

Digitized by the Internet Archive
in 2022 with funding from
University of North Carolina at Chapel Hill

<https://archive.org/details/generalcatalog1966isot>

2378
7

ISO THERMAL COMMUNITY COLLEGE



7

1966-1967 GENERAL CATALOG

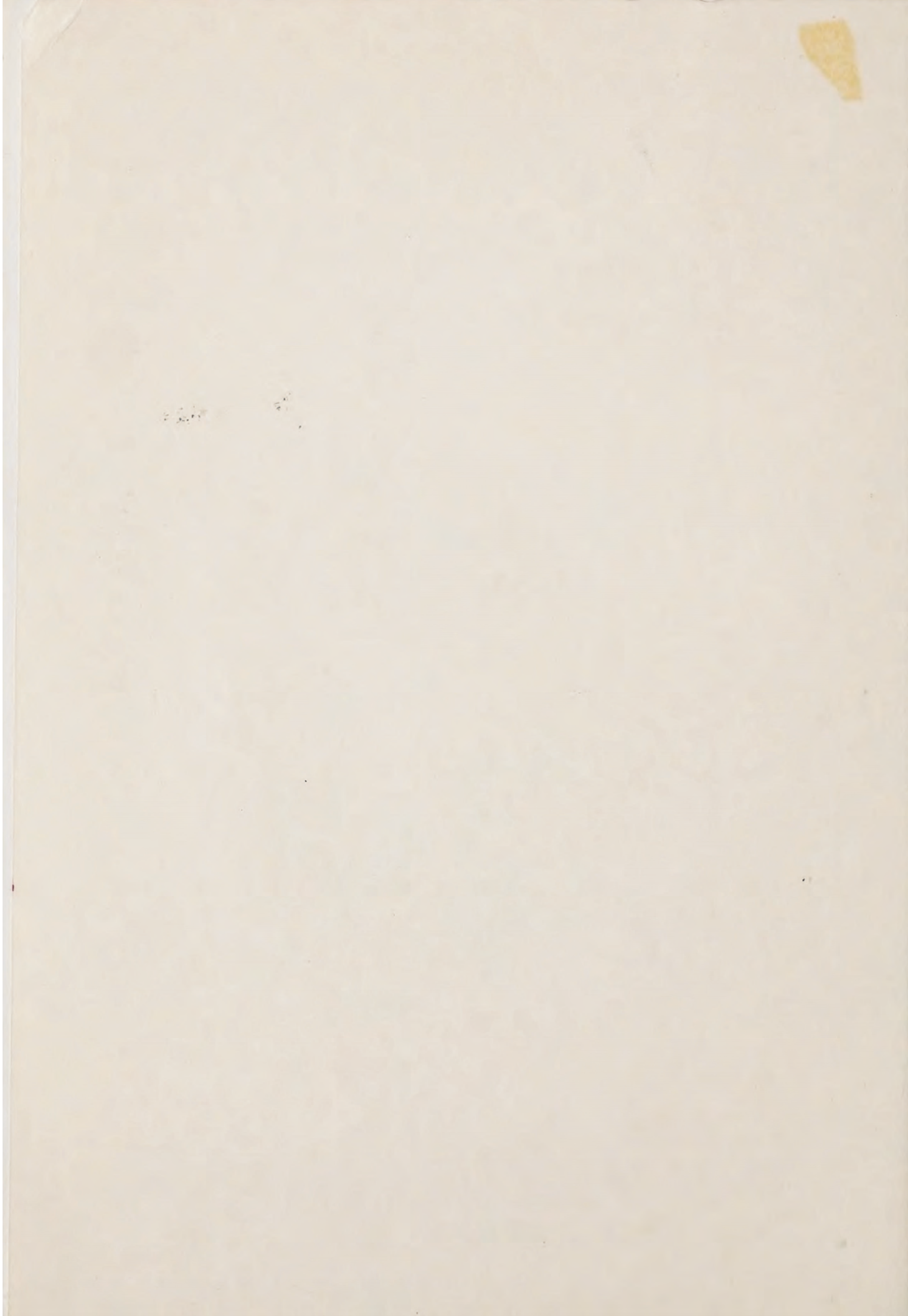


TABLE OF CONTENTS

| | |
|--|-------------|
| College Calendar..... | iii |
| Board of Trustees..... | 1 |
| President's Message..... | 2 |
| Administrative Officers..... | 3 |
| Staff..... | 3 |
| Faculty..... | 4 |
| General Information | |
| Objectives..... | 5 |
| History..... | 5 |
| Degrees and Diplomas..... | 6 |
| Accreditation..... | 6 |
| Counseling..... | 6 |
| Residency..... | 7 |
| Entrance Requirements..... | 8 |
| Housing..... | 8 |
| Library..... | 8 |
| Student Association..... | 8 |
| Book Store..... | 8 |
| Grading System..... | 9 |
| Graduation Requirements..... | 9 |
| Student Classification..... | 9 |
| Schedule Changes..... | 10 |
| Student Load..... | 10 |
| Attendance..... | 10 |
| Withdrawal..... | 11 |
| Refunds..... | 11 |
| Financial Assistance..... | 12 |
| Course Numbering..... | 13 |
| College Parallel Program | |
| Curriculums: | |
| General..... | 17 |
| Liberal Arts..... | 18 |
| Business Administration..... | 19 |
| Science, Engineering or Mathematics..... | 20 |
| Admission..... | 22 |
| Description..... | 23 |
| | (continued) |

| | |
|---------------------------------------|----|
| Tuition and Fees..... | 24 |
| Transfer Students..... | 24 |
| Transfer of Credit..... | 25 |
| Course Outlines..... | 26 |
| Technical Division | |
| Admission..... | 39 |
| Expenses..... | 40 |
| Curriculums by Quarters: | |
| Accounting..... | 40 |
| Business Administration..... | 42 |
| Executive Secretary with Options..... | 43 |
| Vocational Division | |
| Programs of Study..... | 56 |
| Admission..... | 56 |
| Expenses..... | 57 |
| Curriculums by Quarters..... | 58 |
| Adult Education..... | 72 |
| Description of Programs..... | 72 |
| The Learning Laboratory..... | 73 |
| Proposed Final Exam Schedule..... | 75 |
| Acknowledgements..... | 76 |

I 85 H
1966/67-1968/69

CALENDAR OF EVENTS
1966-1967

FALL QUARTER, 1966

| | |
|---|--|
| Sept. 19, Mon. | Freshman Orientation. |
| Sept. 20, Tues. | Registration |
| Sept. 21, Wed. | Classes begin. |
| Sept. 27, Tues. | Last day for registration and to change schedule. |
| Oct. 4, Tues. | Last day to withdraw without penalty. |
| Nov. 24-25, Thurs., Fri. | Thanksgiving Holidays. |
| Dec. 6, Tues. | Last day of classes. |
| Dec. 7, Wed. | Study day. |
| Dec. 8-9-12-13, Thurs., Fri. Mon., Tues. | Examinations. |
| Dec. 13, Tues. 4:00 P.M. | Christmas Holidays begin. |

WINTER QUARTER, 1967

| | |
|--------------------------------------|--|
| Jan. 3, Tues. | Registration. |
| Jan. 4, Wed. | Classes begin. |
| Jan. 10, Tues. | Last day for registration and to change schedule. |
| Jan. 17, Tues. | Last day to withdraw without penalty. |
| Mar. 14, Tues. | Last day of classes. |
| Mar. 15-16-17, Wed., Thurs., Fri. | Examinations |
| Mar. 17, Fri. 4:00 P.M. | Spring Holidays begin. |

SPRING QUARTER, 1967

| | |
|----------------|--|
| Mar. 27, Mon. | Registration. |
| Mar. 28, Tues. | Classes begin. |
| Apr. 4, Tues. | Last day to withdraw without penalty. |

(continued)

825730

| | |
|-----------------------------------|------------------------|
| June 5, Mon. | Last day of classes. |
| June 6, Tues. | Study day. |
| June 7-8-9, Wed., Thurs., Fri. | Examinations. |
| June 9, Fri. 4:00 P.M. | Summer Holidays begin. |

SUMMER TERMS, 1967

FIRST SESSION

| | |
|--------------------------|----------------------------|
| June 14, Wed. | Registration. |
| June 15, Thurs. | Classes begin. |
| June 20, Tues. | Last day for registration. |
| July 3-4, Mon., Tues. | Independence Day recess. |
| July 19, Wed. | Last day of classes. |
| July 20-21, Thurs., Fri. | Examinations. |

SECOND SESSION

| | |
|------------------------|----------------------------|
| July 24, Mon. | Registration. |
| July 25, Tues. | Classes begin. |
| July 31, Mon. | Last day for registration. |
| Aug. 28, Mon. | Last day of classes. |
| Aug. 29-30, Tues. Wed. | Examinations. |

ISOTHERMAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

H. Paul Bridges.....Cliffside
Ivy Cowan.....Spindale
W. M. Elliott (M.D.).....Forest City
Spencer D. Gamble.....Bostic
J. T. Mize (D.D.S.).....Tryon
Hollis M. Owens, Jr.....Rutherfordton
Max Padgett, Secretary.....Forest City
Robert R. Spratt.....Caroleen
James T. Tanner, Vice-Chairman.....Rutherfordton
J. J. Tarlton, Chairman.....Rutherfordton
A. Clyde Tomblin.....Spindale
Frank H. West.....Caroleen



A MESSAGE FROM THE PRESIDENT

We believe that every citizen should have the opportunity to study and work in whatever field best suits his individual abilities and desires.

