0110	Fundamentals of First Aid	3	0	0	3
BUS 0119	Small Business Enterprise	3	0	0	3
Totals		6	0	0	6

**GENERAL EDUCATION COURSES:**

ENG 0102	Oral Communications	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
Totals		6	0	0	6

TOTAL CREDITS: 77

AWARD: Diploma

**CRIMINAL JUSTICE - PROTECTIVE SERVICES 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, correctional 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 qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

**COURSE AND HOUR REQUIREMENTS**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
✓CJC 0101	✓Introduction to Criminal 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 0248	✓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 0246	✓Special Law Enforcement Certification	4	0	0	4
✓CJC 0212	✓Drugs, Identification & Classification	3	0	0	3
✓CJC 0209	✓Correction Law	3	0	0	3
✓CJC 0220	✓Criminal Justice Administration	3	0	0	5
✓CJC 0247	✓Protective Measures	3	0	0	5
✓CJC 0230	✓Counseling	3	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
✓CJC 0117	✓Juvenile Delinquency	3	0	0	5
Totals		68	0	0	68

Continued ...

**RELATED COURSES:**

✓SAF 0152	✓First Aid and Safety	3	0	0	3
✓PSY 0251	✓Abnormal Psychology	3	0	0	3
✓MAT 0101	✓Consumer Mathematics	5	0	0	5
✓CJC 0116	✓Criminology	3	0	0	3
✓POL 0102	✓National Government	3	0	0	3
✓POL 0110	✓State & Local Government	3	0	0	3
✓SOC 0112	✓Modern Social Problems	3	0	0	3
✓CJC 0217	✓Patrol Procedures	3	0	0	3
Totals		28	0	0	28

**GENERAL EDUCATION COURSES:**

✓ENG 0105	Information Systems & Literature	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
✓HUM 0101	✓The American Experience	3	0	0	3
✓PSY 0105	✓General Psychology	3	0	0	3
✓SOC 0105	✓General Sociology	3	0	0	3
Totals		21	0	0	21

ELECTIVES: FREE ELECTIVE 3 0 0 3

TOTAL CREDITS: 120

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, care and guidance of children and communication with 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**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
EDU 0149	✓Role of Education Associate	1	0	0	1
EDU 0101	✓Introduction to Education	3	0	0	3
SAF 0112	Safety Education	3	0	0	3
EDU 0102	Education Methods	3	2	0	4
EDU 0103	Parent Education	3	0	0	3
EDU 0108	Behavior Management	3	0	0	3
EDU 0143	Exceptional Children	3	0	0	3
EDU 0244	Care of the Preschool Child	3	0	0	3
EDU 0217	Language and Literature	2	2	0	3
EDU 0107	✓Seminar on Reporting & Observation	3	0	0	3
EDU 0216	Problems of Childhood	3	0	0	3
EDU 0235	Administration & Supervision of Day Care Facilities	3	0	0	3
EDU 0243	Physical Education for Preschool	2	2	0	3
EDU 0231	Creative Activities for Preschool	2	2	0	3
EDU 0206	Music for Young Children	1	2	0	2
EDU 0202	Science and Math for Preschool	3	0	0	3
EDU 0223	Internship and Seminar	1	0	0	1
EDU 0115	✓Human Growth & Development I	3	0	0	3
EDU 0116	Human Growth & Development II	3	0	0	3
PSY 0252	Child Psychology	5	0	0	5
EDU 0134	✓Audiovisual Techniques	3	0	0	3
Totals		56	10	0	61

Continued ...



**RELATED COURSES:**

EDU 0114	✓The Family	3	0	0	3
NUT 0118	Nutrition	3	0	0	3
SAF 0152	First Aid & Safety	3	0	0	3
MAT 0101	✓Consumer Mathematics	5	0	0	5
BUS 0119	Small Business Enterprise	3	0	0	3
EDU 0208	Community Resources	1	2	0	2
OSC 0102	✓Keyboarding	2	0	3	3
SAF 0151	Personal and Community Health	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>Totals</b>		<b>23</b>	<b>2</b>	<b>3</b>	<b>25</b>

**GENERAL EDUCATION COURSES:**

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 0112	Modern Social Problems	3	0	0	3
SOC 0105	General Sociology	3	0	0	3
*Humanities Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>Totals</b>		<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>

ELECTIVE: FREE ELECTIVE 3 0 0 3

**WORK EXPERIENCE:**

EDU 0223 Internship & Seminar 0 0 20 2

**TOTAL CREDITS:** 112

**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 an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

**COURSE AND HOUR REQUIREMENTS**

		Class	Lab	Shop/ Clin Credit	
<b>MAJOR COURSES:</b>					
ELC 1112	Direct and Alternating Current	5	0	12	9
ELC 1113	Alternating & Direct Current Machine Controls	5	0	12	9
BPR 1110	Blueprint Reading: Electrical Trades I	0	4	0	2
ELC 1115	National Electrical Code Applications	4	0	0	4
ELC 1124	Residential Wiring	6	0	9	9
ELC 1118	Industrial Electronics I	3	0	6	5
BPR 1111	Blueprint Reading: Electrical Trades II	0	4	0	2
ELC 1119	Industrial Electronics II	3	0	6	5
ELC 1125	Commercial & Industrial Wiring	<u>5</u>	<u>0</u>	<u>12</u>	<u>9</u>
<b>Totals</b>		<b>31</b>	<b>8</b>	<b>57</b>	<b>54</b>

**RELATED COURSES:**

PHY 1101	Applied Science I	3	2	0	4
PHY 1102	Applied Science II	3	2	0	4
SAF 0110	Fundamentals of First Aid	3	0	0	3
MAT 1101	Trades Mathematics I	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
<b>Totals</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**GENERAL EDUCATION COURSES:**

ENG 1101	Communications	3	0	0	3
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**TOTAL CREDITS:** 75

**AWARD:** Diploma

## ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics 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
<b>MAJOR COURSES:</b>				
ELN 0111 Introduction to Electronics Engineering Technology	2	4	0	4
ELN 0112 Electrical Fundamentals I (DC)	2	4	0	4
DFT 0113 Electronics Drafting	2	4	0	4
ELN 0113 Electrical Fundamentals II (AC)	2	4	0	4
ELN 0121 Electronics I	2	4	0	4
ELN 0122 Electronics II	2	4	0	4
ELN 0146 Semiconductor Control Devices and Circuits	1	6	0	4
ELN 0123 Electronics III	3	4	0	5
ELN 0148 Pulse, Digital & Logic Circuits	3	4	0	5
ELN 0242 Communications Systems	3	4	0	5
ELN 0219 Digital Fundamentals	3	4	0	5
ELN 0220 Introduction 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 Introduction to Microprocessors II	1	6	0	4
ELN 0247 Computer Systems	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
Totals	34	70	0	69

### RELATED COURSES:

MAT 0111 Technical Mathematics I	5	0	0	5
MAT 0112 Technical Mathematics II	5	0	0	5
MAT 0113 Technical Mathematics III	5	0	0	5
CSC 0210 PASCAL	2	4	0	4
CSC 0216 Assembler Language	2	4	0	4
PHY 0151 Mechanics	3	0	3	4
PHY 0152 Heat, Sound, and Light	3	0	3	4
PHY 0153 Electricity, Magnetism, and Modern Physics	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
Totals	28	8	9	35

### GENERAL EDUCATION:

ENG 0101 Composition	3	0	0	3
or				
ENG 0151 College Composition I	5	0	0	5
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
Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals	18	0	0	18

ELECTIVES: FREE ELECTIVE 3 0 0 3

TOTAL CREDITS: 125

AWARD: AAS

## GENERAL OFFICE (TECHNICAL SPECIALTY)

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

Through 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
<b>MAJOR COURSES:</b>				
✓ OSC 0102 ✓ Keyboarding	2	0	3	3
✓ OSC 0103 ✓ Document Formatting	2	0	3	3
✓ OSC 0110 ✓ Office Machines I	1	2	0	2
✓ OSC 0111 ✓ Office Machines II	1	2	0	2
✓ OSC 0112 ✓ Records Management	3	0	0	3
✓ OSC 0134 ✓ Professional Development	3	0	0	3
✓ OSC 0207 ✓ Word Processing I	3	0	0	3
✓ OSC 0208 ✓ Word Processing II	3	0	0	3
✓ OSC 0211 ✓ Machine Transcription I	2	0	3	3
✓ OSC 0212A ✓ Machine Transcription II - Administrative	2	0	3	3
OSC 0214 Office Procedures --	3	2	0	4
✓ BUS 0234 ✓ Office Management	3	0	0	3
✓ CAS 0106 ✓ Spreadsheet	3	0	0	3
CAS 0108 ✓ Database	3	0	0	3
Totals	34	6	12	41
<b>RELATED COURSES:</b>				
ACC 0120 ✓ Accounting I	5	2	0	6
✓ BUS 0101 ✓ Introduction to Business	5	0	0	5
✓ BUS 0115 ✓ Business Law I	3	0	0	3
✓ BUS 0117 ✓ Business Math I	5	0	0	5
✓ CSC 0101 ✓ Introduction to Data Processing/or	3	0	0	3
✓ CSC 0102 ✓ Microcomputer Operations	-	-	-	-
Totals	21	2	0	22
<b>GENERAL EDUCATION:</b>				
✓ ENG 0101 ✓ Composition	3	0	0	3
✓ ENG 0102 ✓ Oral Communications	3	0	0	3
✓ ENG 0206 Communications for Professionals	3	0	0	3
Totals	9	0	0	9
TOTAL CREDITS:				72
AWARD:				Diploma

## GENERAL OFFICE TECHNOLOGY

The purposes of the General Office curriculum are to prepare the individual to enter clerical-office occupations, 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 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
<b>MAJOR COURSES:</b>				
OSC 0102 ✓ Keyboarding	2	0	3	3
OSC 0103 ✓ Document Formatting	2	0	3	3
OSC 0104 Document Production	2	0	3	3
OSC 0110 ✓ Office Machines I	1	2	0	2
OSC 0111 ✓ Office Machines II	1	2	0	2
OSC 0112 Records Management	3	0	0	3
OSC 0134 Professional Development	3	0	0	3
OSC 0204A Advanced Typing - Administrative	2	0	3	3
OSC 0207 Word Processing I	3	0	0	3
OSC 0208 Word Processing II	3	0	0	3
OSC 0209 Desktop Publishing	3	0	0	3
OSC 0211 Machine Transcription I	2	0	3	3
OSC 0212A Machine Transcription II - Administrative	2	0	3	3
OSC 0214 Office Procedures	3	2	0	4
BUS 0234 Office Management	3	0	0	3
CAS 0106 Spreadsheet	3	0	0	3
CAS 0108 Database	3	0	0	3
CAS 0111 Graphics	3	0	0	3
Totals	64	6	18	53
<b>RELATED COURSES:</b>				
ACC 0120 Accounting I	5	2	0	6
ACC 0121 Accounting II	5	2	0	6
BUS 0101 ✓ Introduction to Business	5	0	0	5
BUS 0115 Business Law I	3	0	0	3
BUS 0117 Business Math I	5	0	0	5
CSC 0101 Introduction to Data Processing/or	3	0	0	3
CSC 0102 Microcomputer Operations				
ECO 0102 Economics I	5	0	0	5
Totals	31	4	0	33

**RELATED COURSES:**

ACC0120	Accounting I	5	2	0	6
ACC 0121	Accounting II	5	2	0	6
BUS 0101	Introduction to Business	5	0	0	5
BUS 0115	Business Law I	3	0	0	3
BUS 0117	Business Math I	5	0	0	5
CSC 0101	Introduction to Data Processing/or	3	0	0	3
CSC 0102	Microcomputer Operations				
ECO 0102	Economics I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
Totals		31	4	0	33

**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	Communication for Professionals	3	0	0	3
Elective -	Math/Science	3	0	0	3
Elective -	Humanities	3	0	0	3
Elective-	Social Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		21	0	0	21

ELECTIVES: FREE ELECTIVE 3 0 0 3

TOTAL CREDITS: 110

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:**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
ELN 1101	Direct Current Fundamentals	4	6	0	7
ELN 1102	Alternating Current Fundamentals	4	6	0	7
ELN 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
BPR 1025	Industrial Blueprint Reading	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
Totals		30	24	21	49

**RELATED COURSES:**

MAT 0111	Technical Mathematics I	5	0	0	5
MAT 0112	Technical Mathematics II	5	0	0	5
CSC 0102	Microcomputer Operations I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		13	0	0	13

**GENERAL EDUCATION:**

PHY 1101	Applied Science I	3	2	0	4
PHY 1102	Applied Science II	3	2	0	4
ENG 0101	Composition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		9	4	0	11

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
<b>MAJOR COURSES:</b>				
✓MEC 1101 ✓Machine Shop	3	0	12	7
✓ELC 1112 ✓Direct & Alternating Current	5	0	12	9
✓ELC 1113 ✓AC & DC Machine Controls	5	0	12	9
✓ELC 1118 ✓Industrial Electronics I	3	0	6	5
✓ELC 1119 ✓Industrial Electronics II	3	0	6	5
✓MNT 1133 ✓Electrical & Mechanical Maintenance	3	0	3	4
✓HYD 1140 ✓Hydraulics	3	0	0	3
✓AHR 1123 ✓Principles of Air Conditioning	3	0	6	5
✓WLD 1101 ✓Basic Gas Welding	0	0	3	1
✓WLD 1102 ✓Arc Welding	0	0	3	1
Totals	28	0	63	49
<b>RELATED COURSES:</b>				
✓ISC 0130 ✓Industrial Safety	3	0	0	3
✓ISC 0228 ✓Industrial Supervision	3	0	0	3
✓BPR 1104 ✓Blueprint Reading	1	0	3	2
✓MAT 1101 ✓Trades Math I	4	0	0	4
✓MAT 1102 Trades Math II	4	0	0	4
Totals	15	0	3	16
<b>GENERAL EDUCATION COURSES:</b>				
✓ENG 1101 ✓Communications	3	0	0	3
✓PSY 1101 ✓Human Relations	3	0	0	3
Totals	6	0	0	6
TOTAL CREDITS:				71
AWARD:			Diploma	

## INDUSTRIAL MANAGEMENT TECHNOLOGY

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 (DEGREE)

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
ISC 0112 ✓Fundamentals of Management I	5	0	0	5
ISC 0113 ✓Fundamentals of Management II	5	0	0	5
ISC 0130 ✓Industrial Safety	3	0	0	3
ISC 0212 ✓Labor Relations	3	0	0	3
ISC 0214 ✓Work Measurement & Job Analysis	5	2	0	6
ISC 0222 ✓Labor Law	3	0	0	3
ISC 0226 ✓Industrial Planning & Control	3	2	0	4
ISC 0228 ✓Industrial Supervision	3	0	0	3
ISC 0230 Budgeting & Control	3	2	0	4
ISC 0232 ✓Quality Control	3	2	0	4
ISC 0235 ✓Analytical Models for Decision Making	3	2	0	4
BUS 0123 ✓Finance I	3	2	0	4
BUS 0233 ✓Personnel Management	3	0	0	3
MAT 0111 ✓Technical Mathematics I	5	0	0	5
CSC 0102 Microcomputer Operations	3	0	0	3
or				
CSC 0101 Introduction to Data Processing	3	0	0	3
Totals	53	12	0	59
<b>RELATED COURSES:</b>				
OSC 0102 ✓Keyboarding	2	0	3	3
ACC 0120 ✓Accounting I	5	2	0	6
BUS 0101 Introduction to Business	5	0	0	5
MAT 0112 Technical Mathematics II	5	0	0	5
*Elective	3	0	0	3
Totals	20	2	3	22

Continued ...

\*Related elective (3 credit hours) must be chosen from the following courses:

BUS 0125	Financial Mathematics	3	0	0	3
MKT 0239	Marketing	3	0	0	3
CAS 0106	Spreadsheet	3	0	0	3
CAS 0108	Database	3	0	0	3
CSC 0109	BASIC Language I	2	4	0	4
CAS 0118	Software Applications	3	2	0	4

**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
ECO 0102	Economics I	5	0	0	5
✓Elective (Social Science)		3	0	0	3
✓Elective (Humanities)		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		20	0	0	20

✓ELECTIVES: FREE ELECTIVES		6	0	0	6
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TOTAL CREDITS: 107

AWARD: AAS

**MECHANICAL DRAFTING TECHNOLOGY**

*(The offering of this program is contingent upon approval by the N.C. State Board of Community Colleges.)*

The Mechanical Drafting Technology curriculum is an industrial technology designed to prepare technicians for drafting mechanical parts, mechanisms, and components of mechanical and/or electromechanical system.

Course work, in addition to technical drafting skills, will include machine process, manufacturing materials, mechanical systems, applied physics, computer applications and written and oral communications.

Mechanical Drafting Technicians are employed in a wide range of manufacturing, fabrication, research and development and service industries.

## MEDICAL OFFICE TECHNOLOGY

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
✓OSC 0102 ✓Keyboarding	2	0	3	3
✓OSC 0103 ✓Document Formatting	2	0	3	3
✓OSC 0104 ✓Document Production	2	0	3	3
✓OSC 0110 ✓Office Machines I	1	2	0	2
✓OSC 0111 ✓Office Machines II	1	2	0	2
✓OSC 0112 ✓Records Management	3	0	0	3
✓OSC 0134 ✓Professional Development	3	0	0	3
✓OSC 0204M ✓Advanced Typing - Medical	2	0	3	3
✓OSC 0207 ✓Word Processing I	3	0	0	3
✓OSC 0208 ✓Word Processing II	3	0	0	3
✓OSC 0209 ✓Desktop Publishing	3	0	0	3
✓OSC 0211 ✓Machine Transcription I	2	0	3	3
✓OSC 0212M ✓Machine Transcription II - Medical	2	0	3	3
✓OSC 0213M ✓Machine Transcription III - Medical	2	0	3	3
✓OSC 0214 ✓Office Procedures	3	2	0	4
✓OSC 0215 ✓Medical Forms and Insurance	3	0	0	3
✓BUS 0234 ✓Office Management	3	0	0	3
✓CAS 0106 ✓Spreadsheet	3	0	0	3
✓CAS 0108 Database	3	0	0	3
✓CAS 0111 ✓Graphics	3	0	0	3
Totals	49	6	21	59

### RELATED COURSES:

✓ACC 0120 ✓Accounting I	5	2	0	6
BIO 0105 ✓Basic Anatomy and Physiology	4	2	0	5
✓BIO 0115 ✓Medical Terminology	3	0	0	3
✓BUS 0101 ✓Introduction to Business	5	0	0	5
✓BUS 0115 ✓Business Law I	3	0	0	3
✓BUS 0117 ✓Business Math I	5	0	0	5
✓CSC 0101 ✓Introduction to Data Processing/or	3	0	0	3
✓CSC 0102 ✓Microcomputer Operations				
✓ECO 0102 ✓Economics I	5	0	0	5
Totals	33	4	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 for Professionals	3	0	0	3
✓Elective ✓(Social Science)	3	0	0	3
✓Elective ✓(Humanities)	3	0	0	3
Totals	18	0	0	18

✓ELECTIVE: FREE ELECTIVE 3 0 0 3

TOTAL CREDITS: 115

AWARD: AAS

## MICROCOMPUTER SYSTEMS TECHNOLOGY

(The offering of this program is contingent upon approval by the N.C. State Board of Community Colleges.)

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

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

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
<input checked="" type="checkbox"/> CSC 0101 - Introduction to Data Processing ✓	3			3
<input checked="" type="checkbox"/> CSC 0109 - BASIC I ✓	2			2
<input checked="" type="checkbox"/> CAS 0102 - Microcomputer Operations I ✓	3			3
<input checked="" type="checkbox"/> CAS 0103 - Microcomputer Operations II ✓	3			3
<input checked="" type="checkbox"/> CAS 0104 - Microcomputer Operations III ✓	3			3
<input checked="" type="checkbox"/> CAS 0106 - Spreadsheet ✓	3			3
<input checked="" type="checkbox"/> CAS 0107 - Advanced Spreadsheet ✓	3			3
<input checked="" type="checkbox"/> CAS 0108 - Database ✓	3			3
<input checked="" type="checkbox"/> CAS 0111 - Graphics ✓	3			3
<input checked="" type="checkbox"/> CAS 0201 - Advanced Database ✓	3			3
<input checked="" type="checkbox"/> CAS 0205 - Data Communications ✓	3			4
<input checked="" type="checkbox"/> CAS 0207 - Networking ✓	3			4
<input checked="" type="checkbox"/> CAS 0229 - MST Project ✓	2			4
<input checked="" type="checkbox"/> CSC 0220 - Systems Analysis ✓	3			4
<input checked="" type="checkbox"/> CSC 0102 - Keyboarding ✓	3			3
<input checked="" type="checkbox"/> CSC 0207 - Word Processing I ✓	3			3
<input checked="" type="checkbox"/> CSC 0208 - Word Processing II ✓	3			3
<input checked="" type="checkbox"/> CSC 0209 - Desktop Publishing ✓	3			3
<input checked="" type="checkbox"/> BUS 0117 - Business Math I ✓	3			3
<input checked="" type="checkbox"/> BUS 0118 - Business Math II ✓	5			5
<b>TOTAL</b>	<b>61</b>	<b>14</b>	<b>3</b>	<b>69</b>

### RELATED COURSES:

<input checked="" type="checkbox"/> ACC 0120 - Accounting I ✓	5			6
<input checked="" type="checkbox"/> ACC 0121 - Accounting II ✓	5			6
<input checked="" type="checkbox"/> ACC 0225 - Cost Accounting ✓	3			4
<input checked="" type="checkbox"/> BUS 0115 - Business Law I ✓	3			3
<input type="checkbox"/> BUS 0234 - Office Management ✓	3			3
<b>TOTAL</b>	<b>19</b>	<b>6</b>	<b>0</b>	<b>22</b>

### GENERAL EDUCATION COURSES:

<input checked="" type="checkbox"/> ENG 0101 - Composition ✓	3			3
<input checked="" type="checkbox"/> ENG 0102 - Oral Communications ✓	3			3
<input checked="" type="checkbox"/> ENG 0103 - Report Writing ✓	3			3
<input checked="" type="checkbox"/> ENG 0206 - Communication for Professionals ✓	3			3
<input checked="" type="checkbox"/> MAT 0111 - Technical Mathematics I ✓	5			5
<input checked="" type="checkbox"/> Social Science Elective ✓	3			3
<input checked="" type="checkbox"/> Humanities Elective ✓	3			3
	<b>23</b>	<b>0</b>	<b>0</b>	<b>23</b>
<input checked="" type="checkbox"/> <b>ELECTIVES: FREE ELECTIVE ✓</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

TOTAL CREDITS

117

AWARD:

AAS



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

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

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

### COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>				
✓NUR 0101 ✓Nursing Fundamentals	⑥	●	3	9
✓NUR 0102 ✓Nursing Adults & Children I	⑦	●	9	11
✓NUR 0103 ✓Nursing Adults & Children II	⑦	●	12	12
✓NUR 0202 ✓Nursing Adults & Children III	⑦	●	15	12
✓NUR 0203 ✓Maternal & Newborn Nursing	⑥	●	15	11
✓NUR 0204 ✓Mental Health Nursing	⑥	●	12	10
NUR 0206 ✓Nursing Seminar	2	●	0	2
NUR 0205 ✓Nursing Adults & Children IV	6	●	15	11
Totals	47	8	81	78

### RELATED COURSES:

✓PSY 0117 ✓Growth & Development-Life Span	③	●	0	3
✓BIO 0106 ✓Anatomy & Physiology I	③	●	0	4
✓NUT 0101 ✓Nutrition and Diet Therapy	③	●	0	3
✓BIO 0107 ✓Anatomy & Physiology II	③	●	0	4
✓MAT 0110 ✓Drug Dosages, Measurements, and Principles of Pharmacology	②	●	0	3
✓BIO 0203 ✓Advanced Physiology	③	●	0	3
✓BIO 0204 ✓Microbiology	④	●	0	5
Totals	21	8	0	25