We believe that no interested and capable student should be denied the privilege of attending a college or vocational school of the highest quality.

We believe that knowledge and skill are essential to a happy productive life for our people and for the welfare of our nation.

We believe that since no one's education is ever complete, continuing education can be beneficial to any community.

Because of our belief in these principles, and in the philosophy of the Community College, we are extending every effort to bring to the people of this area the best possible education and training at a price they can afford to pay.

Fred J. Eason

A stylized, cursive handwritten signature of Fred J. Eason.

President

ADMINISTRATIVE OFFICERS

President.....Fred J. Eason
Academic Dean.....W. C. Helton
Director of Adult Education.....Richard T. Brinkley
Director of Technical-Vocational Division
.....Garland E. Denning
Business Manager.....Ralph E. Porter
Registrar.....Robert Smithers

STAFF

Bookkeeper.....Mrs. Geraldine Perkins
Graphic Arts and Bookstore
Manager.....Robert R. Culbreth
Secretary to President.....Mrs. Janice Watson
Secretary to Dean.....Mrs. Doris Lowery
Secretary to Director of Adult Education
.....Mrs. Nancy Collins
Secretary to Registrar.....Mrs. Frances Logan

FACULTY

| | |
|--------------------------------|---|
| Dorothy B. Aydlett..... | Foreign Languages |
| Raleigh R. Biggerstaff..... | English |
| Claudius Brooks..... | Carpentry |
| Garland Byers..... | Masonry |
| Elsie S. Cannon..... | Physical Sciences |
| Gale T. Champion..... | Business Education |
| Joseph Henry Miller..... | Automotive Mechanics |
| Elizabeth Padgett Shearon..... | Librarian |
| Elliott M. Shearon..... | Business Administration and Social Science |
| Clarence Neilan Underwood..... | Electrical Installation |
| Charles M. Walker..... | Mathematics |
| R. Joseph Whiteside..... | Learning Laboratory Coordinator |
| Wilbur Wright..... | Social Science |

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Isothermal Community College was authorized by the 1963 General Assembly under Chapter 115A, General Statutes of North Carolina. The new college, under construction, will be located in the Oakland Community on a 107 acre tract, and the new campus will be ready for use in the fall of 1967.

The College offices are located temporarily in the National Guard Armory behind the Fair Grounds in Spindale, N.C..

During the 1966-67 school year the college will be housed in the Avondale Industrial Education Center which is being renovated for this purpose. The Vocational Division will be housed in the old Spindale Armory.

OBJECTIVES OF THE COLLEGE

The Isothermal Community College objectives are:

1. To provide two years of transferable college credit courses for students desiring to transfer to four-year colleges.
2. To provide two years of technical education appropriate to the needs of the individual and the community.
3. To provide vocational education for persons desiring to prepare for a trade or upgrade themselves in their present jobs.
4. To provide an adult program based on community needs and interests with special emphasis on the following areas:
 - a. Basic education courses for grades 1-8.
 - b. High school equivalency certificate.
 - c. Cultural and community service programs.
5. To provide a program of guidance and instruction which will help all students become effective members of a democratic society.

DEGREES AND DIPLOMAS OFFERED

Isothermal Community College offers the following degrees upon satisfactory completion of a prescribed program:

1. Associate In Arts
 - a. Liberal Arts
 - b. Pre-Professional

2. Associate In Applied Science
 - a. Accounting
 - b. Business Administration
 - c. Engineering and Technical Secretary
 - d. Executive Secretary
 - e. Legal Secretary
 - f. Medical Secretary

3. Diploma Program
 - a. Automotive Mechanics
 - b. Electrical Installation and Maintenance
 - c. Mechanical Drafting
 - d. Radio-Television Servicing
 - e. Welding
 - f. Masonry
 - g. Auto Body Repair

ACCREDITATION

"Isothermal Community College has established contact with the Southern Association of Colleges and Schools and has declared its intention to work closely with the Association in pursuit of accreditation and membership at the earliest possible date."

COUNSELING

The counseling service of Isothermal Community College has two basic functions: it supplements pre-college counseling and aids the student with educational, vocational, and personal problems. To accomplish these purposes, the Student Personnel Office has trained personnel serving as counselors and provides remedial facilities. Each student also is assigned to a faculty advisor.

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon the residence of a guardian will be considered if either parent is still living, unless the action of the court appointing the guardian precedes the student's first enrollment in an institution of higher education by at least twelve months.

When the resident status of a student is determined at the time of his first enrollment, it may not thereafter be changed except (a) in the case of a non-resident minor student whose parents subsequently establish legal residence in North Carolina; and (b) in the case of a resident student, or his parents, who cease to be residents of North Carolina.

The legal residence of a wife follows that of her husband except that a woman student enrolled in the College as a resident may continue as a resident, even though she marries a non-resident.

One does not acquire the status of a resident of North Carolina by reason of being stationed in the State while in military service.

Ownership of property, payment of state or local taxes, or registration of an automobile in the state, apart from legal residence, will not qualify one for the resident rate of tuition.

Students who are in doubt as to their status as a resident should request clarification by writing to or consulting the Business Manager before registration.

ENTRANCE REQUIREMENTS

See page 22 for admission to the College Parallel Program
See page 39 for admission to the Technical Program.
See page 56 for admission to the Vocational Program.
See page 72 for admission to the Adult Education Program.

HOUSING

Since the Isothermal Community College does not have dormitory facilities, students wishing to live away from home must arrange their own living accommodations. The College does not assume responsibility for approving or supervising student housing.

LIBRARY

The Library is planned to provide the college students and faculty, both day and evening divisions, with the materials needed to support and enrich the instructional program of the College.

STUDENT ASSOCIATION

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

STUDENT ORGANIZATION AND ACTIVITIES

Such other student organizations and activities will be organized as indicated by student interest; subject to approval by the College.

BOOK STORE

The College operates a book store where the student may purchase needed books and supplies.

GRADING SYSTEM

Isothermal Community College is on a quarter system. One unit of credit is equal to one class hour meeting time per week. In the section on course descriptions in subsequent pages appear the course number, the title of the course, and the hours of credit for the course. Where the laboratory is required, one credit hour will equal at least two hours of laboratory time, as appropriate to the course. The letters "P. R." indicate the prerequisite. The letters "C. R." indicate corequisite of the course.

The grading system is as follows:

| | | |
|----|--------------------|--------|
| A | Excellent | 93-100 |
| B | Good | 85-92 |
| C | Fair | 78-84 |
| D | Passed | 70-77 |
| F | Failed | |
| WP | Withdrawal Passing | |
| WF | Withdrawal Failing | |
| I | Incomplete | |

A grade of "I" is assigned when the course work is incomplete. This grade can be removed if the course work is completed satisfactorily before the end of the following quarter.

Isothermal Community College is on the four point system: That is, 4 quality points are assigned for each quarter hour in which an 'A' was earned; 3 for a 'B', 2 for a 'C', and 1 for a 'D'.

GRADUATION REQUIREMENTS

Requirements for the degree or diploma will vary according to curriculum. The student should refer to the required courses in the catalogue which applies to his program so that he can ascertain the course requirements for graduation. All students must have a grade point average of 2.0 (C average) to be eligible for graduation.

STUDENT CLASSIFICATION

Freshman-A student who has earned fewer than 45 quarter hours of credit.

Sophomore-A student who has 45 hours or more quarter hours of credit.

Part-time-A student who is enrolled for less than 12 quarter hours.

STUDENT LOAD

14-19 quarter hours will constitute the normal load a regular student is expected to carry each quarter. Any deviation from this load must be approved by the Dean.

SCHEDULE CHANGES

All changes in schedule involving entrance into classes shall be adjusted during the first week of classes and shall be approved by the Faculty Advisor.

COURSES DROPPED

Courses may be dropped only through arrangements made in the registrar's office. Courses dropped during the first two weeks of the quarter will not appear on the student's record. Courses dropped after the first two weeks and not later than the third week will be marked "dropped". An unofficial drop will give the student a grade of "F".

CLASS ATTENDANCE

Regular and punctual attendance in classes and laboratories is required. No cuts are sanctioned. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. The following rules govern absences:

Excused absences are issued by the office for the following reasons:

- A. Personal illness
- B. College activities
- C. Death or serious illness in the family
- D. Other reasons, such as court summons, military duty, etc., are left to the discretion of the Dean.

(These should be cleared in the college office before the meeting of the class to be missed.)

WITHDRAWAL FROM COLLEGE

To withdraw from college or from a course, the student will use the following procedure:

1. Secure the written approval of his faculty advisor and obtain a withdrawal form from the Director of Student Personnel Services.
2. The student will complete the form according to outlined procedure and secure all signatures.
3. A student may withdraw during the first three weeks of the quarter without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "withdrawn." This notation indicates good standing and the privilege of readmission.
4. Any student who withdraws after the first three weeks of the quarter will receive a grade of "WP" or "WF". A student who withdraws unofficially from college without following the proper withdrawal procedure will receive the grade of "F". Permission to withdraw will not be granted during the last three weeks of a quarter except in emergencies.