### GENERAL EDUCATION:

✓PSY 0151 ✓Introduction to Psychology	5	●	0	5
or				
✓PSY 0105 ✓General Psychology	3	●	0	3
✓ENG 0151 ✓College Composition I	⑤	●	0	5
or				
✓ENG 0101 ✓Composition	③	●	0	3
✓SOC 0151 ✓Introduction to Sociology	③	●	0	5
or				
✓SOC 0105 ✓General Sociology	③	●	0	3
✓ENG 0152 ✓College Composition II	⑤	●	0	5
or				
✓ENG 0103 ✓Report Writing	③	●	0	3
✓ENG 0102 ✓Oral Communications (if taking technical English series)	③	●	0	3
✓Humanities Elective ✓	③	●	0	3
Totals	18	0	0	18

✓ELECTIVES: FREE ELECTIVE ③ ● 0 3

TOTAL CREDITS: 124

PERCENTAGE OF QUARTER HOUR CREDITS: 72%

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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## 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: participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; recording and reporting the results of the nursing assessment; 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; reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and 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
<b>MAJOR COURSES:</b>				
NUR 0101 ✓Nursing Fundamentals	6	4	3	9
NUR 0102 ✓Nursing Adults & Children I	7	2	9	11
NUR 0103 ✓Nursing Adults & Children II	7	2	12	12
NUR 1121 ✓Maternal and Newborn Nursing	3.5	0	7.5	6
NUR 1140 ✓Nursing Adults & Children III	5.5	0	7.5	8
NUR 1141 ✓Nursing Seminar	2	0	0	2
NUR 1142 ✓Practical Nursing Review	1	0	0	1
NUT 0101 ✓Nutrition and Diet Therapy	3	0	0	3
MAT 0110 ✓Drug Dosages, Measurements, and Principles of Pharmacology	2	2	0	3
PSY 0117 ✓Growth & Development - Life Span	3	0	0	3
Totals	40	10	39	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 0151 ✓Introduction to Psychology	5	0	0	5
or				
PSY 0105 ✓General Psychology	3	0	0	3
ENG 0151 ✓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

## NURSING ASSISTANT

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for 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 homes, 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
<b>MAJOR COURSES:</b>					
NUR 3023	Nursing Assistant I	2	2	6	5
NUR 3024	Nursing Assistant II	3	4	9	8
NUR 3025	Home Care	2	2	0	3
Totals:		7	8	15	16
TOTAL CREDITS:					16
AWARD:				Certificate	

## PARALEGAL TECHNOLOGY

*(The offering of this program is contingent upon approval by the N.C. State Board of Community Colleges.)*

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine difficult legal work. Training will include legal speciality courses such as legal research, subjects such as English, oral communications, mathematics, and computer skills.

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

## 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: applying knowledge of the principles of radiation protection for the patient, self and others; applying knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities; exercising discretion and judgment in the performance of medical imaging procedures; providing patient care essential to radiologic procedures; and 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
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#### MAJOR COURSES:

✓RAD 0101	Introduction to Radiologic Technology	3	0	3	4
✓RAD 0102	Radiologic Positioning I	3	2	0	4
✓RAD 0103	Radiologic Positioning II	3	2	0	4
✓RAD 0104	Radiologic Positioning III	3	2	0	4
✓RAD 0105	Radiographic Exposures	4	0	0	4
✓RAD 0106	Radiographic Positioning IV	3	2	0	4
RAD 0110	Medical Ethics/Patient Care	3	2	0	4
✓RAD 0112	Clinical Education I	0	0	15	5
✓RAD 0113	Clinical Education II	0	0	15	5
✓RAD 0114	Clinical Education III	0	0	15	5
✓RAD 0203	Radiographic Procedures	4	0	0	4
✓RAD 0107	Radiographic Processing	3	0	0	3
✓RAD 0206	Radiobiology & Protection	3	0	0	3
✓RAD 0207	Film Evaluation/Imaging	2	0	0	2
RAD 0208	Radiologic Management	2	0	0	2
✓RAD 0209	Radiologic Equipment & QA	3	2	0	4
✓RAD 0215	Clinical Education IV	0	0	24	8
✓RAD 0216	Clinical Education V	0	0	24	8
✓RAD 0217	Clinical Education VI	0	0	24	8
✓RAD 0218	Clinical Education VII	0	0	24	8

✓RAD 0219	Registry Seminar	3	2	0	4
✓RAD 0210	Radiographic Pathology	3	0	0	3
✓BIO 0115	Medical Terminology	3	0	0	3
✓PHY 0107	Radiologic Physics I	3	2	0	4
PHY 0108	Radiologic Physics II	2	2	0	3
Totals		53	18	144	110

#### RELATED COURSES:

✓BIO 0109	Basic Anatomy & Physiology I	2	2	0	3
✓BIO 0110	Basic Anatomy & Physiology II	2	2	0	3
✓BIO 0111	Basic Anatomy & Physiology III	2	2	0	3
✓SC 0102	Microcomputer Operations	3	0	0	3
✓SAF 0152	First Aid and Safety	3	0	0	3
✓MAT 0108	Radiologic Mathematics	3	0	0	3
Totals		15	6	0	18

#### 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
✓PSY 0105	General Psychology	3	0	0	3
✓SOC 0105	General Sociology	3	0	0	3
✓Elective (Humanities)		3	0	0	3
Totals		18	0	0	18

ELECTIVES: FREE ELECTIVE	3	0	0	3
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TOTAL CREDITS: 149

AWARD: AAS

## RECREATION ASSOCIATE

The Recreation Associate curriculum trains individuals to plan and direct recreational 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: preschool, 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 for 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
<b>MAJOR COURSES:</b>				
REC 0110 ✓Recreational Arts & Crafts	1	0	3	2
REC 0112 ✓Introduction to Recreational Services	3	0	0	3
REC 0113 ✓Introduction 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	0	3	2
REC 0133 ✓Sports Officiating	1	0	3	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	0	3	2
REC 0142 ✓Folk, Square and Social Dance	1	0	3	2
REC 0210 ✓Leisure Counseling	3	0	0	3
REC 0211 ✓Recreation Drama	1	0	3	2
REC 0213 ✓Recreation Areas & Facilities I	3	0	0	3
REC 0214 ✓Introduction 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 0249 Recreation Internship & Seminar	1	0	0	1
<b>Totals</b>	<b>64</b>	<b>0</b>	<b>18</b>	<b>70</b>

### RELATED COURSES:

MAT 0101 ✓Consumer Mathematics	5	0	0	5
REC 0111 ✓Human Body in Health & Disease	5	0	0	5
REC 0143 ✓Effective Supervisory Practices	3	0	0	3
REC 0212 ✓Introduction to Gerontology	3	0	0	3
SAF 0151 ✓Personal and Community Health	3	0	0	3
SAF 0152 ✓First Aid and Safety	3	0	0	3
<b>Totals</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>22</b>

### GENERAL EDUCATION COURSES:

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
HUM 0101 ✓The American Experience	3	0	0	3
<b>Totals</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>
ELECTIVE: FREE ELECTIVE	3	0	0	3

### WORK EXPERIENCE:

REC 0249 Recreation Internship & Seminar	0	0	20	2
<b>TOTAL CREDITS:</b>				<b>115</b>
<b>AWARD:</b>				<b>AAS</b>

## RESIDENTIAL CARPENTRY

The Residential Carpentry curriculum trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This curriculum is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

Graduates will have a working knowledge of building materials, concrete form construction, rough framing, roofing, stair construction, insulation and the application of interior and exterior trim.

Graduates should qualify for employment in the residential building construction field as roughcarpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

### COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
CAR 1102	Carpentry I	5	0	15	10
BPR 1012	Blueprint Reading: Building Trades I	2	0	3	3
CAR 1103	Carpentry II	5	0	15	10
BPR 1013	Blueprint Reading: Building Trades II	2	0	0	2
CAR 1105	N.C. Building Code & N.C. Construction License	3	0	0	3
CAR 1104	Finish Carpentry	3	0	18	9
CAR 1114	Construction Estimating	3	0	0	3
Totals		23	0	51	40

### RELATED COURSES:

MAT 1101	Trades Mathematics I	4	0	0	4
MAT 1102	Trades Mathematics II	4	0	0	4
SAF 0110	Fundamentals of First Aid	3	0	0	3
BPR 1011	Blueprint Reading & Sketching	1	0	3	2
MAS 1101	Masonry I	4	0	15	9
MAS 1103	Masonry II	1	0	3	2
Totals		17	0	21	24

### GENERAL EDUCATION COURSES:

ENG 1101	Communications	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
Totals		6	0	0	6

TOTAL CREDITS: 70

AWARD: Diploma

## 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 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
<b>MAJOR COURSES:</b>					
OSC 0102	✓Keyboarding	2	0	3	3
OSC 0103	✓Document Formatting	2	0	3	3
OSC 0104	✓Document Production	2	0	3	3
OSC 0106	✓Shorthand I	3	2	0	4
OSC 0107	✓Shorthand II	3	2	0	4
OSC 0110	✓Office Machines I	1	2	0	2
OSC 0111	✓Office Machines II	1	2	0	2
OSC 0112	✓Records Management	3	0	0	3
OSC 0134	✓Professional Development	3	0	0	3
OSC 0204L	✓Advanced Typing - Legal	2	0	3	3
OSC 0207	✓Word Processing I	3	0	0	3
OSC 0208	✓Word Processing II	3	0	0	3
OSC 0209	✓Desktop Publishing	3	0	0	3
OSC 0211	✓Machine Transcription I	2	0	3	3
OSC 0212L	✓Machine Transcription II-Legal	2	0	3	3
OSC 0214	✓Office Procedures	3	2	0	4
BUS 0234	✓Office Management	3	0	0	3
CAS 0106	✓Spreadsheet	3	0	0	3
CAS 0108	✓Database	3	0	0	3
Totals		47	10	18	58

Continued ...

**RELATED COURSES:**

ACC 0120	✓Accounting I	5	2	0	6
BUS 0101	✓Introduction to Business	5	0	0	5
BUS 0115	✓Business Law I	3	0	0	3
BUS 0117	✓Business Math I	5	0	0	5
CJC 0125	✓Court Procedures and Evidence	3	0	0	3
CSC 0101	✓Introduction to Data Processing/or	3	0	0	3
CSC 0102	✓Microcomputer Operations	3	0	0	3
ECO 0102	✓Economics I	5	0	0	5
Elective	(Business or Criminal Justice)	3	0	0	3
<b>Totals</b>		<b>32</b>	<b>2</b>	<b>0</b>	<b>33</b>

**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 for Professionals	3	0	0	3
Elective	✓(Math/Science)	3	0	0	3
Elective	✓(Humanities)	3	0	0	3
Elective	✓(Social Science)	3	0	0	3
<b>Totals</b>		<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>

✓ELECTIVE: FREE ELECTIVE 3 0 0 3

TOTAL CREDITS: 115

AWARD: AAS

**TEACHER ASSISTANT**

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

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

**COURSE AND HOUR REQUIREMENTS**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
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
SAF 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	✓Education Methods	3	2	0	4
EDU 0103	Parent Education	3	0	0	3
EDU 0108	Behavior Management	3	0	0	3
EDU 0143	Exceptional Children	3	0	0	3
EDU 0107	✓Seminar in Reporting and Observation	3	0	0	3
EDU 0114	✓The Family	3	0	0	3
NUT 0118	✓Nutrition	3	0	0	3
SAF 0151	✓Personal & Community Health	3	0	0	3
SAF 0152	✓First Aid and Safety	3	0	0	3
Education Elective		6	0	0	6
<b>Totals</b>		<b>49</b>	<b>2</b>	<b>0</b>	<b>50</b>

\*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

**RELATED COURSES:**

OSC 0102	✓Keyboarding	3	0	3	3
MAT 0101	Consumer Math	5	0	0	5
PSY 0105	✓General Psychology	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>3</b>	<b>0</b>	<b>11</b>

Continued ...

GENERAL EDUCATION COURSES:

ENG 0101	✓Composition	①	0	0	3
ENG 0102	✓Oral Communications	③	0	0	3
	✓Humanities Elective	③	0	0	3
Totals			9	0	9

TOTAL CREDITS: 70

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 teacher associate.

The graduate of this curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher associate. The role of the teacher associate will vary from school to school. The associate may be assigned to do general instructional, clerical or tutorial duties, 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	
<b>MAJOR COURSES:</b>					
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
SAF 0112	✓Safety Education	3	0	0	3
EDU 0102	✓Educational Methods	3	2	0	4
EDU 0103	✓Parent Education	3	0	0	3
EDU 0108	✓Behavior Management	3	0	0	3
EDU 0143	✓Exceptional Children	3	0	0	3
EDU 0213	✓Levels of Reading & Readiness	3	0	0	3
EDU 0203	✓Math for K-3 I	2	2	0	3
EDU 0204	✓Math for K-3 II	2	2	0	3
EDU 0107	✓Seminar in Reporting & Obs.	3	0	0	3
EDU 0214	Language Arts for Children	2	2	0	3
EDU 0211	Science & Health for K-3	2	2	0	3
EDU 0218	✓Children's Literature	2	2	0	3
EDU 0229	Social Studies for K-3	2	2	0	3
EDU 0220	✓Games & Activities for Youth	2	2	0	3
EDU 0206	✓Music for Young Children	1	2	0	2
EDU 0232	✓Creative Arts & Crafts for K-3	2	2	0	3
EDU 0224	Internship & Seminar	1	0	0	1
EDU 0216	✓Problems of Childhood	3	0	0	3
*Electives		3	0	0	3
Totals		52	20	0	62

Continued ...



\* Student may select 3 hours from the following:

EDU 0202	Science and Math for Preschool	3	0	0	3
EDU 0208	Community Resources	1	2	0	2
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 0243	Physical Education for Preschool	2	2	0	3
EDU 0244	Care of the Preschool Child	3	0	0	3

**RELATED COURSES:**

EDU 0114	The Family	3	0	0	3
OSC 0102	Keyboarding	2	0	3	3
SAF 0151	Personal & Community Health	3	0	0	3
NUT 0118	Nutrition	3	0	0	3
SAF 0152	First Aid and Safety	3	0	0	3
EDU 0115	Human Growth & Development I	3	0	0	3
EDU 0116	Human Growth & Development II	3	0	0	3
MAT 0101	Consumer Mathematics	5	0	0	5
Totals		25	0	3	26

**GENERAL EDUCATION COURSES:**

SOC 0112	Modern Social Problems	3	0	0	3
PSY 0252	Child Psychology	5	0	0	5
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
✓ Humanities Elective		3	0	0	3
Totals		23	0	0	23

✓ ELECTIVE: FREE ELECTIVE 3 0 0 3

**WORK EXPERIENCE:**

EDU 0224	Internship & Seminar	0	0	20	2
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TOTAL CREDITS: 116

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:**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
REC 0110	Recreational Arts & Crafts	1	0	3	2
REC 0112	Introduction to Recreational Services	3	0	0	3
REC 0113	Introduction 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	0	3	2
REC 0133	Sports Officiating	1	0	3	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	0	3	2
REC 0142	Folk, Square and Social Dance	1	0	3	2
REC 0143	Effective Supervisory Practices	3	0	0	3
REC 0211	Recreation Drama	1	0	3	2
REC 0212	Introduction to Gerontology	3	0	0	3
REC 0213	Recreation Areas & Facilities I	3	0	0	3
REC 0214	Introduction 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	0	3	2
Totals		64	0	21	71

Continued ...

**RELATED COURSES:**

MAT 0101	Consumer Mathematics	5	0	0	5
REC 0111	Human Body in Health & Disease	5	0	0	5
REC 0210	Leisure Counseling	3	0	0	3
SAF 0151	Personal and Community Health	3	0	0	3
SAF 0152	First Aid and Safety	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
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
HUM 0101	The American Experience	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		18	0	0	18

ELECTIVES: FREE ELECTIVE	3	0	0	3
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**WORK EXPERIENCE:**

REC 0249	Recreation Internship & Seminar	1	0	20	3
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TOTAL CREDITS:	114
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AWARD:	AAS
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**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: ship building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipe fitting, production shops, job shops and many others.

**COURSE AND HOUR REQUIREMENTS:**

		Class	Lab	Shop/ Clin	Credit
<b>MAJOR COURSES:</b>					
WLD 1110	Beginning Oxyacetylene & Arc 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
BPR 1117	Blueprint Reading: Welding	1	2	0	2
WLD 1131	Mechanical Testing & Inspection	1	0	3	2
DFT 1118	Pattern Development & Sketching	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
Totals		22	2	63	44

**RELATED COURSES:**

MAT 1101	Trades Mathematics I	4	0	0	4
MAT 1102	Trades Mathematics II	4	0	0	4
SAF 0110	Fundamentals of First Aid	3	0	0	3
WLD 1141	Certification Practices	4	0	6	6
BPR 1104	Blueprint Reading: Mechanical	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
Totals		16	2	6	19

**GENERAL EDUCATION COURSES:**

ENG 1101	Communications	3	0	0	3
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Totals		6	0	0	6

TOTAL CREDITS:	69
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AWARD:	Diploma
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## DEVELOPMENTAL STUDIES

Courses in the Developmental Studies Program are designed to help students gain the basic academic skills necessary to succeed in the vocational, technical and college transfer curricula offered by the college. As part of the admissions process, a member of the counseling staff carefully reviews each student's placement test scores and academic records. When indicated by this review, the counselor will develop with the student a program of study designed to help him or her remove deficiencies in academic skills.

The Developmental Studies Program offers course sequences in English, reading, and mathematics. In addition to the course offerings, members of the staffs of Counseling Services and Student Support Services provide special counseling and tutoring to students enrolled in developmental courses. To insure that students have indeed mastered the skills necessary to succeed in curriculum programs, all developmental courses require students to pass an exit test in order to complete the course.

Developmental Courses		Contact	Lab	Credit
English 0097	Basic English Language Instruction	5	0	5
English 0098	English Grammar and Composition	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 0098	Pre-College Algebra I	5	0	5
Mathematics 0099	Pre-College Algebra II	5	0	5
Reading 0098	Reading Improvement Lab	5	0	5
Reading 0099	Advanced Reading	5	0	5



COURSE DESCRIPTIONS

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

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

- The first number represents the number of lecture hours per week;
- The second and third numbers indicate the numbers 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 11 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 one quarter hour for each two hours of laboratory work per week for 11 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 11 weeks. No outside work will ordinarily be assigned to accompany this shop period.

## COURSE DESCRIPTIONS

**ACC 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

**ACC 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: ACC 0120

**ACC 0122 Accounting III** 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: ACC 0121

**ACC 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: ACC 0121

**ACC 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: ACC 0222

**ACC 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.

Prerequisites: ACC 0223

**ACC 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.

Prerequisite: ACC 0223

**ACC 0226 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.

Prerequisites: ACC 0121

**ACC 0229 Taxes I 3 2 0 4**

Application of federal and state tax is as it applies to individuals and small businesses.

Prerequisite: ACC 0120

**ACC 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: ACC 0229

**AHR 1102 Applied Electricity 2 0 3 3**

The use and care of test instruments used in the servicing air conditioning and refrigeration installations. Emphasis is placed on electrical principles and procedures used in troubleshooting heating and air conditioning equipment.

Prerequisite: PHY 1101

**AHR 1104 Residential Load Calculations 0 0 3 1**

Practical procedures and data for calculating heat loss and heat gain in residential structures.

**AHR 1116 Oil Burner Installation and Service 3 0 6 5**

Introduction to the principles of oil heating, terminology, and the use and care of equipment. Includes maintenance and service of heating units and diagnosing troubles within the installation.

**AHR 1117 Heating Technology 4 0 3 5**

An introduction to the fundamentals of warm air heat, including gas, oil and electric forced air systems. Emphasis is placed upon terminology, operating principles, theory, components and materials utilized in installation and servicing.

**AHR 1121 Principles of Refrigeration I 2 0 3 3**

Principles of air conditioning systems operators, including room air conditioners, split systems and packaged air-to-air units. Emphasis is placed on terminology components, the measuring and control of factors affecting air movement, cleaning, temperature and humidity control. Students will use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control.

**AHR 1123 Principles of Air Conditioning 3 0 6 5**

Principles of air-cooled air conditioning systems operation, including room air conditioners, split systems and packaged air-to-air units. Emphasis is placed on terminology, components, and the measuring and control of factors affecting air movement, cleaning, temperature and humidity control. Students will use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control.

**AHR 1124 Air Conditioning Service 2 0 9 5**

Installation, routine servicing, problem diagnosis and repair of air-cooled air conditioning systems. Emphasis is placed on systematic problem diagnosis and repair procedures for electrical and control system malfunctions.

**AHR 1125 Principles of Refrigeration II 3 0 6 5**

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

**AHR 1126 All Year Comfort Systems 3 0 6 5**

Principles of combination heating and cooling systems including gas-electric, all electric, oil-electric and other combination systems. Emphasis is placed on proper safety and operational controls and the installation of a complete all year comfort system.

**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 Heat Pump Technology 3 0 3 4**

Principles of installation, service and repair of air-to-air heat pumps. Emphasis is placed on the different refrigeration cycles, component operation and service procedures. Student will learn how to properly size and install a complete system, perform routine service procedures, analyze performance and apply systematic problem diagnosis and repair procedures.

**ANT 0252 Cultural Anthropology 5 0 0 5**

This course is designed to broaden students' understanding of traditional and modern societies within an anthropological context. The course explores the study of cultural differences in a historical perspective and in modern cultures. Anthropological theories including ethnocentrism, cultural relativism, cultural accommodation and assimilation will be introduced. The course includes analyses of the structure, rituals, and gender roles of selected traditional societies.

Prerequisite or corequisite: ENG 0151 or consent of the instructor

**ART 0151 Art History 5 0 0 5**

A general overview of the leading artists and periods of art in Western civilization from the classical era to the present.

**ART 0152 Art Appreciation 5 0 0 5**

Introduces the visual arts with emphasis on understanding and personal enjoyment.

**AUT 1101 Automotive Air Conditioning 3 0 6 5**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system; use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.

**AUT 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.

**AUT 1103 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.

**AUT 1107 Computerized Engine Controls 2 0 6 4**

This course examines computerized engine control systems used to monitor and control the operation of gasoline engines. The student performs diagnostic tests and services various sensor and controller circuits used with computer controlled feedback carburetors and fuel-injected gasoline engines.

**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. This 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.

**AUT 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.

**BAF 0220 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.

**BAF 0221 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.

**BAF 0222 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.

**BAF 0223 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.

**BAF 0224 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.

**BIO 0099 Pre-College Biology 3 2 0 4**

A review of basic life processes, laboratory skills and cellular organization. Designed to prepare students to enter the college-level biology sequence.

**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 with a grade of C or better.

**BIO 0109 Basic Anatomy and Physiology I 2 2 0**

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. Major units of study will include: introductory overview, skeletal, digestive, and integumentary systems.

Prerequisite: High School Biology or SCI 0099

**BIO 0110 Basic Anatomy and Physiology II 2 2 0 3**

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 following major body systems: urinary, circulatory, respiratory, lymphatic and muscular systems.

Prerequisite: BIO 0109 or permission of instructor

**BIO 0111 Basic Anatomy & Physiology III 2 2 0 3**

This course is a continuation of BIO 0110. The same concepts and educational principles that were used in BIO 0110 will be applied. Completion of the course will ensure that the student has adequately covered the following body systems: endocrine, reproductive, nervous and special senses.

Prerequisite: BIO 0110 or permission of instructor

**BIO 0115 Medical Terminology 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 0151 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 0152 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 0151 or consent of instructor

**BIO 0153 Biology III 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 151, BIO 152 or consent of instructor

**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.

Prerequisite: BIO 0106 AND 0107, or BIO 0105, with a grade of C or better

**BIO 0204 Microbiology 4 2 0 5**

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 or consent of instructor

**BIO 0251 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 0151 or consent of instructor

**BIO 0252 Microbiology II 3 2 0 4**

A continuation of subject matter introduced in BIO 0251.

Prerequisite: BIO 0251

**BPR 1011 Blueprint Reading and Sketching 1 0 3 2**

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

**BPR 1012 Blueprint Reading: Building Trades I 2 0 3 3**

Principles of interpreting blueprints and specifications common to the business 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.

**BPR 1013 Blueprint Reading: Building Trades II 2 0 0 2**

A study of the writing of specifications with correlation to blueprints. Practical application of using blueprints and specifications to determine working drawings, cost analysis, and materials.