REFUND POLICY

If a student is compelled to withdraw-for unavoidable reasons, if such withdrawal is within 10 days after the first day of classes, two-thirds of the student's tuition may be refunded.

FINANCIAL ASSISTANCE

A limited number of scholarships are available at present. More scholarships are expected in the near future. Students desiring such aid should make this known when filing admission application.

National Defense Student Loans-The Isothermal Community College is participating in the National Defense Student Loan Program, which makes funds available to students taking at least a half-time schedule in one of the associate degree programs. The College share, 10 per cent, is being contributed "locally".

The National Student Loan Fund Act makes provisions for students to borrow as to individual needs. Three per cent interest per year is charged on the unpaid balance beginning one year after the borrower ceases to pursue a course of study at an institution of higher learning. The total loan must be repaid in ten years. Students may make application through the Dean's Office.

North Carolina Funds for Vocational and Technical Students-The Isothermal Community College is participating in the student loan program established by the State Board of Education making financial assistance available to those students enrolled full time in a vocational or technical education program. Three and one-half per cent interest per year is charged on the unpaid balance beginning one year after the borrower ceases to pursue a full-time course of study at Isothermal Community College. The total loan must be repaid in five years. Students may make application through the Dean's Office.

Funds to support this loan program are limited, but the College is hopeful that additional monies will be contributed by other organizations for this worthwhile purpose.

Part-time jobs are available for students wishing to ease a part of their expenses. Jobs are assigned by the Student Aid Committee to those students who are, in the judgment of the committee, most urgently in need of help on the basis of scholastic achievement, financial need, good character, and willingness to work.

COURSE NUMBERING

Courses in Isothermal Community College catalogues are numbered in accordance with the North Carolina Department of Community College System.

1. All college preparatory courses are indicated by a prefix, and numbers range from 0-99.
2. (a) All Freshmen academic courses are indicated by a two-letter prefix and numbers ranging between 100-199.
(b) All sophomore academic courses are indicated by a two-letter prefix and numbers ranging between 200-299.
3. (a) All freshmen technical courses are indicated by a prefix, numbered between 100-199 and preceded by the letter "T".
(b) All sophomore technical courses are indicated by a prefix, numbered between 200-300, and preceded by the letter "T".
4. All vocational courses are indicated by a prefix and numbered between 1000-2000.
5. All adult education courses beyond the high school are indicated by a prefix and numbered 2000-3000.
6. All high school courses are numbered according to the North Carolina Public School course number system.



COLLEGE PARALLEL





A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for programs of study. Counselors and faculty members are prepared to advise students, but the final responsibility for credit course selection is left to the student.

TRANSCRIPTS OF RECORDS

Upon request of the student, a record of academic credit earned at the Isothermal Community College will be sent to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

GENERAL CURRICULUM

This program is designed to meet the general educational requirements of the college as well as provide sufficient electives to explore various fields of interest. All such courses are transferable to senior institutions if a grade of "C" or better was earned.

FIRST YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | |
| English 101.... | 3 | English 102..... | 3 | English 103.. | 3 |
| History 101.... | 5 | History 102..... | 5 | Economics 201..... | 3 |
| Math 101..... | 3 | Math 102..... | 3 | Math 103..... | 3 |
| Biology 101 (or) | | Biology 102 (or) | | Biology 103 (or) | |
| Chemistry 101.. | 4 | Chemistry 102.... | 4 | Chemistry 103..... | 4 |
| P.Ed. 101..... | 1 | P.Ed. 102..... | 1 | P.Ed. 103..... | 1 |
| | | | | Elective..... | 0-3 |
| | <u>16</u> | | <u>16</u> | | <u>14-17</u> |

College Parallel Curriculums (Continued)

SECOND YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| English 201..... | 5 | English 202..... | 5 | English 211..... | 3 |
| Psychology 201... | 5 | Sociology 201.... | 5 | Philosophy 201... | 5 |
| Art 101..... | 3-5 | Music 111..... | 3-5 | Political | |
| P.Ed. 201..... | 1 | P.Ed. 202..... | 1 | Science 201..... | 5 |
| Elective..... | 3 | Elective..... | 3 | P.Ed. 203..... | 1 |
| | | | | Elective..... | 3-5 |
| | <hr/> | | <hr/> | | <hr/> |
| | 17-19 | | 17-19 | | 17-19 |

Liberal Arts

This program is for students who plan to transfer to a liberal arts college or university for the third and fourth years.

FIRST YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| English 101..... | 3 | English 102..... | 3 | English 103..... | 3 |
| History 101..... | 5 | History 102..... | 5 | Economics 201.... | 3 |
| Biology 101 (or) | | Biology 102 (or) | | Biology 103 (or) | |
| Chemistry 101.... | 4 | Chemistry 102.... | 4 | Chemistry 103.... | 4 |
| Math 101..... | 3 | Math 102..... | 3 | Math 103..... | 3 |
| Foreign Language. | 3 | Foreign Language. | 3 | Foreign Language. | 3 |
| P.Ed. 101..... | 1 | P.Ed. 102..... | 1 | P.Ed. 103..... | 1 |
| | <hr/> | | <hr/> | | <hr/> |
| | 19 | | 19 | | 19 |

College Parallel Curriculums (Continued)

SECOND YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| English 201..... | 5 | English 202..... | 5 | English 111..... | 3 |
| Humanities..... | 5 | Humanities..... | 5 | Humanities..... | 5 |
| Foreign Language. | 3 | Foreign Language. | 3 | Foreign Language. | 3 |
| P.Ed. 201..... | 1 | P.Ed. 202..... | 1 | P.Ed. 203..... | 1 |
| Elective..... | <u>3-5</u> | Elective..... | <u>3-5</u> | Elective..... | <u>3-6</u> |
| | 17-19 | | 17-19 | | 15-18 |

Business Administration

This program is designed for the student to transfer to a college of business administration with no loss of credit. Business majors should follow this program with some modifications depending upon their particular needs.

FIRST YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| English 201..... | 3 | English 102..... | 3 | English 103..... | 3 |
| Math 101..... | 3 | Math 102..... | 3 | Math 103..... | 3 |
| History 101..... | 5 | History 102..... | 5 | Business 103..... | 5 |
| Biology 101 (or) | | Biology 102 (or) | | Biology 103 (or) | |
| Chemistry 101.... | 4 | Chemistry 102.... | 4 | Chemistry 103.... | 4 |
| P.Ed..... | <u>1</u> | P.Ed..... | <u>1</u> | P.Ed..... | <u>1</u> |
| | 16 | | 16 | | 16 |

College Parallel Curriculums (Continued)

SECOND YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| English 201..... | 5 | English 202..... | 5 | English 111..... | 3 |
| Economics 201... | 3 | Business 222..... | 4 | Business 223..... | 4 |
| Business 221..... | 4 | Math (Statistic)5 | | Psychology..... | 5 |
| P.Ed. 201..... | 1 | P.Ed. 202..... | 1 | P.Ed. 203..... | 1 |
| Elective..... | 3 | Elective..... | 3 | Elective..... | 3 |
| | 16 | | 18 | | 16 |

Science, Engineering or Mathematics

The following, subject to modification, is generally what most engineering and science majors need. All courses are transferable and the student should refer to the catalog of the senior college of his choice.

FIRST YEAR

| <u>Fall Quarter</u> | | <u>Winter Quarter</u> | | <u>Spring Quarter</u> | |
|---------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> | <u>Course</u> | <u>Hours</u> |
| Mathematics 111.5 | | Mathematics 112.5 | | Mathematics 113..5 | |
| History 101..... | 5 | History 102..... | 5 | English 103..... | 3 |
| English 101..... | 3 | English 102..... | 3 | Chemistry 103.... | 4 |
| Chemistry 101...4 | | Chemistry 102...4 | | P.Ed. 103..... | 1 |
| P.Ed. 101..... | 1 | P.Ed. 102..... | 1 | Economics 201...3 | |
| | 18 | | 18 | | 16 |

College Parallel Curriculums (Continued)

SECOND YEAR

Fall Quarter

| <u>Course</u> | <u>Hours</u> |
|-------------------|--------------|
| Mathematics 211.. | 5 |
| English 201..... | 5 |
| Physics 201..... | 4 |
| P.Ed. 201..... | 1 |
| Elective..... | <u>3</u> |
| | 18 |

Winter Quarter

| <u>Course</u> | <u>Hours</u> |
|-------------------|--------------|
| Mathematics 212.. | 5 |
| English 202..... | 5 |
| Physics 202..... | 4 |
| P.Ed. 202..... | 1 |
| Elective..... | <u>3</u> |
| | 18 |

Spring Quarter

| <u>Course</u> | <u>Hours</u> |
|-------------------|--------------|
| Mathematics 213.. | 5 |
| English 211..... | 3 |
| Physics 203..... | 4 |
| P.Ed. 203..... | 1 |
| Humanities..... | <u>5</u> |
| | 18 |

ADMISSION REQUIREMENTS - COLLEGE PARALLEL

All applicants for admission must clear the following requirements at the Admissions Office. An early application assures adequate time for individual processing and counseling.

Admission Requirements - The applicant must be a graduate of an accredited secondary school, or he must have been awarded a high school equivalency certificate by the State Department of Public Instruction of North Carolina or the home state of the prospective student.

Application For Admissions - File a written application for admission. This form may be obtained from office of the Dean. Complete application and return to the Dean's office along with an admission fee of \$2.00.

Transcripts - It is the student's responsibility to have official high school records or college transcripts forwarded directly to the Isothermal Community College Admissions Office. A final copy of any "Work in Progress" record must be provided immediately after completion of the work.

Placement Examinations - Isothermal Community College follows an "open door" policy. No student will be excluded from the college because of his score on any test; however, prospective students are encouraged to take the Scholastic Aptitude Test in high school. The completion of the College Placement test is necessary because the results are essential in determining whether the prospective student needs preparatory courses for the successful completion of college-level work. If the need arises, adequate counseling will be provided for the student to enroll in refresher courses or work in the Learning Laboratory.

DESCRIPTION OF THE PROGRAMS

In the first two years of college, students secure a general education in areas of humanities, social studies, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Isothermal Community College to provide quality instruction in these areas for transfer credit to senior institutions.

Isothermal Community College promotes a series of counselor-student conferences to help the student plan his program for transfer to the college or university of his choice.

The North Carolina Community College Advisory Council has recommended a core of academic areas to be included in the curricula of all transfer students. The student is eligible for the Associate Degree when he has completed the required number of quarter hours for graduation and the minimum in each area listed below:

| | |
|--|------------------|
| Communications | 9 quarter hours |
| English Composition 101, 102, 103 (required of all students) | |
| Humanities | 9 quarter hours |
| This requirement is met by a sequence in language or the following courses: English 201, 202, 111 Philosophy 101, 102 Art 101, 102 | |
| Social Science | 10 quarter hours |
| History 101, 102 recommended | |
| Physical Science, Mathematics | 20 quarter hours |
| Biological Science | |
| This requirement is met by taking two of the three fields. At least 12 hours must be taken in laboratory science. | |

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is explained as follows:

College Transfer Programs

*Resident

(15 quarter hours or more) \$ 42.00 per quarter

Non-Resident

(15 quarter hours or more) \$105.00 per quarter

Resident

(less than 15 quarter hours) \$ 3.00 per quarter hour

Non-Resident

(less than 15 quarter hours) \$ 7.50 per quarter hour

* (Full time resident students will only pay \$30.00 for the Fall Quarter.)

TRANSFER STUDENTS

Full-time students who transfer from other colleges or universities and who expect to graduate from this institution must furnish a statement of honorable dismissal and an official transcript of all work done in each college or university which they attended. Part-time or transient transfer student not expecting to graduate from this institution must furnish a letter of good standing from the previous institution or a satisfactory transcript. Courses on the transcript which carry a grade of "D" will not be accepted for credit toward graduation.

Students on discipline suspension from another institution are ineligible for enrollment for credit courses for at least one full term. If, after one session, the student still wishes to be considered for admission, he may submit the necessary application and transcript to the proper college authorities. If admitted, the student will be entered on strict probation for one term, and his eligibility to remain will be subject to review.

TRANSFER OF CREDIT

Students taking courses at Isothermal Community College should be able to transfer to a senior institution with junior status after completing two years of credit work.

COURSES OF INSTRUCTION
COLLEGE TRANSFER

COURSE OUTLINES

Accounting

BUS 221 - Principles of Accounting I 6
Principles, techniques, and tools of accounting for understanding the mechanics of accounting - collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises; includes practical application of principles learned.

BUS 222 - Principles of Accounting II 6
Partnership and corporation accounting including a study of payrolls and federal and state taxes with emphasis on the recording, summarizing and interpreting of data for management control rather than on bookkeeping details. Accounting services are shown as they contribute to the recognition and solution of management problem. P. R. BUS 221.

BUS 223 - Introduction To Business 5
This course is designed to give a business freshman an introduction to the areas of accounting, business finance, economics, transportation, management, marketing, business law and business education.

BUS 101 - Beginning Typewriting (Five hours a week) 3
Students who have less than one year of typewriting experience should begin their college typewriting with this course. Emphasis is placed on the typewriting keyboard and theory.

BUS 102 - Intermediate Typewriting (Five hours a week) 3
Students who have had one year of high school typewriting and type at a speed of 30 words a minute on a five-minute time test must begin their college typewriting with this course. The emphasis is again placed on the typewriting keyboard and theory.

BUS 103 - Advanced Typewriting (Five hours a week) 3

Students who have had two years of typewriting will begin with this course. Study of tabulations, telegrams, memos, business letters, and legal forms. Fundamental skills are developed on duplicating machines and transcription machines. P. R. BUS 102.

BUS 104 - Shorthand 3

Principles of Gregg Shorthand. Presentation of theory with extensive practice in reading and writing. (Students with one year of high school shorthand will receive no credit for this course.) Five meetings a week.

BUS 105 - Intermediate Shorthand 3

A review of fundamental principles, followed by assignments which stress speed, accuracy, fluency, and vocabulary. Introduction to transcription. P. R. BUS 104 or one year of high school shorthand. Five meetings a week.

BUS 106 - Intermediate Shorthand 3

Further study of shorthand theory, acquisition of ability to take rapid dictation and transcribe accurately. P. R. BUS 103. Five meetings a week.

Fine Arts

ART 201 - (Survey) 3

An introduction to the architecture and sculpture of the pre-classic, Greek, Roman, Medieval, Renaissance, American, and contemporary periods; and the major schools of painting-- Italian, Flemish, German, Spanish, Dutch, English, French and American.

ART 205 - Watercolor Painting 1

Emphasis will be placed upon the study of form and composition as the student learns to apply various methods of watercolor rendering. Two hours per week.

Drama

DRA 101 - Literature for the Theatre 3

Survey of significant plays, both classic and contemporary.

Music

MUS 201 - Music Appreciation 3

A historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music.

English

ENG 101 - English Composition I 3

Intensive study of and practice in effective expository writing, emphasizing principles of grammar, punctuation, and organization.

ENG 102 - English Composition II 3

Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. P. R. ENG 101.

ENG 103 - English Composition III 3

Further study in composition, emphasizing the writing of a research paper. P. R. ENG 102.

ENG 111 - Public Speaking 3

Principles of effective communication with emphasis upon self-expression in conversation, interviewing, delegating and accepting, understanding, listening, questioning, conference, and vocabulary. P. R. ENG 101.

ENG 201 -- An Introduction to World Literature 5

Masterpieces of world literature from the ancient Eastern civilization to the Renaissance.

ENG 202 - A Continuation of English 201

5

From the Renaissance to the present, including English and American writers.

Foreign Language

French

3-3-3

FRE 101, 102, 103 - Elementary French

Basic elements of French in composition, reading, and conversation designed for beginning students. Students with two high school units in French are not allowed credit for this sequence.

FRE 201, 202, 203 - Intermediate French

3-3-3

Intensive review of basic grammar and vocabulary with emphasis on mastery of idiomatic forms and grammatical structure in dialogues and short stories.
P R FRE 102 or two high school units and satisfactory score on placement test.

Spanish

SPA 101, 102, 103 - Elementary Spanish

3-3-3

Basic elements of Spanish in composition, reading, and conversation designed for beginning students. Students with two high school units in Spanish are not allowed credit for this sequence.

SPA 201, 202, 203 - Intermediate Spanish

3-3-3

Study and practice of reading, composition, and conversation in Spanish for students with two high school units of Spanish or the equivalent. P. R. SPA 102 or two high school units.

Life Science

Biology

BIO 101 - General Botany

4

An introductory study of the structure, physiology, reproduction, and taxonomy of green and non-green plants, and a survey on plant genetics and ecology.

BIO 102 - General Zoology

4

An introductory study of animal taxonomy, morphology, physiology, and ecology.

BIO 103 - Vertebrate Zoology

4

Principles of vertebrate anatomy, physiology, histology, embryology, classification, and homology. Origin and evolution of structures. P. R. BIO 101.

Health and Physical Education

P.Ed. 151 - Hygiene

3

A course designed to present basic personal health knowledge and to develop proper health habits and attitudes in individuals.

P.Ed. Service Courses

P.Ed. 101 - Volleyball

1

P.Ed. 102 - Badminton

1

P.Ed. 103 - Softball

1

P.Ed. 201 - Tumbling

1

P.Ed. 202 - Folk Dancing

1

P.Ed. 203 - Square Dancing

1

P.Ed. 204 - Social Dancing

1

Physical Science

Chemistry

CHM 101, 102 - Chemistry (General)

4-4

An intensive treatment of basic principles with emphasis upon atomic and molecular theory. Special attention is given to quantitative topics. Laboratory work devoted to experiments which reinforce the theoretical concepts.

CHM 103 - Chemistry (General)

4

A continuation of general chemistry with major emphasis upon stoichiometry chemistry. Laboratory practice is separation and identification of the more common cations and anions. P. R. CHM 102 and CHM 101.

Physics

PHY 201 - General Physics I

4

An introduction to systems of measurements, properties of matter (solids, liquids, gases). Laboratory experiments in mass, pressure, and volume.

PHY 202 - General Physics II

4

Electron theory. Magnetism, electricity, and heat. Direct and alternating currents, series and parallel circuits. Heat temperature, and change of state. Laboratory experiments in resistance, voltage and current measurements, and magnetic and electromagnetic effects

PHY 203 - General Physics III

4

A study of light and sound wave motion, measurements of intensity, velocities, frequencies, and qualitative analysis.