Prerequisite: BPR 1012

**BPR 1025 Industrial Blueprint Reading 2 0 0 2**

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

Prerequisites: ELN 1011, ELN 1012

**BPR 1104 Blueprint Reading 1 0 3 2**

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

**BPR 1110 Blueprint Reading: Electrical Trades I 0 4 0 2**

Principles of interpreting blueprints and trade specifications common to the building trades. Develops proficiency in making three-view and pictorial sketches. Introduction to material take-off and the National Electric Code.

**BPR 1111 Blueprint Reading: Electrical Trades II 0 4 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 Electric Code.

Prerequisite: BPR 1110 or instructor's permission



**BPR 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: BPR 1104

**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 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, partnershipship-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 0119 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.

**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: ACC 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 0098 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: ACC 0120, BUS 0118 or equivalent

**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: ACC 0120

**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 0234 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 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 0236 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.

**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 handtools 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

**CAR 1105 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

**CAR 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.

**CAS 0102 Microcomputer Operations I 3 0 0 3**

An introductory course to teach the fundamental commands and skills essential for operating a microcomputer. Emphasis is placed on understanding the components and capabilities of the PC/MS DOS operating system; basic operating system commands dealing with directories, disks, files and output devices.

Prerequisite: CSC 0101

**CAS 0103 Microcomputer Operations II 3 0 0 3**

A continuation of CAS 0102 in which the participants will expand on the fundamentals learned. Topics covered include fixed disk management, setting up subdirectories, and graphical user interfaces.

Prerequisite: CSC 0101 and CAS 0102

**CAS 0104 Microcomputer Operations III 3 0 0 3**

A continuation of CAS 0103, this course covers advanced topics of the disk operating system including creating batch files, using the EDLIN command for file/program creation, expanded system configuration, filters and piping.

Prerequisite: CSC 0101, CAS 0102, and CAS 0103

**CAS 0106 Spreadsheet 3 0 0 3**

Basic capabilities of spreadsheet application programs are explored in this introductory course. Participants will learn to use spreadsheet and worksheet functions such as retrieving and using the command menu system, setting ranges, entering labels, using the copy command, editing and erasing, and entering formulas.

Prerequisite: CSC 0101; CAS 0102 is strongly recommended

**CAS 0107 Advanced Spreadsheet 3 0 0 3**

A continuation of CAS 0106, this course covers advanced capabilities of the spreadsheet application program such as print commands, keyboard macros, templates and graphs

Prerequisites: CAS 0106

**CAS 0108 Database 3 0 0 3**

Introductory course in the basic concepts, terminology, and commands utilized in data base management systems, - how to plan, make, use, and change information that has been organized to serve a specific purpose.

Prerequisite: CSC 0101; CAS 0102 is strongly recommended

**CAS 0111 Graphics**

An introductory course in the use of a popular graphics program. An emphasis will be on the hardware resources needed to install as well as use the graphics program.

Prerequisites: CSC 0101; CSC 0102 is strongly recommended

**CAS 0118 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 the two types of software. This course is a composite of courses CAS 0106 - Spreadsheet and CAS 0188 Database but not as indepth as the separate courses. A student should choose this course or the separate courses but not both.

Prerequisites: CSC 0102

**CAS 0170 Computer Skills Laboratory**

An individualized laboratory utilizing computer instruction will be maintained and operated in support of regular curriculum courses. The Computer Skills Laboratory will provide supportive instructional services for students who are required by their instructor to attend for additional or supplemental instruction.

**CAS 0201 Advanced Database 3 0 0 3**

A continuation of CAS 0108, this course covers advanced database topics including memory variables, command files, designing and developing programs, and debugging techniques.

Prerequisites: CAS 0108

**CAS 0205 Data Communications 3 2 0 4**

This course provides the student with a comprehensive introduction to data communication techniques and applications. Special emphasis will be placed on the connection of two computers by modem using the RS-232 serial interface for the purpose of exchanging data.

Prerequisites: CAS 0102, CAS 0103, and CAS 0104

**CAS 0207 Networking 3 2 0 4**

This course provides the student with an introduction to networking concepts, applications, operating systems, software, and hardware with special emphasis on the local area network.

Prerequisites: CAS 0102, CAS 0103, CAS 0104, and CAS 0205

**CAS 0229 MST Project 2 4 0 4**

This must be the last course taken in the MST program. The student will be assigned a project under the supervision of an instructor. Practice and experience using the skills learned in the preceding courses will be gained by integrating them into a single project.

Prerequisites: All of the required MST courses

**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 0151 General Chemistry I 4 4 0 6**

This course is the first of a two-semester sequence. Atomic and molecular structure, stoichiometry and conservation of mass, thermochemical changes and conservation of energy. Laboratory includes basic laboratory techniques and quantitative determinations of relationships of matter.

**CHM 0152 General Chemistry II 4 4 0 6**

This course is the second of a two-quarter sequence. Chemical equilibrium, reaction rates, representative chemical structures and reactions. Laboratory is a continuation of CHM 0151.

Prerequisite: CHM 0151

**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 0102 Basic Law Enforcement Training 17 27 0 26**

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.

**CJC 0115 Criminal Law 5 0 0 5**

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

**CJC 0116 Criminology 3 0 0 3**

Introduces the causes of crime and delinquency. Discusses the historical and contemporary aspects of crime, law enforcement, and punishment.

**CJC 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.

**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 Identification & Classification** 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 0246 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 0247 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 0248 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, firstaid 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.

**CSC 0101 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.

**CSC 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.

Corequisites: CSC 0101, OSC 0102

**CSC 0110 BASIC II** 2 4 0 4

A continuation of CSC 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: CSC 0109

**CSC 0115 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.

Prerequisites: CSC 0101, CSC 0109

**CSC 0116 COBOL II** 2 4 0 4

A continuation of CSC 0115 - 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: CSC 0115

**CSC 0201 COBOL III** 2 4 0 4

A continuation of CSC 0115 - COBOL I and CSC 0116 - COBOL II. Topics include data editing, sequential and random file updating, sorting, the use of multiple input files.

Prerequisites: CSC 0115, CSC 0116

**CSC 0202 COBOL IV** 2 4 0 4

A continuation of CSC 0115-COBOL I, CSC 0116-COBOL II, and CSC 0201-COBOL III. Topics include interactive programming, screen design, and control language.

Prerequisites: CSC 0115, CSC 0116, CSC 0201

**CSC 0205 RPG** 2 4 0 4

A course to introduce the student to the RPG II/III language. Topics covered include input/output processing, arithmetic operations, editing, comparing, control breaks, fetch overflow, multiple record types, look ahead, and exception output.

Prerequisites: CSC 0101, CSC 0115, CSC 0116 or the consent of the instructor

**CSC 0206 Advanced RPG** 2 4 0 4

A course designed as a continuation of CSC 0205 - RPG. Topics include array processing, table look-up, array look-up, matching records, magnetic tape, sequential disk files, read-demand files and random access files.

Prerequisite: CSC 0205

**CSC 0210 PASCAL** 2 4 0 4

An introduction to structured program design and elementary data structures using the PASCAL programming language.

Suggested prerequisites: CSC 0101, CSC 0109

**CSC 0212 C Language** 2 4 0 4

An introduction to the design of structured programs using the C programming language.

Prerequisites: CSC 0101, CSC 0109

**CSC 0214 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 to solve selected problems.

Prerequisites: CSC 0101, CSC 0109, or consent of the instructor

**CSC 0216 Assembler Language 2 4 0 4**

A course to introduce the student to the 8088/8086 assembler language.

Prerequisites: CSC 0109, CSC 0210, or CSC 0212 or consent of the instructor.

**CSC 0220 Systems Analysis 3 2 0 4**

A course to introduce the student to the procedures of systems analysis and design of programming systems through the use of a realistic case study.

Prerequisites: CSC 0115, CSC 0116, CSC 0201 and CSC 0202 or consent of instructor

**CSC 0222 Operating Systems 2 4 0 4**

An advanced course to introduce the student to the concepts of operating systems. Topics involve a discussion of the various services provided by operating systems in a multiprogramming environment.

Prerequisites: CSC 0101, CSC 0109, CSC 0115.

Corequisite: CSC 0216

**CSC 0229 BCP Project 1 8 0 5**

The student will complete a special project involving the design and programming of an application system assigned by the instructor.

Prerequisite: Approval of instructor

**DRA 0151 Drama Appreciation 5 0 0 5**

Theatre as an art form: the function of the playwright, actor director, and designer. A survey of types of drama and of major periods of drama.

**DFT 0113 Electronics Drafting 2 4 0 4**

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

**DFT 1118 Pattern Development and Sketching 0 0 3 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: BPR 1117

**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

**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 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 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.

Prerequisite: EDU 0115

**EDU 0134 Audiovisual Techniques 3 0 0 3**

The student will be able to select use and value 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 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 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 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 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 0223 Internship and Seminar (Early Childhood Associate)** 1 0 20 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 0 20 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 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.
- 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. Study of the fundamentals concepts of alternating current flow, reactance, impedance, phase angle power, power factors and resonance. Analysis of alternating power and control circuits. Extensive use of diagnostic test equipment.
- 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 control systems. Current and component concepts and operation with emphasis on multiple component and sequencing controls. Circuit function, design, and analysis. Advanced ladder diagram troubleshooting and design. Introduction to logic design and operation.
- ELC 1115 National Electrical Code Applications** 4 0 0 4  
This course is designed to be a two-part course of 22 hours in each part for a total of 4 hours. It will introduce the basic concepts of the National Electric Code, current edition. General study of definitions, safety, electrical installations, branch circuits, grounding, wire sizing, and wiring methods and materials. Specific emphasis is placed on design of circuits for residential wiring with attention to appliances such as ranges, water heating, dryers, heatpumps, and refrigeration equipment. Specific emphasis is also placed on motor and motor control installations. Time will be spent on load and load calculations as well as general blue print reading and interpretations. This course will enhance a persons ability to successfully complete the State Electrical Contractors Exam.
- ELC 1118 Industrial Electronics I** 3 0 6 5  
Basic theory, operating characteristics, and application of modular solid state control devices with focus on motor and device controlling with modern "state of the art" control systems. Basic flow charting and ladder diagram designing. Introduction to field wiring and programming of PLC control systems.  
Prerequisite: ELC 1112 or instructor's permission



**ELC 1119 Industrial Electronics II 3 0 6 5**

Basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls. Special focus and attention given to advanced ladder designing using PLC control systems. Circuit input and output analysis, I/O diagnostics, troubleshooting, and repair.

Prerequisite: ELC 1118 or instructor's permission

**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. Instruction includes blueprint take-off, materials listing, wiring methods, and basic techniques involved in the complete wiring of dwellings, including the hook-up of stationary appliances. Special attention given to calculations and regulations of the National Electrical Code and local enforcement.

**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 bending, forming, installation, and wiring of conduits and related devices. Blueprint take-off, material list calculations, with special attention to installation of equipment, wiring and debugging. Extensive work in grounding and bonding techniques as required by the National Electrical Code. Circuit and component calculating, sizing, and installation. The installation and applications of transformers and transformer systems.

**ELN 0111 Introduction to Electronics Engineering Technology 2 4 0 4**

This course provides basic experimental applications of the fundamentals of Electronics Engineering Technology. Circuits are analyzed, constructed and tested. Class time is applied to hands-on workbench experiments for 80 percent of the class period. Concepts include series, parallel, series-parallel, inductance, capacitance, and reactance, with Ohm's Law and Kirchoff's Law principles.

**ELN 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.

**ELN 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: ELN 0111, ELN 0112, MAT 0098

**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.

Prerequisites: ELN 0111, ELN 0112

Corequisite: ELN 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 0146 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. Emphasis will be placed on circuit design as well as the practical applications.

Prerequisite: ELN 0121

**ELN 0148 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 0148

**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. The programmable electronic controller will be introduced and analyzed as a microprocessor operational system.

Prerequisite: 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 select 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. A more advance programmable electronic controller will be studied through the process of programming and trouble-shooting.

Prerequisites: ELN 0220

**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. The construction of a small robotic assembly will be completed and programmed.