Engineering

EGR 101 - Engineering Drawing I

3

An introductory course in drafting for students needing a knowledge of drawing principles and practice for reading and describing objects in the graphic language. The students is expected to gain basic skills in drawing with instruments, lettering, geometrical construction, free-hand sketching, and describing objects orthographically with principal views. Freehand sketching and orthographic reading are to be emphasized.

EGR 102 - Engineering Drawing II

3

Basically descriptive geometry: presents graphic analysis of space problems involving points, lines, planes, connector and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.
P. R. EGR 101.

Economics

ECO 201 - Economic Principles I

3

An introductory course with emphasis on macro-economic analysis, consideration is given to theories of production, equilibrium of the firm, cost and revenue, and the pricing of the productive factors.

History

HIS 101 - World Civilization I 5

A survey of the history of man--his political, social, religious, intellectual, and artistic activities--from the earliest times to the seventeenth century in Europe, in Asia, and in Africa.

HIS 102 - World Civilization II 5

The concluding part of the survey of world civilization, including the trends from the seventeenth century to the present in Europe, in Asia, and in the Americas.

HIS 151 - American History I 5

A survey of the important events of the American development from the Colonial Period to 1868.

Mathematics

MAT 90 - Developmental Mathematics 0

An intensive review and application of basic mathematical concepts, designed for the student whose mathematical background is not strong enough to enable him to meet with success in college mathematics. This course is considered a three hour course for scheduling purposes.

MAT 99 - Solid Geometry 0

Theorems and problems applying to planes and lines, polyhedrons, cylinders, cones, the sphere. Required of all pre-engineering students who do not offer at entrance one-half high school unit in solid geometry or equivalent.

MAT 101, 102, 103 - Foundation of Mathematics

3-3-3

A series of courses designed to give some insight into the nature and structure of mathematics. Topics include systems of numeration, finite mathematical systems, sets introduction to probability, a unified treatment of the basic concepts of algebra, logic, and numerical trigonometry.

MAT 111, 112 - Integrated College Algebra and Trigonometry

5-5

A unified treatment of algebra and trigonometry to provide a thorough preparation for a course in analytic geometry and the calculus.

MAT 113, 211, 212, 213 - Analytic Geometry and the Calculus

5-5-5-5

An integrated course in the fundamentals of analytic geometry and the calculus including application of derivatives, differentials, indefinite integrals, definite integrals, equations of curves and conic sections, differentiations of transcendental functions, polar coordinates, parametric equations, theory and applications of integrations, infinite series, solid analytic geometry, partial derivatives, multiple integrals and an introduction to differential equations.

MAT 151 - Business Math

5

Problem solving, equations, application of percent, simple and compound interest, bank discounts, payrolls, insurance, depreciation, discounts, mark-up, and graphs.

MAT 161 - Statistics (Elementary)

5

A study of fundamental statistical methods, basic statistical distributions, measures of control tendency and dispersion, statistical inference, and sampling techniques.

Philosophy

PHI 101 - Introduction to Philosophy 5

An introduction to the basic problems of human thought and the philosophical systems dealing with these problems as well as their historical development.

Political Science

POL 101 - Introduction to Political Science 5

An introductory analysis of the basic fundamentals and principles of political science. Theory and organizations of the state, political dynamics, and the relationship of nation among nations.

Social Science

Education

EUD 101 - Educational Orientation 1

Required of all full-time freshmen during their first quarter at Isothermal Community College. Class meets once a week during regular class periods. The course covers the art of effective study, educational and vocational planning, use of the library, art of writing papers, and personal relations in college.

Geography

GEO 101 - Introduction to Physical Geography 5

A study of the basic physical elements of geography, emphasizing the climatic environment. Physical science credit is allowed for this course.

Sociology

SOC 201 - Introduction to Sociology

5

An analysis of the society and culture dealing with social organization, control, institutions, stratification, and social change.

SOC 202 - Social Problems

5

A study of the major social problems of modern society, including family disorganization, minority groups, and problems associated with industrial and urban development. P. R. SOC 201.

SOC 203 - Sociology of the Family

5

Study of the American family with attention given to courtship, marriage, family relationships and interdependencies, and social cultural stresses emerging from contemporary family life. P. R. SOC 201.

TECHNICAL DIVISION



THE TECHNICAL DIVISION

Courses offered in the Technical Division are designed to meet the increasing demand in industry for high level industrial skills. The technician is a person whose chief interests and activities lie in the direction of testing, developing, and applying the operation of engineering and scientific processes. He will be exposed to such activities as drafting and design, installation and operation of equipment, estimating, and sales. The technical curriculum requires two years for completion. The technical curriculum is similar to professional engineering curriculum but briefer and more technical in content.

Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the individual course of their choosing. Students must have a well-rounded educational background in mathematics and science and possess adult maturity with a general aptitude for this advanced type of training.

Isothermal Community College endeavors to meet the needs of the people in the area by offering a two year technical curriculum geared to train a person in specific technical areas.

An Associate in Applied Science Degree is awarded upon completion of one of the following programs.

PROGRAMS OF STUDY

- Accounting
- Business Administration
- Executive Secretary
- Legal Secretary
- Medical Secretary

ADMISSION REQUIREMENTS -- TECHNICAL PROGRAM

Requirements for admission of a candidate to the regular two-year technology program include the following qualifications:

1. Must be a high school graduate or have a state approved equivalency certificate.
2. Should have high school credit for two units of mathematics, one of which is in algebra and the other in plane geometry, or an equivalent in modern mathematics. Competence may be determined by appropriate tests. Those who fail to meet the accepted standards for technical mathematics will be required to successfully complete a prerequisite mathematics course to remove the deficiency. A student with deficiencies may be admitted only when there is a strong indication of probable success.
3. Should have completed one unit of physical science with laboratory.
4. Must submit the transcripts of high school and post-high school education.
5. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student selection, placement, and guidance. Institutional guidance and counseling will be available to the student throughout his education, not just at the time of his enrollment.
6. Must be in good physical and mental health. A medical examination is required for full-time students.
7. Must have an interview with a designated representative for discussing enrollment plans and life-time career goals.

Application forms for admission to the technical division may be obtained from the Admissions Office.

EXPENSES

Expenses are kept to a minimum and consist of a registration fee, a tuition fee and the cost of textbooks and supplies which will vary in price with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

| | |
|-------------------------------------|---------|
| Registration fee (annual)..... | \$ 2.00 |
| Tuition (per quarter) | |
| Resident..... | \$32.00 |
| Non-Resident..... | \$80.00 |
| Tuition (part-time per credit hour) | |
| Resident..... | \$ 2.15 |
| Non-Resident..... | \$ 5.40 |

ACCOUNTING

| <u>Course Title</u> | Course Hours Per Week | | Quarter Hours Credit |
|---------------------|-----------------------|------|----------------------------|
| | Class | Lab. | |

FIRST QUARTER

| | | | | |
|-----------|------------------------------|-----------|----------|-----------|
| T-ENG 101 | Grammar..... | 3 | 0 | 3 |
| T-BUS 101 | Introduction to Business.... | 5 | 0 | 5 |
| T-MAT 151 | Business Mathematics..... | 5 | 0 | 5 |
| T-ECO 102 | Economics..... | 3 | 0 | 3 |
| T-BUS 102 | Typewriting (or Elective)... | 2 | 3 | 3 |
| | | <u>18</u> | <u>3</u> | <u>19</u> |

SECOND QUARTER

| | | | | |
|-----------|-----------------------|-----------|----------|-----------|
| T-ENG 102 | Composition..... | 3 | 0 | 3 |
| T-BUS 120 | Accounting..... | 5 | 2 | 6 |
| T-ECO 103 | Economics..... | 3 | 0 | 3 |
| T-BUS 151 | Business Law..... | 3 | 0 | 3 |
| T-BUS 124 | Business Finance..... | 3 | 0 | 3 |
| | | <u>17</u> | <u>2</u> | <u>18</u> |

THIRD QUARTER

| | | | | |
|-----------|-----------------------|-----------|----------|-----------|
| T-ENG 103 | Report Writing..... | 3 | 0 | 3 |
| T-BUS 125 | Business Finance..... | 3 | 0 | 3 |
| T-BUS 110 | Office Machines..... | 2 | 2 | 3 |
| T-BUS 121 | Accounting..... | 5 | 2 | 6 |
| T-BUS 152 | Business Law..... | 3 | 0 | 3 |
| | | <u>16</u> | <u>4</u> | <u>18</u> |

FOURTH QUARTER

| | | | | |
|-----------|---|-----------|----------|-----------|
| T-ENG 204 | Oral Communication..... | 3 | 0 | 3 |
| T-BUS 222 | Accounting..... | 5 | 2 | 6 |
| T- DP 211 | Introduction to Data Processing..... | 3 | 2 | 4 |
| T-BUS 253 | Business Law..... | 3 | 0 | 3 |
| T-BUS 228 | Business Insurance..... | 3 | 0 | 3 |
| | | <u>17</u> | <u>4</u> | <u>19</u> |