Prerequisites: PHY 0151 or PHY 0251

**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.

Prerequisites: ELN 0221, ELN 0223

**ELN 0242 Communications Systems 3 4 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 0148

**ELN 0247 Computer Systems 3 4 0 5**

This course consists of detailed schematic diagram analysis of personal computers and block diagram studies of mini-computer systems that are currently being used in industry. The lab experiments will provide hands-on practice in manipulating hardware, software, and malfunction isolation associated with personal computers.

Prerequisites: ELN 0221, ELN 0223

**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. Emphasis will be placed on circuit design as well as the practical applications.

Prerequisites: ELN 1101, ELN 1102

**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. An industry programmable electronic controller will be introduced as a microprocessor operational system.

**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. Theory operation and troubleshooting of a more advanced programmable electronic controller will be included. Troubleshooting techniques and practices of the personal computer will also be introduced.

**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 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.

**ELN 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.

**ELN 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.

**ENG 0097 Basic English Language Instruction 5 0 0 5**

A course designed to enable a student to write using standard word usage and sentence structure. Students receive extensive practice in writing correct sentences. Students must pass a competency-based writing exam in order to exit the class. Placement of students in ENG 0097 is determined by individual performance on the English placement test.

**ENG 0098 English Grammar and Composition 5 0 0 5**

A course designed to aid the student in learning the fundamental principles of English grammar and writing paragraphs and essays. Students must pass a competency-based writing exam in order to exit the course. Computer/skills lab as assigned. Placement in ENG 0098 is determined by performance on the English placement test or in ENG 0097.

**ENG 0101 Composition 3 0 0 3**

Designed to develop writing ability through reviewing fundamental writing skills and studying the techniques of organization necessary to the development of paragraphs and essays. Attention is given to writing, proofreading, and revising. Students must pass a competency-based writing exam in order to exit the course. Computer/skills lab as assigned.

Prerequisite: Acceptable score on placement test or satisfactory completion of developmental courses

**ENG 0102 Oral Communications 3 0 0 3**

Designed to promote effective oral communications through an understanding of language, rhetoric and presentation skills. Focus is on the nature of the communication process, including adapting the speech with regard to audience and purpose, and incorporating library research into public speaking. Attention is given to overcoming nervousness while speaking.

**ENG 0103 Report Writing 3 0 0 3**

Designed to develop proficiency in writing various types of short reports developed by the following rhetorical modes: explanation of a procedure, description, narration, casual analysis, definition, and comparison/contrast. The student has an opportunity to utilize library resources in a written research project. Computer/skills lab as assigned.

Prerequisite: ENG 0101

**ENG 0105 Information Systems and Literature 3 0 0 3**

Develops skills in retrieving information in the Learning Resources Center and introduces the use of audiovisual equipment. The approach stresses application of research and demonstration techniques to occupational needs.

**ENG 0151 College Composition I. 5 0 0 5**

Emphasis is on writing expressive essays through the study and practice of basic elements in rhetoric and expository writing. Upon successful completion of ENG 0151, the student will be able to write grammatically correct and well-reasoned essays which have an introduction with a clear thesis, a well-developed body, and an appropriate conclusion. Students must pass a competency-based writing exam in order to exit the course.

Prerequisite: Acceptable score on placement test or satisfactory completion of developmental courses. Computer/skills lab as assigned

**ENG 0152 College Composition II 5 0 0 5**

Emphasis on writing argumentative essays based on readings in the various university disciplines. A short research paper is required, in which the student will demonstrate mastery of the following skills: the use of appropriate research methods, the effective organization of written expression, and the documentation of sources as practiced in the scholarly community. Computer/skills lab as assigned.

Prerequisite: ENG 0151

**ENG 0153 Interpreting Literature 5 0 0 5**

An introduction to the art of reading and appreciating short stories, poems, and plays. Students will learn to read carefully and accurately, and they will be encouraged, both in class discussions and in writing assignments, to draw on their own knowledge and experience to enrich their understanding of literary works.

Prerequisite: ENG 0152

**ENG 0171 Creative Writing 3 0 0 3**

This course is designed to provide students with the opportunity to practice the craft of writing, to find pleasure in writing as a means of self-expression, and to explore techniques which aid in sharpening their writing styles. Emphasis is placed on the basic elements of fiction and poetry. Students' writings are read and analyzed in class.

Prerequisite: ENG 0151 or writing sample acceptable to instructor

**ENG 0172 Advanced Creative Writing 3 0 0 3**

For students with creative work already in progress, this course probes the practical aspects of technique, style, and development with an emphasis on the short story and poetry. Students' writings are analyzed in class. Attention is given to the process of revision—or refining and shaping the work into a polished form.

Prerequisite: ENG 0151 or permission of program head

**ENG 0206 Communications for Professionals 3 0 0 3**

Develops skills and techniques in writing business communications. Emphasis is placed on writing to achieve a desired response in letters and memoranda involving credit and collections, claims and adjustments, orders, inquiries, acknowledgements, and employment. In addition to these writings, the student also organizes a usable resume. Computer/skills lab as assigned.

Prerequisite: ENG 0103 or ENG 0151 or permission of program head

**ENG 0251 English Literature I 5 0 0 5**

A survey of English literature from Beowulf through the eighteenth century.

Prerequisite: ENG 0152 or permission of program head

**ENG 0252 English Literature II 5 0 0 5**

A survey of nineteenth and twentieth century English literature.

Prerequisite: ENG 0152 or permission of program head

**ENG 0261 American Literature I 5 0 0 5**

A survey of American literature from its Puritan beginnings through the Romantics.

Prerequisite: ENG 0152 or permission of program head

**ENG 0262 American Literature II 5 0 0 5**

A survey of American literature from the Age of Realism through the twentieth century.

Prerequisite: ENG 0152 or permission of program head

**ENG 0271 Speech 5 0 0 5**

Develops speaking skills in both formal and informal speaking situations. Emphasis is placed on improving one's own self-concept in relation to communication and working toward overcoming self-consciousness and stage fright, improving delivery through the study and practice of verbal and nonverbal techniques, organizing and outlining effective speeches, analyzing language usage and presentation styles of famous speakers, and utilizing the Learning Resources Center for support material in the speeches.

Prerequisite: ENG 0151

**ENG 0281 Major American Authors 5 0 0 5**

Extensive readings in six to eight authors concentrating on novels and collected works. Author selection changes each quarter according to theme, such as Southern writers, existentialist writers, Black writers, women writers. Credit counts toward fulfillment of humanities requirement.

Prerequisite: ENG 0152 or permission of program head

**ENG 0282 Major European Authors 5 0 0 5**

Extensive readings in six to eight British and Continental authors concentrating on novels and collected works. Author selection may change each quarter according to theme selected.

Prerequisite: ENG 0152 or permission of program head

**ENG 1101 Communications 3 0 0 3**

Designed to enable a student to communicate more effectively in writing and speaking for job acquisition and at work. Emphasis is on grammatically correct and clear communication. Course is designed for students enrolled in one-year vocational programs.

**FRE 0151**

**FRE 0152 Beginning French I, II 5 0 0 5**

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 0151, none; FRE 0152, the preceding course or equivalent

**FRE 0251**

**FRE 0252 Intermediate French I, II 5 0 0 5**

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 0251, FRE 0152 or two units of high school French; FRE 0252, FRE 0251 or equivalent

**GEO 0151 Introduction to Geography 5 0 0 5**

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.

- HIS 0151 Western Civilization I** 5 0 0 5  
A study of the history of Western civilization which begins with pre-history and ends the mid-seventeenth century.  
Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor
- HIS 0152 Western Civilization II** 5 0 0 5  
A study of the history of Western civilization from 1650 to the present.  
Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor
- HIS 0251 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.  
Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor
- HIS 0252 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.  
Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor
- HIS 0253 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.  
Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor
- HUM 0101 The American Experience** 3 0 0 3  
This interdisciplinary course examines American culture by drawing on such fields as history, literature, philosophy, sociology, art and music. By exploring the contributions of the many ethnic groups who settled in the United States, the changing nature of American institutions, the leading ideas and values that have defined American culture, students will develop a broader and better understanding of the national character, how it has changed and continues to change, and how it has influenced their own characters. A major objective of the course is to help the students develop good written and oral communications skills.  
Prerequisite: ENG 0101 or ENG 0151 recommended

- HUM 0102 Southern Culture** 3 0 0 3  
This course explores the major qualities that make the South a distinct region. The course will be interdisciplinary; that is, works of history, literature, sociology, political science, art, music, and film will be drawn on to help students better understand the region. The course will be structured around such topics as: music—gospel, blues, and country; politics, southern style; religion; race relations; and the role of social class. A major objective of the course is to help students develop good written and oral communication skills.  
Prerequisite: ENG 0101 or ENG 0151 recommended
- HYD 1140 Hydraulics** 3 0 0 3  
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.  
Prerequisite: MAT 1101
- INS 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.
- ISC 0112 Fundamentals of Management I** 5 0 0 5  
A survey of managerial theories associated with typical organizational structures. Emphasis is placed upon managerial approaches, the strategic planning function, decision making, and organizational design.
- ISC 0113 Fundamentals of Management II** 5 0 0 5  
A continuation of ISC 0112 with emphasis on the staffing function (recruitment, selection, training, compensation, etc.), the leading function (motivation, leadership style, organizational culture), and the control function.
- 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** 3 0 0 3  
A study of the union/management relationship through the use of readings and case studies emphasizing recent trends.
- ISC 0214 Work Measurement and Job Analysis** 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 0098

**ISC 0228 Industrial Supervision 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 2 0 4**

A survey of managerial control techniques for accomplishing short and long range objectives. Emphasis is placed upon using a comprehensive profit planning process as a managerial tool. Topics include the sales budget, production budget, inventory policy, materials budget, labor budget and overhead allocation.

**ISC 0232 Quality Control 3 2 0 4**

This course provides a fundamental coverage of quality control concepts. Sufficient probability and statistical theory is presented to ensure the student an understanding of basic principles. Students will learn how to use control charts and how to set up standard sampling plans in industrial quality control settings. Other topics to be covered will include reliability, quality costs, product liability and computer utilization.

**ISC 0235 Analytical Models for Making 3 2 0 4**

A continuation of decision theory covered in ISC 0226. Topics include value analysis, materials requirement planning, scheduling systems, design of work systems, PERT and CPM.

Prerequisites: MAT 0098 and ISC 0226

**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 0098 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, 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 0099 Pre-College Algebra II 5 0 0 5**

This course is a continuation of MAT 0098. 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 0098 or consent of the instructor

**MAT 0101 Consumer Mathematics 5 0 0 5**

A course which hopefully forces the student to develop a strong ability with proportions and percentages through numerous thought-provoking applications. Topics covered include ratios, proportions, percents, the metric system, measurement, geometry, integers, and an introduction to linear equations.

Prerequisite: MAT 0091 or satisfactory score on placement test

**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 2 0 3**

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 and pharmacotherapeutics are covered. Computer/skills lab as assigned.

Prerequisite: NUR 0101 or consent of instructor

**MAT 0111 Technical Mathematics 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 Technical Mathematics II 5 0 0 5**

A continuation of MAT 0111. Topics include systems of equations, determinants, matrices, exponents, radicals, quadratic functions and equations, oblique triangles, graphs of trig functions, and trig identities. Computer/skills lab as assigned.

Prerequisite: MAT 0111 or consent of instructor

**MAT 0113 Technical Mathematics III 5 0 0 5**

A continuation of MAT 0112. Topics include variation, exponential and logarithmic functions, complex numbers, number systems, linear programming, sequences and series, statistics and probability, and analytic geometry. Computer/skills lab as assigned.

Prerequisite: MAT 0112 or consent of instructor

**MAT 0151 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: Satisfactory score on the placement test, successful completion of Algebra II in high school, MAT 0099, or consent of instructor.

**MAT 0151L 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 0261 - Calculus with Analytic Geometry.

**MAT 0152 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 0151 or consent of instructor

**MAT 0153 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 extreme of functions of one and two independent variables. Computer/skills lab as assigned.

Prerequisite: MAT 0151 or consent of instructor (MAT 0152 is recommended but not required.)

**MAT 0161 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 0162 Pre-Calculus II 5 0 0 5**

This course is a continuation of MAT 0161. 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 0161 or consent of the instructor

**MAT 0251 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; fundamentals 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 0151 or consent of instructor

**MAT 0261 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, extreme, antiderivatives, and an introduction to integration.

Computer/skills lab as assigned.

Prerequisites: MAT 0162 or consent of instructor

**MAT 0262 Calculus with Analytic Geometry II 5 0 0 5**

A continuation of MAT 0261. 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 0261

**MAT 0263 Calculus with Analytic Geometry III 5 0 0 5**

A continuation of MAT 0262. 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 0262

**MAT 0264 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; extreme; 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 0263

**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.

Prerequisite: MAT 1101, BPR 1104

**MKT 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.

**MKT 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.

**MKT 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.

**MNT 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, BPR 1104

Corequisite: ELC 1112

**MUS 0151 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.

**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 0151 or 0105, NUT 0101



**NUR 0102 Nursing Adults and Children I 7 2 9 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 0151 or 0105, NUT 0101, NUR 0101

Corequisites: BIO 0107, PSY 0117, MAT 0110

**NUR 0103 Nursing Adults and Children II 7 2 12 12**

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

Corequisite: BIO 0203 (For ADN Program)

**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, genito-urinary 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 7 0 15 12**

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, PSY 0151 or 0105, PSY 0117

Corequisites: BIO 0204, SOC 0151 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, PSY 0151 or 0105, PSY 0117

Corequisites: BIO 0204, SOC 0151 or 0105

**NUR 0204 Mental Health Nursing 6 0 12 10**

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: BIO 0203, NUR 0103, PSY 0151 or 0105, PSY 0117

Corequisites: BIO 0204, SOC 0151 or 0105

**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 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 3.5 0 7.5 6**

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, BIO 0107, PSY 0151 or 0105, PSY 0117

Corequisite: NUR 1141

**NUR 1140 Nursing Adults and Children III 3.5 0 7.5 8**

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 overdosages and toxic substance reactions.

Prerequisites: NUR 0103, BIO 0107, PSY 0151 or 0105, PSY 0117

Corequisite: NUR 1141

**NUR 1141 Practical Nursing Seminar 2 0 0 2**

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 1142 Practical Nursing Seminar 1 0 0 1**

This course will review all aspects of the Practical Nursing program in a concise format, including test-taking strategies preparing for NCLEX-PN examination and review of PN curriculum content.

**NUR 3023 Nursing Assistant I 2 2 6 5**

Prepares graduate to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, patient rights, nutrition management, elimination procedures, safe environment, restorative services, special care procedures, human body structure and function, communication and documentation, death and dying, and roles of health team members. A skills/competency evaluation is required for determining student competency.

**NUR 3024 Nursing Assistant II 3 4 9 8**

Prepares graduates to perform more complex skills for patients regardless of health care setting. Emphasis is on infection control, elimination procedures such as catheterization and ostomies, intravenous site care, oropharyngeal suctioning and other specialized techniques of patient care. A skill/competency evaluation is required for documenting student competency.

**NUR 3025 Home Care 2 2 0 3**

Prepares graduate to provide basic health and personal care for infants, children, adolescents, and adults including the elderly in the home. Emphasis is on growth and development, nutrition and meal preparation, medication management, pediatric home care, safety and accident prevention, emergencies in the home, family dynamics and home management.

**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

**NUT 0118 Nutrition 3 0 0 3**

Study of nutritional concepts with introduction to use of cooking in the classroom.

**ORI 0151 Student Success 2 0 0 2**

Course designed to increase the student's success in college by assisting the student in obtaining the skills necessary to reach his/her educational objectives. Some of the topics in this course include time management, library skills, study skills, test-taking techniques, and computer literacy.

**OSC 0102 Keyboarding (Waiver by Testing) 2 0 3 3**

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

**OSC 0103 Document Formating 2 0 3 3**

Emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Average speed requirement: 40 words per minute for five minutes.

Prerequisite: OSC 0102 or the equivalent

**OSC 0104 Document Production 2 0 3 3**

Emphasis on production, keying problems and speed building. Attention to the development of the student's ability to produce mailable copies. Average speed requirement: 50 words per minute for five minutes.

Prerequisite: OSC 0103

**OSC 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.

Prerequisite: ENG 0101, OSC 0104, or permission of program head

**OSC 0107 Shorthand II 3 2 0 4**

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: OSC 0106 or the equivalent

**OSC 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: OSC 0107

**OSC 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 calculator.

**OSC 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.

Prerequisite: OSC 0110

**OSC 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.

Prerequisite: ENG 0101

**OSC 0134 Professional 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.

**OSC 0204A Advanced Typing (Administrative) 2 0 3 3**

Emphasis is placed on development of individual production rates. Student learns techniques needed in planning and typing projects approximating work appropriate in the field of study. Average speed requirement: 55 words per minute for five minutes.

Prerequisite: OSC 0104, OSC curriculum students only

**OSC 0204L Advanced Typing (Legal) 2 0 3 3**

Develops individual production rates. Students plan and type projects approximating work appropriate in the field of law. Projects include the typing of various legal documents such as contracts and wills. Average speed requirement: 55 words per minute for five minutes.

Prerequisite: OSC 0104, OSC curriculum students only

**OSC 0204M Advanced Typing (Medical) 2 0 3 3**

Emphasis is placed on development of individual production rates. Student learns techniques needed in planning and typing projects relevant to the medical field of study. Projects include the typing of various medical forms. Average speed requirement: 55 words per minute for five minutes.

Prerequisite: OSC 0104, OSC curriculum students only

**OSC 0205 Typewriting V - Speedbuilding 2 0 3 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.

**OSC 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: OSC 0108

**OSC 0207 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. Students will learn to key, format, retrieve, and print simple documents.

Prerequisites: OSC 0102, CSC 0101 or equivalent

**OSC 0208 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 advanced applications such as merge, print, and sort.

Prerequisite: OSC 0207

- OSC 0209 Desktop Publishing 3 0 0 3**  
 Emphasis in his course is on the advanced techniques of using word publishing tools to design, layout, produce, and print top quality, professional-looking documents such as brochures, newsletters and advertisements.
- OSC 0211 Machine Transcription I 2 0 3 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: OSC 0103, ENG 0101 or permission of program head
- OSC 0212A Machine Transcription II - Administrative 2 0 3 3**  
 Advanced study and practice in machine transcription and terminology.  
 Prerequisite: OSC 0211
- OSC 0212L Machine Transcription II - Legal 2 0 3 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: OSC 0211
- OSC 0212M Machine Transcription II-Medical 2 0 3 3**  
 The use of transcribing machines in medical dictation is the primary focus of this course. Proficiency in the usage of medical terminology will be emphasized.  
 Prerequisite: OSC 0211
- OSC 0213M Machine Transcription III - Medical 2 0 3 3**  
 Advanced study and practice in medical transcription and terminology.  
 Prerequisite: OSC 0212M
- OSC 0214 Office Procedures 3 2 0 4**  
 Acquaints the student with the responsibilities encountered by an administrative assistant or secretary during the workday, such as receptionist duties, handling mail, telephone techniques, travel information, office records, office organization, and purchasing supplies in the electronic office.  
 Prerequisite: OSC 0103, OSC 0112, OSC curriculum students only
- OSC 0215 Office Application 1 0 9 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

- OSC 0247M Business Insurance- Medical 3 0 0 3**  
 Acquaints the student with the handling and keying of various medical insurance forms. The basic principles of medical and dental insurance and their application are reviewed and various federal, state and private health insurance plans are surveyed.  
 Prerequisite: OSC 0204M
- PED 0151 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 0152 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 0153 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 0154 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 are the major areas of instruction.
- PED 0155 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.
- PHI 0251 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.
- 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 RAD 0105

**PHY 0108 Radiologic Physics II 2 2 0 3**

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 in the clinical setting.

Prerequisite: PHY 0107

**PHY 0151 Mechanics 3 0 3 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 0161 OR Equivalent

**PHY 0152 Heat, Sound, and Light 3 0 3 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 0151

**PHY 0153 Electricity, Magnetism, and Modern Physics 3 0 3 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 0152

**PHY 0251 Mechanics 4 0 3 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 course.

Prerequisite: MAT 0261

**PHY 0252 Heat, Sound & Light 4 0 3 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 0251

**PHY 0253 Electricity and Magnetism: Atomic Physics 4 0 3 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 0252

**PHY 1101 Applied Science I 3 2 0 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

**POL 0102 National Government 3 0 0 3**

This course explores the constitution on the structure and functions of the national government. The three branches of the national government—executive, legislative and judicial—are examined in detail. Voting, the role of political parties and interest groups, and current political issues are also discussed. The course is a shorter version of POL 0151 and is designed for students who do not plan to transfer to a four-year college.

Prerequisite or corequisite: ENG 0151 or ENG 0101

**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.

Prerequisite or corequisite: ENG 0151 or ENG 0101

**POL 0151 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.

Prerequisite or corequisite: ENG 0151 or ENG 0101

**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 students.

Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor

**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 0151 or PSY 0105

**PSY 0151 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.

Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor

**PSY 0251 Abnormal Psychology 3 0 0 3**

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

Prerequisite: PSY 0151 or PSY 0105

**PSY 0252 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 0151 or PSY 0105

**PSY 1101 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. Course designed for students enrolled in one-year vocational programs.

**RAD 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 the clinical component of the program which allows 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.

**RAD 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.

**RAD 0103 Radiologic Positioning II 3 2 0 4**

This course is a continuation of RAD 0102 and completes radiography of the appendicular skeleton. The student is taught the positioning techniques necessary to adequately visualize the axial skeleton beginning with spine 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.

Prerequisite: RAD 0102

**RAD 0104 Radiologic Positioning III 3 2 0 4**

This course is a continuation of RAD 0103. The student is taught the positioning techniques necessary to adequately visualize all aspects of skull and facial bone radiography as well as to special trauma views of the immobile patient. Students will observe, practice, and be evaluated according to a competency level in a laboratory session, as well as in the classroom.

Prerequisite: RAD 0103

**RAD 0105 Radiographic Exposures 4 0 0 4**

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 are discussed. The course will demonstrate the effects that variables have on the resultant image and provide mechanisms to manipulate factors to produce an optimum radiograph.

Prerequisite: RAD 0101

**RAD 0106 Radiologic Positioning IV 3 2 0 4**

This course is a continuation of RAD 0104. The student is taught the positioning techniques necessary to adequately visualize the organs of the digestive and genitourinary systems as well as the anatomy visualized. Other special procedures such as angiography and mammography 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: RAD 0104

**RAD 0107 Radiographic Processing 3 0 0 3**

This course is a continuation of RAD 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: RAD 0105

**RAD 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.

**RAD 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: RAD 0101, RAD 0102

**RAD 0113 Clinical Education II 0 0 15 5**

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

Prerequisite: RAD 0112

**RAD 0114 Clinical Education III 0 0 15 5**

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

Prerequisite: RAD 0113

**RAD 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, and other specialized imaging modalities to include computerized tomography.

Prerequisite: RAD 0104

**RAD 0206 Radiobiology and Protection 3 0 0 3**

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

**RAD 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: RAD 0106 and RAD 0210

**RAD 0208 Radiologic Management 2 0 0 2**

This course is designed to introduce students to the administrative and interactive skills needed in the Radiologic Technology profession. Basic value determination, communication, and assertiveness skills will be presented in order to help the students to deal with the administrative demands put on them when they become working technologists. Job seeking skills will also be stressed and an accurate resume and cover letter will be developed by each student.

Prerequisite: RAD 0203

**RAD 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

**RAD 0210 Radiographic Pathology 3 0 0 3**

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 0111 and RDT 0106

**RAD 0215 Clinical Education IV 0 0 24 8**

This course is a continuation of RAD 0114. The student will be under 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: RAD 0114

**RAD 0216 Clinical Education V 0 0 24 8**

This course is a continuation of RAD 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: RAD 0215

**RAD 0217 Clinical Education VI 0 0 24 8**

This course is a continuation of RAD 0216. The students will continue to enhance their skills and perform all types of radiographic procedures under the 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: RAD 0216

**RAD 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 supervision of a registered technologist. Competency levels will continue to be evaluated.

Prerequisite: RAD 0217

**RAD 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: RAD 0207

**REC 0110 Recreational Arts and Crafts 1 0 3 2**

Develops specific talents in recreational arts and crafts. Presents the methods, materials and techniques for teaching arts and crafts to children and adults, with special emphasis on projects for the handicapped. Skill areas taught include pottery, string art, macrame, basketry 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 Recreational 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.