FIFTH QUARTER

| | | | | |
|-----------|--------------------------------------|-----------|----------|-----------|
| T-ENG 205 | Communicative Skills: Speech..... | 3 | 0 | 3 |
| T-BUS 223 | Advanced Accounting..... | 5 | 2 | 6 |
| T-BUS 225 | Cost Accounting..... | 3 | 2 | 4 |
| T-SOC 101 | Applied Psychology..... | 3 | 0 | 3 |
| T-BUS 235 | Business Management..... | 3 | 0 | 3 |
| | | <u>17</u> | <u>4</u> | <u>19</u> |

SIXTH QUARTER

| | | | | |
|-----------|-------------------------|-----------|----------|-----------|
| T-BUS 229 | Taxes..... | 3 | 2 | 4 |
| T-BUS 271 | Office Management..... | 3 | 0 | 3 |
| T-BUS 275 | Machine Accounting..... | 3 | 2 | 4 |
| T-BUS 269 | Auditing..... | 3 | 2 | 4 |
| | | <u>12</u> | <u>6</u> | <u>15</u> |

Business Administration

FIRST QUARTER

| | | | | |
|-----------|-----------------------------|-----------|----------|-----------|
| T-BUS 105 | Introduction to Business... | 5 | 0 | 5 |
| T-ENG 101 | Grammar..... | 3 | 0 | 3 |
| T-BUS 102 | Typewriting (or elective).. | 2 | 3 | 3 |
| T-MAT 151 | Business Mathematics..... | 5 | 0 | 5 |
| T-ECO 102 | Economics..... | 3 | 0 | 3 |
| | | <u>18</u> | <u>3</u> | <u>19</u> |

SECOND QUARTER

| | | | | |
|-----------|-----------------------|-----------|----------|-----------|
| T-ENG 102 | Composition..... | 3 | 0 | 3 |
| T-BUS 120 | Accounting..... | 5 | 2 | 6 |
| T-BUS 151 | Business Law..... | 3 | 0 | 3 |
| T-ECO 103 | Economics..... | 3 | 0 | 3 |
| T-BUS 124 | Business Finance..... | 3 | 0 | 3 |
| | | <u>17</u> | <u>2</u> | <u>18</u> |

THIRD QUARTER

| | | | | |
|-----------|-----------------------|-----------|----------|-----------|
| T-ENG 103 | Report Writing..... | 3 | 0 | 3 |
| T-BUS 121 | Accounting..... | 5 | 2 | 6 |
| T-BUS 110 | Office Machines..... | 2 | 2 | 3 |
| T-BUS 152 | Business Law | 3 | 0 | 3 |
| T-BUS 125 | Business Finance..... | 3 | 0 | 3 |
| | | <u>16</u> | <u>4</u> | <u>18</u> |

FOURTH QUARTER

| | | | | |
|-----------|-------------------------|-----------|----------|-----------|
| T-ENG 204 | Communicative Skills: | | | |
| | Oral..... | 3 | 0 | 3 |
| T-BUS 228 | Business Insurance..... | 3 | 0 | 3 |
| T- DP 211 | Introduction to Data | | | |
| | Processing..... | 3 | 2 | 4 |
| T-BUS 253 | Business Law..... | 3 | 0 | 3 |
| T-BUS 232 | Sales Development..... | 3 | 0 | 3 |
| Elective | | 3 | 0 | 3 |
| | | <u>18</u> | <u>2</u> | <u>19</u> |

FIFTH QUARTER

| | | | | |
|-----------|---------------------------|-----------|----------|-----------|
| T-ENG 205 | Communicative Skills..... | 3 | 0 | 3 |
| T-BUS 239 | Marketing..... | 5 | 0 | 5 |
| T-BUS 227 | Advertising..... | 3 | 2 | 4 |
| T-BUS 235 | Business Management..... | 3 | 0 | 3 |
| T-SOC 110 | Applied Psychology..... | 3 | 0 | 3 |
| | | <u>17</u> | <u>2</u> | <u>18</u> |

SIXTH QUARTER

| | | | | |
|-----------|---------------------------------|-----------|----------|-----------|
| | Social Science Elective..... | 3 | 0 | 3 |
| T-BUS 229 | Taxes..... | 3 | 2 | 4 |
| T-BUS 271 | Office Management..... | 3 | 0 | 3 |
| T-BUS 132 | Sales Promotion Management..... | 3 | 0 | 3 |
| T-BUS 272 | Principles of Supervision..... | 3 | 0 | 3 |
| | | <u>15</u> | <u>2</u> | <u>16</u> |

Executive Secretary With Legal And Medical Options

FIRST QUARTER

| | | | | |
|-----------|-------------------------------|-----------|----------|-----------|
| T-ENG 101 | Grammar..... | 3 | 0 | 3 |
| T-BUS 102 | Typewriting or Elective..... | 2 | 3 | 3 |
| T-BUS 101 | Introduction to Business..... | 5 | 0 | 5 |
| T-BUS 106 | Shorthand or Elective..... | 3 | 2 | 4 |
| T-MAT 151 | Business Mathematics..... | 5 | 0 | 5 |
| | | <u>18</u> | <u>5</u> | <u>20</u> |

SECOND QUARTER

| | | | | |
|-----------|------------------------------|-----------|----------|-----------|
| T-ENG 102 | Composition..... | 3 | 0 | 3 |
| T-BUS 103 | Typewriting or Elective..... | 2 | 3 | 3 |
| T-BUS 107 | Shorthand..... | 3 | 2 | 4 |
| T-BUS 120 | Accounting..... | 5 | 2 | 6 |
| T-BUS 151 | Business Law..... | 3 | 0 | 3 |
| | | <u>16</u> | <u>7</u> | <u>19</u> |

Technical Division (continued)

Executive Secretary With Legal And Medical Options

THIRD QUARTER

| | | | | |
|-----------|----------------------|-----------|----------|-----------|
| T-ENG 103 | Report Writing..... | 3 | 0 | 3 |
| T-BUS 104 | Typewriting..... | 2 | 3 | 3 |
| T-BUS 108 | Shorthand..... | 3 | 2 | 4 |
| T-BUS 112 | Filing..... | 3 | 0 | 3 |
| T-BUS 110 | Office Machines..... | 2 | 2 | 3 |
| | | <u>13</u> | <u>7</u> | <u>16</u> |

FOURTH QUARTER

| | | | | |
|-----------|---|-----------|----------|-----------|
| T-ENG 204 | Communicative Skills..... | 3 | 0 | 3 |
| T-BUS 256 | Dictation and Transcription. | 3 | 2 | 4 |
| T- DP 211 | Introduction to Data Processing..... | 3 | 2 | 4 |
| T-BUS 205 | Advanced Typewriting..... | 2 | 3 | 3 |
| T-BUS 211 | Office Machines..... | 2 | 2 | 3 |
| | | <u>13</u> | <u>9</u> | <u>17</u> |

FIFTH QUARTER

| | | | | |
|-----------|------------------------------|-----------|----------|-----------|
| T-ENG 205 | Communicative Skills..... | 3 | 0 | 3 |
| T-BUS 257 | Dictation and Transcription. | 3 | 2 | 4 |
| T-BUS 240 | Secretarial Procedure..... | 3 | 2 | 4 |
| T-SOC 101 | Applied Psychology..... | 3 | 0 | 3 |
| Elective | | 6 | 0 | 6 |
| | | <u>18</u> | <u>4</u> | <u>20</u> |

SIXTH QUARTER

| | | | | |
|-----------|------------------------------|-----------|----------|-----------|
| T-BUS 170 | Office Application..... | 5 | 2 | 6 |
| T-BUS 258 | Dictation and Transcription. | 3 | 2 | 4 |
| T-BUS 271 | Office Management..... | 3 | 0 | 3 |
| _____ | Social Science Elective..... | 3 | 0 | 3 |
| | | <u>14</u> | <u>4</u> | <u>16</u> |

COURSES OF INSTRUCTION

TECHNICAL DIVISION

English

T-ENG 101 - Communicative Skills 3

Designed to aid the student in the improvement of self-expression in business and technical composition. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG 102 - Communicative Skills 3

A study and practice in the fundamentals of report writing, including style and mechanics in preparing reports of various types, which are most likely to be used by people engaged in business and the professions.

T-ENG 103 - Communicative Skills 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action--getting sales letters and prospectuses. Business reports, summaries of business conferences, spot announcements for radio and television as well as letters involving credit, collections, adjustments, inquiry are also included in this course.

T-ENG 104 - Communicative Skills: Oral Communications 3

Includes study in areas of face-to-face conversation, delegating and accepting, understanding, listening, questioning, conferences, and the use of words.

T-ENG 105 - Communicative Skills: Speech

Technical speech to develop the speaking skills with emphasis on the dual role of communications as both a speaking and listening skill. Stress is placed on growth in poise and confidence of the student. Practice through individual speeches and group discussion. Recordings are made of the student's voice and used as an aid in speech development.

Business Administration

T-BUS 101 - Introduction to Business

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

T-BUS 102 - Typewriting

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Minimum speed of 30 Net words per minute for five minutes.

T-BUS 103 - Typewriting

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Minimum speed of 40 net words per minute for five minutes.

T-BUS 104 - Typewriting

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Minimum speed of 50 net words per minute for five minutes.

T-BUS 105 - Advanced Typewriting (Technical) 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, reports, and manuscripts.