**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 Principles 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 0123 Social Recreation 3 0 0 3**  
 Develops skill in planning social recreational activities. Party planning, special events, social games, quiet games, trips and picnics, and decorating are emphasized.
- REC 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 1 0 3 2**  
 Develops the students' knowledge and ability in team sports and games. The rules and regulations, field dimensions, equipment and safety factors are reviewed. Activities for groups of different ages and abilities are presented. Students participate in softball, basketball, volleyball, relays and other team sports and events.
- REC 0133 Sports Officiating 1 0 3 2**  
 Introduces the student to the techniques of officiating lead-up games and team sports such as volleyball, softball, and basketball, with emphasis on learning the rules of team sports.
- REC 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 0 3 2**  
 Develops the students' understanding of individual sports and games. Class instruction is on the proper techniques, rules, and equipment with emphasis on adapting the activity to the abilities of the handicapped. Sports and games included are bowling, golf, tennis, hiking, horseshoes, and badminton.

- REC 0142 Folk, Square and Social Dance 1 0 3 2**  
 Develops specific talents in the area of recreational dance. Activity sessions stress the different types of dances, and the skills involved. 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 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 0 3 2**  
 Explores the use of drama in a recreational setting. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children and adults. Creative activities such as pantomime, plays, stunts and skits, charades, storytelling and costuming are included. To develop skill in drama, student participation is encouraged.
- 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 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, 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 0 3 2**

Develops an understanding of the value and use of music in a recreation program. The instruments, aids, and materials used are given special attention. Practice sessions and demonstration of teaching techniques and skills.

**\*REC 0249 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 course work.

\*Students upon recommendation of department, may fulfill REC 0249 requirement by approved cooperative work experience.

**RED 0098 Reading Improvement Lab 5 0 0 5**

Course is designed to help students improve their reading skills to levels necessary for success in specific programs. Computer skills lab and tutoring sessions as assigned.

**RED 0099 Advanced Reading 5 0 0 5**

This is a course designed to help students with reading deficiencies who plan to enter programs requiring a high level of reading competency.

Prerequisite: Completion of RED 0098 or placement test score in the appropriate range

**REL 0151 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.

Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor

**REL 0152 Survey of the New Testament 5 0 0 5**

The student is introduced to the literary and theological aspects of the New Testament in the context of early Christian history.

Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor

**RLS 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.

**SAF 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.

**SAF 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.

**SAF 0151 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.

**SAF 0152 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.

**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 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. Course designed for students enrolled in technical and vocational programs.

**SOC 0112 Modern Social Problems 3 0 0 3**

Nature, extent, causes and consequences of social problems in America today. Course designed for students enrolled in technical programs.

**SOC 0151 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.

Prerequisite or corequisite: ENG 0151 or ENG 0101 or consent of the instructor

**SOC 0251 Contemporary Social Problems 5 0 0 5**

Course examines modern social problems with emphasis on the United States. Problems include such topics as racism, sexism, crime, inequality, and poverty. Course designed to transfer to a four-year college.

Prerequisite or corequisite: ENG 0151 or ENG 0101

**SOC 0252 Sociology of the Family 5 0 0 5**

Course focuses on the structure and functions of the contemporary family with emphasis on the contemporary American family. Course designed to transfer to a four-year college.

**SPA 0151**

**SPA 0152 Beginning Spanish I & II 5 0 0 5**

A grammar, pronunciation, and reading sequence of courses in Spanish at the beginning level.

Prerequisites: SPA 0151, none; SPA 0152, the preceding course or the equivalent

**SPA 0251**

**SPA 0252 Intermediate Spanish I & II 5 0 0 5**

A grammar, pronunciation, and reading sequence of courses in Spanish at the intermediate level.

Prerequisites: SPA 0251, SPA 0152 or two units of high school Spanish or the equivalent; SPA 0252, the preceding course

**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 1110 Beginning Oxyacetylene 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 beads, lap joints, tee joints, butt joints in the flat, horizontal and vertical positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

**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.  
Prerequisite: 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.  
Prerequisites: 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.



**FACULTY & STAFF**

## ADMINISTRATIVE OFFICERS

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

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 B.S.N. and M.S.N., University of North Carolina at Chapel Hill

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B.S., Hampton Institute

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### CLERICAL AND SUPPORT STAFF

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Abbott, Robert E. .... Clerk, South Campus

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Ayscue, Nancy A. .... Faculty Secretary

Beck, Brenda W. .... Admissions Officer

Blackwell, Bryant L. .... Tutor, Student Support Services

Brodie, Irma B. .... Receptionist, Afternoon and Evening

Brummitt, Anne F. .... Career Placement Specialist

Clopton, Jeanene T. .... Secretary, Small Business Center

Critcher, Delores C. .... Technical Assistant/Media Specialist, LRC

Daniel, Margaret T. .... Day Care Center Cook

Davis, Barbara N. .... Technical Assistant, AVT Center/Morning Receptionist

Davis, Helen W. .... Technical Assistant, AVT Center

Dodson, Donna V. .... Secretary, Dean of Continuing Education

Durham, Elizabeth P. .... Child Care Specialist, Day Care Center

Evans, Lisa R. .... Accounting Supervisor

Falgout, Karen C. .... Clerk, Franklin County Campus

Floyd, Mary F. .... Assistant Financial Aid Officer

Fuller, Rebecca D. .... Faculty Secretary

Gatano, Vera R. .... Publicity Specialist

Gay, Carol P. .... Evening Receptionist/Clerical/Student Assessment

Gill, Denise B. .... Manager, Day Care Center

Graham, Patricia P. .... Administrative Assistant to President

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

Harris, Patricia A. .... Faculty Secretary

Hart, Cheri C. .... Child Care Specialist, Day Care Center

Henley, Renee O. .... Printer

Hughes, Katherine H. .... Child Care Specialist, Day Care Center

Jackson, Kimberly E. .... Secretary, Vice President of College Services

Jones, Kathryn L. .... Secretary/Recruiter, JTPA

Mabry, Edith L. .... Accounting Technician/Accounts Receivable, Business Office

Mann, Debra H. .... Secretary, Director of Industry Services

McCall, Sheila H. .... Accounting Technician, Business Office

McFadden, Linda R. .... Assistant Registrar

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

McMannen, Mary H. .... Secretary, Student Affairs

Neal, Ruth N. .... Technical Assistant, LRC

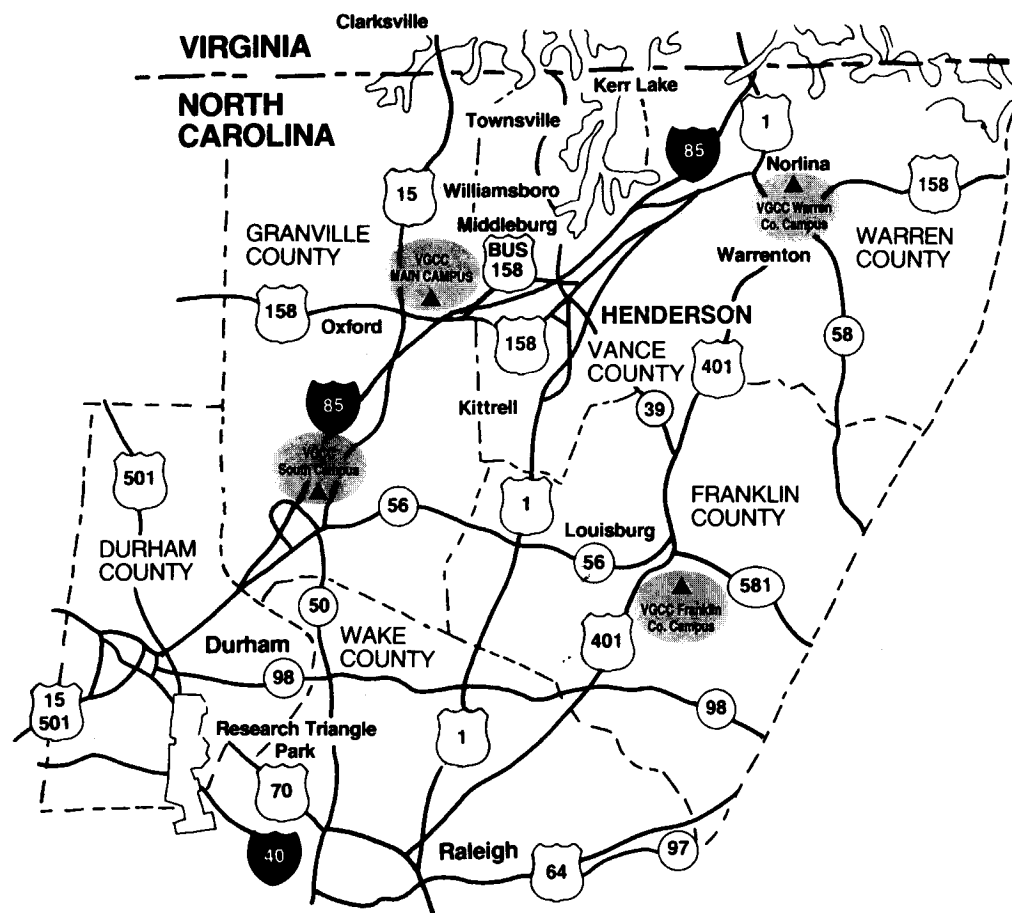
O'Neal, Scott K. .... Administrative Assistant/Tutor Supervisor, Student Support Services  
 Peace, Ernestine J. .... Accounting Technician/Payroll, Business Office  
 Rose, Jerry D. .... Financial Aid Officer and Veterans Coordinator  
 Short, Dolores H. .... Accounting Technician/Cashier, Business Office  
 Sievert, Elaine B. .... Library Technician, South Campus  
 Slaughter, Elaine P. .... Accounting Technician/Secretary to Business Manager  
 Spence, David W. .... Bookstore Manager  
 Stephens, Dorothy W. .... Records Specialist, Continuing Education  
 Tapson, Ruth E. .... Tutor, Student Support Services  
 Teague, Betty .... Accounts Payable Technician/Shipping & Receiving Clerk/Secretary  
 Thomas, Elvira O. .... Secretary, Student Affairs  
 Thomas, Wanda T. .... Commerce Tutor, Student Support Services  
 Watkins, N. Gina .... Secretary, Institutional Effectiveness Officer  
 Watkins, Vickie S. .... Assistant Computer Systems Administrator  
 Williams, Barbara W. .... Child Care Specialist, Day Care Center  
 Young, Nancy M. .... Secretary, Dean of Instruction

**MAINTENANCE STAFF**

Alston, William T. .... Housekeeper  
 Brooks, Charles L. .... Housekeeper, South Campus  
 Crews, Michael .... Night Custodian  
 Harris, James M. .... Night Custodian  
 Howard, Jr., Casey .... Custodian/Groundskeeper  
 Jones, Mary A. .... Day Housekeeping Supervisor  
 Lambert, John D. .... Maintenance/Receiving Clerk  
 Morgan, Edward J. .... Groundskeeper/Custodian  
 Nicholas, Lucille .... Housekeeper, Warren County Campus  
 Pendergrass, JoAnn .... Housekeeper  
 Person, Tony L. .... Messenger/Custodian  
 Richardson, Murtha .... Housekeeper  
 Short, David W. .... Maintenance Technician  
 Williford, Jerry N. .... Night Custodian Supervisor

**SECURITY**

Wilkins, J. Fleming .... Director of Plant Operations  
 /Supervisor of Campus Security/Equipment Coordinator  
 Granger, Charles C. .... Assistant Security Officer/Evening Coordinator



**VANCE-GRANVILLE COMMUNITY COLLEGE**

**MAIN CAMPUS**

Intersection of Interstate 85 and Poplar Creek Road (Exit 209)  
 Midway between Henderson, N.C., and Oxford, N.C.

**SATELLITE CAMPUSES**

**Warren County Campus**

U.S. 158 Business  
 Ridgeway St. and Spring St.  
 Warrenton, N.C.

**South Campus**

Butner-Creedmoor Highway  
 Intersection of Interstate 85  
 and N.C. 56

**Franklin County Campus**

107 Industrial Drive, Suite D  
 Louisburg, N.C.

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