T-BUS 106 - Shorthand 3

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Minimum dictation rate of 40 words per minute on new material for five minutes.

T-BUS 107 - Shorthand 3

Continued study of theory with greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute required for five minutes on new material.

T-BUS 108 - Shorthand 3

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute required for five minutes on new material.

T-BUS 109 - Office Machines 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, calculator, and duplicating equipment.

T-BUS 110 - Office Machines 3

Instructions in the operation of the bookkeeping-accounting machines, card punch, card verifier, and the dictating and transcribing machines.

T-BUS 120 - Accounting 3

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting-collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises, to include practical application of the principles learned.

T-BUS 121 - Accounting 6

Partnership and corporation accounting including a study of payrolls, Federal and State taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

T-BUS 122 - Accounting 6

Thorough working knowledge of concepts used in preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed.

T-BUS 123 - Advanced Accounting 4

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

T-BUS 124 - Cost Accounting 4

Nature and purposes of cost accounting: accounting for direct labor, materials, and factory burden: job cost, and standard cost principles and procedures: selling and distribution costs: budgets, and executive use of cost figures.

T-BUS 155 - Interpreting Accounting Records 3

Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.

T-BUS 169 - Auditing 3

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.

T-BUS 175 - Machine Accounting 4

The application of various types of machines to accounting, statistical, and payroll work, based on the principles of double entry accounting using the punch-card system. Visits to local installations with these types of machines.

T-BUS 125 - Business Finance 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of the organization, management, and financing of business.

T-BUS 151 - Business Law 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, partnerships, corporations, and agencies.

T-BUS 152 - Business Law 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

T-BUS 153 - Business Law

A study of the powers, policies, methods, and procedures used by the various Federal, State and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

T-BUS 156 - Dictation and Transcription (Technical)

Develops the skills of taking dictation and transcribing materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.

T-BUS 157 - Dictation and Transcription (Technical)

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business, technical and professional offices.

T-BUS 158 - Dictation and Transcription (Technical)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on neatness as well as accuracy.

T-BUS 116 - Retailing

A study of the role of retailing in the economy including development of present retail structure, functions performed principles governing effective operations and managerial problems resulting from current economic and social trends.

T-BUS 117 - Sales Development

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

T-BUS 166 - Budget and Record Keeping 3

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.

T-BUS 127 - Advertising 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

T-BUS 128 - Business Insurance 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

T-BUS 132 - Sales Promotion Management 4

The scope and activities of the sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.

T-BUS 133 - Personnel Management 3

Principles of human relationships; selection of personnel by interviewing and testing; and training of personnel.

T-BUS 135 - Business Management 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.

T-BUS 137 - Wholesaling

3

The development of wholesaling; present-day trends in the United States. A study of the functions of wholesaling.

T-BUS 135 - Marketing

3

A study of the marketing structure within the framework of the U.S. economic system. It includes the study of the movement of goods from producer to consumer through various channels of distribution, the function of marketing, the social and economic implications.

T-BUS 140 - Principles of Supervision

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.

T-BUS 168 - Taxes

3

Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

T-BUS 119 - Credit Procedures and Problems

3

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

T-BUS 171 - Office Management

3

Presents the fundamental principles of office management. Emphasis on the role of office management; office automation; planning controlling, organizing and actuating in office management.

T-BUS 151 - Business Mathematics

3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

T-DB 111 - Introduction to Data Processing Systems

4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

T-SOC 110 - Applied Psychology

3

This course stresses the procedures of building an efficient, enthusiastic business team and deals with the nature of the problems which arise in business organizations. The individual and his behavior are discussed, as well as the problems of influence and authority.

T-SOC 112 - Personality Development

3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

T-BUS 140 - Secretarial Procedures

3

Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, filing, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-BUS 170 - Office Application (Business)

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

VOCATIONAL DIVISION



85



THE VOCATIONAL DIVISION

In an ever changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. Isothermal Community College offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. Trade courses require from nine months to one full year of participation for students on a full-time basis.

A diploma is awarded at the completion of a program.

PROGRAMS OF STUDY

Automotive Mechanics
Electrical Installation & Maintenance
Welding
Drafting
Masonry

ADMISSION REQUIREMENTS

A candidate for admission to the regular trade-vocational training programs must meet the following qualifications:

1. Must be at least 18 years of age and have the ability to enter into or make advancement in the area in which enrolled.
2. Must demonstrate aptitude for trade-vocational training as determined by standard and/or local institution tests to insure ability to meet job requirements in the desired trade.
3. Must have one (1) unit of secondary school math. Those who have deficiencies will be required to remove the deficiency before completing their training. Provisional admittance may be granted at the discretion of the College administration.
4. Must have a personal interview with designated school representative.
5. Must be in good physical and mental health. A medical examination is required of all full-time students.

EXPENSES

Expenses are kept to a minimum and consist of a registration fee, a tuition fee, and the cost of textbooks and supplies. The cost of textbooks and supplies will vary with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

| | |
|--------------------------------|---------|
| Registration fee (annual)..... | \$ 2.00 |
| Tuition (per quarter) | |
| Resident..... | \$30.00 |
| Non-Resident..... | \$75.00 |

VOCATIONAL DIVISION

| <u>Automotive Mechanics</u> | <u>Course Hours Per Week</u> | | <u>Quarter Hours Credit</u> |
|-----------------------------|------------------------------|---------------------|-----------------------------|
| | <u>Class</u> | <u>Lab. or Shop</u> | |
| <u>Course Title</u> | | | |

FIRST QUARTER

| | | | |
|----------|---------------------------------|-----------|-----------|
| PME 1101 | Internal Combustion Engines...3 | 12 | 7 |
| MAT 1101 | Fundamentals of Mathematics...5 | 0 | 5 |
| ENG 1101 | Reading Improvement.....2 | 0 | 2 |
| PHY 1101 | Applied Science.....3 | 2 | 4 |
| | <u>13</u> | <u>14</u> | <u>18</u> |

SECOND QUARTER

| | | | |
|----------|---|-----------|-----------|
| PME 1102 | Engine Electrical and Fuel Systems.....5 | 12 | 9 |
| ENG 1102 | Communication Skills.....3 | 0 | 3 |
| DFT 1101 | Schematics and Diagrams: Power Mechanics.....0 | 3 | 1 |
| PHY 1102 | Applied Science.....3 | 2 | 4 |
| | <u>11</u> | <u>17</u> | <u>17</u> |

THIRD QUARTER

| | | | |
|----------|--|-----------|-----------|
| AUT 1123 | Automotive Chassis and Suspensions Systems.....3 | 9 | 6 |
| AUT 1121 | Braking Systems.....3 | 3 | 4 |
| PSY 1101 | Human Relations.....3 | 0 | 3 |
| AHR 1101 | Automotive Air Conditioning...2 | 3 | 3 |
| WLD 1101 | Basic Gas Welding.....0 | 3 | 1 |
| | <u>11</u> | <u>18</u> | <u>17</u> |

FOURTH QUARTER

| | | | |
|----------|--------------------------------------|-----------|-----------|
| AUT 1124 | Automotive Power Train Systems.....3 | 9 | 6 |
| AUT 1125 | Automotive Servicing.....3 | 9 | 6 |
| BUS 1103 | Small Business Operations....3 | 0 | 3 |
| | <u>9</u> | <u>18</u> | <u>15</u> |

POWER MECHANICS

AUTOMOTIVE

PURPOSE OF CURRICULUM

This Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

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

JOB DESCRIPTION

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. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

Electrical Installation And Maintenance

| | | | Hours Per Week | | Quarter Hours |
|----------------|------|---|----------------|------|------------------|
| FIRST QUARTER | | | Class | Lab. | Credit |
| ELC | 1112 | Direct and Alternating Current..... | 5 | 12 | 9 |
| ENG | 1101 | Reading Improvement..... | 2 | 0 | 2 |
| MAT | 1115 | Electrical Math..... | 5 | 0 | 5 |
| PHY | 1101 | Applied Science..... | 3 | 2 | 4 |
| | | | 15 | 14 | 20 |
| SECOND QUARTER | | | | | |
| ELC | 1113 | Alternating Current and Direct Current Machines and Controls..... | 5 | 12 | 9 |
| DFT | 1110 | Blueprint Reading: Building Trades..... | 0 | 3 | 1 |
| ENG | 1102 | Communication Skills..... | 3 | 0 | 3 |
| PHY | 1102 | Applied Science..... | 3 | 2 | 4 |
| | | | 11 | 17 | 17 |
| THIRD QUARTER | | | | | |
| ELC | 1124 | Residential Wiring..... | 5 | 9 | 8 |
| ELN | 1118 | Industrial Electronics..... | 3 | 6 | 5 |
| PSY | 1101 | Human Relations..... | 3 | 0 | 3 |
| DFT | 1113 | Blueprint Reading: Electrical..... | 0 | 3 | 1 |
| | | | 11 | 18 | 17 |
| FOURTH QUARTER | | | | | |
| ELC | 1125 | Commercial and Industrial Wiring..... | 5 | 12 | 9 |
| ELN | 1119 | Industrial Electronics..... | 3 | 6 | 5 |
| BUS | 1103 | Small Business Operations..... | 3 | 0 | 3 |
| | | | 11 | 18 | 17 |

ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 500,000 by 1966 and 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION AND REQUIREMENTS

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

Welding

| | | | <u>Hours Per Week</u> | | <u>Quarter</u> |
|----------------|------|--|-----------------------|-------------|----------------|
| | | | <u>Class</u> | <u>Lab.</u> | <u>Hours</u> |
| FIRST QUARTER | | | | | <u>Credit</u> |
| WLD | 1120 | Oxyacetylene Welding and Cutting..... | 3 | 12 | 7 |
| MAT | 1101 | Fundamentals of Mathematics... | 5 | 0 | 5 |
| DFT | 1104 | Blueprint Reading: Mechanical... | 0 | 3 | 1 |
| PHY | 1101 | Applied Science..... | 3 | 2 | 4 |
| ENG | 1101 | Reading Improvement..... | 2 | 0 | 2 |
| | | | <u>13</u> | <u>17</u> | <u>19</u> |
| SECOND QUARTER | | | | | |
| WLD | 1121 | Arc Welding..... | 3 | 12 | 7 |
| MAT | 1103 | Geometry..... | 3 | 0 | 3 |
| DFT | 1117 | Blueprint Reading: Welding... | 0 | 3 | 1 |
| PHY | 1102 | Applied Science..... | 3 | 2 | 4 |
| ENG | 1102 | Communication Skills..... | 3 | 0 | 3 |
| | | | <u>12</u> | <u>17</u> | <u>18</u> |
| THIRD QUARTER | | | | | |
| WLD | 1124 | Pipe Welding..... | 3 | 12 | 7 |
| WLD | 1123 | Inert Gas Welding..... | 1 | 3 | 2 |
| WLD | 1112 | Mechanical Testing and Inspection..... | 1 | 3 | 2 |
| DFT | 1118 | Pattern Development and Sketching..... | 0 | 3 | 1 |
| PSY | 1101 | Human Relations..... | 3 | 0 | 3 |
| | | | <u>8</u> | <u>21</u> | <u>15</u> |
| FOURTH QUARTER | | | | | |
| WLD | 1122 | Commercial and Industrial Practices..... | 3 | 9 | 6 |
| WLD | 1125 | Certification Practices..... | 3 | 6 | 5 |
| MEC | 1112 | Machine Shop Processes..... | 0 | 6 | 2 |
| BUS | 1105 | Industrial Organizations..... | 3 | 0 | 3 |
| | | | <u>9</u> | <u>21</u> | <u>16</u> |

INDUSTRIAL OCCUPATIONS

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

Mechanical Drafting

| | | | Hours Per Week | | Quarte |
|----------------|------|---|----------------|-----------|-----------|
| | | | Class | Lab. | Hours |
| FIRST QUARTER | | | | | Credit |
| DFT | 1121 | Drafting..... | 3 | 12 | 7 |
| MAT | 1103 | Geometry..... | 3 | 0 | 3 |
| ENG | 1101 | Reading Improvement..... | 2 | 0 | 2 |
| PHY | 1101 | Applied Science..... | 3 | 2 | 4 |
| | | | <u>11</u> | <u>14</u> | <u>16</u> |
| SECOND QUARTER | | | | | |
| DFT | 1122 | Drafting..... | 3 | 6 | 5 |
| DFT | 1125 | Descriptive Geometry..... | 2 | 3 | 3 |
| MAT | 1102 | Algebra..... | 5 | 0 | 5 |
| ENG | 1102 | Communication Skills..... | 3 | 0 | 3 |
| PHY | 1102 | Applied Science..... | 3 | 2 | 4 |
| | | | <u>16</u> | <u>11</u> | <u>20</u> |
| THIRD QUARTER | | | | | |
| DFT | 1131 | Mechanical Drafting..... | 3 | 12 | 7 |
| MAT | 1104 | Trigonometry..... | 3 | 0 | 3 |
| PSY | 1101 | Human Relations..... | 3 | 0 | 3 |
| MEC | 1113 | Shop Processes..... | 2 | 3 | 3 |
| MEC | 1115 | Treatment of Ferrous Metals... .. | 2 | 3 | 3 |
| | | | <u>13</u> | <u>18</u> | <u>19</u> |
| FOURTH QUARTER | | | | | |
| DFT | 1132 | Mechanical Drafting..... | 3 | 12 | 7 |
| MEC | 1114 | Shop Processes..... | 2 | 3 | 3 |
| MEC | 1116 | Treatment of Non-Ferrous Metals..... | 2 | 3 | 3 |
| BUS | 1105 | Industrial Organizations..... | 3 | 0 | 3 |
| | | | <u>10</u> | <u>18</u> | <u>16</u> |

DRAFTING

PURPOSE OF CURRICULUM

This curriculum is designed to prepare students to enter the field of drafting. The first three quarters contain courses basic to all fields of drafting. The fourth quarter contains specialization and related courses that prepare one to enter several drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel--administrative architects, engineers, skilled workmen--and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

JOB DESCRIPTION

Draftsmen prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions. They make final sketches of the proposed drawing, checking dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. They make any adjustments or changes necessary or desired. Draftsmen ink in all lines and letters on pencil drawings as required. They exercise manual skill in the manipulation of triangle, T-Square, and other drafting tools. Draftsmen lay tracing paper on drawing and statistical data, and make finished designs from sketches. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Masonry

FIRST QUARTER

| | | | | |
|-----|------|--|-----------|----------|
| MAS | 1101 | Bricklaying..... | 5 | 15 |
| MAT | 1101 | Fundamentals of Mathematics..... | 5 | 0 |
| DFT | 1110 | Blueprint Reading: Building Trades..... | <u>.0</u> | <u>3</u> |
| | | | 10 | 18 |

SECOND QUARTER

| | | | | |
|-----|------|---------------------------------------|-----------|----------|
| MAS | 1102 | Bricklaying..... | 5 | 15 |
| MAT | 1112 | Building Trades Mathematics..... | 3 | 0 |
| DFT | 1111 | Blueprint Reading & Sketching..... | <u>.0</u> | <u>3</u> |
| | | | 8 | 18 |

THIRD QUARTER

| | | | | |
|-----|------|---------------------------------------|-----------|----------|
| MAS | 1103 | General Masonry..... | 5 | 15 |
| MAS | 1113 | Masonry Estimating..... | 3 | 3 |
| DFT | 1112 | Blueprint Reading & Sketching..... | <u>.0</u> | <u>3</u> |
| | | | 8 | 21 |

BUILDING CONSTRUCTION TRADES

MASONRY

PURPOSE OF CURRICULUM

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase the demand for bricklayers, cement masons, and stonemasons will also increase.

This curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial proportion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

JOB DESCRIPTION

Most masons are employed by contractors in the building construction fields to lay brick, and blocks made of tile, concrete, glass, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector and eventually a contractor.

Automotive Body Repair

FIRST QUARTER

| | | | | | |
|-----|------|-------------------------------|-----------|-----------|-----------|
| AUT | 1111 | Auto Body Repair..... | 3 | 12 | 7 |
| MAT | 1101 | Fundamentals of Mathematics.. | 5 | 0 | 5 |
| PHY | 1101 | Applied Science..... | 3 | 2 | 4 |
| ENG | 1101 | Reading Improvement..... | 2 | 0 | 2 |
| WLD | 1101 | Basic Gas Welding..... | 0 | 3 | 1 |
| | | | <u>13</u> | <u>17</u> | <u>19</u> |

SECOND QUARTER

| | | | | | |
|-----|------|--|----------|-----------|-----------|
| AUT | 1112 | Auto Body Repair..... | 3 | 12 | 7 |
| WLD | 1105 | Auto Body Welding..... | 0 | 3 | 1 |
| DFT | 1101 | Schematics and Diagrams: Power Mechanics..... | 0 | 3 | 1 |
| PHY | 1102 | Applied Science..... | 3 | 2 | 4 |
| ENG | 1102 | Communications Skills..... | 3 | 0 | 3 |
| | | | <u>9</u> | <u>20</u> | <u>16</u> |

THIRD QUARTER

| | | | | | |
|-----|------|---------------------------------------|----------|-----------|-----------|
| AUT | 1113 | Metal Finishing and Painting..... | 3 | 12 | 7 |
| PSY | 1101 | Human Relations..... | 3 | 0 | 3 |
| AUT | 1115 | Trim, Glass & Radiator Repair..... | 2 | 9 | 5 |
| | | | <u>8</u> | <u>21</u> | <u>15</u> |

FOURTH QUARTER

| | | | | | |
|-----|------|------------------------------|----------|-----------|-----------|
| AUT | 1114 | Body Shop Applications..... | 3 | 21 | 10 |
| BUS | 1103 | Small Business Operations... | 3 | 0 | 3 |
| | | | <u>6</u> | <u>21</u> | <u>13</u> |

AUTOMOTIVE BODY REPAIR

PROPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, estimate, repair and paint automobile bodies. Manual skills are developed in practical shop work. Through understanding of automobile bodies, the stresses of metal and the composition of paint will be considered in class assignments, discussion, and shop practice.

Complexity in automobile vehicles increases each year because of scientific discovery and new engineering. The changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of motor vehicles. This curriculum provides a basis for the student to compare and adapt to new techniques and new tools for repairing motor vehicle bodies as changes are made from year to year.

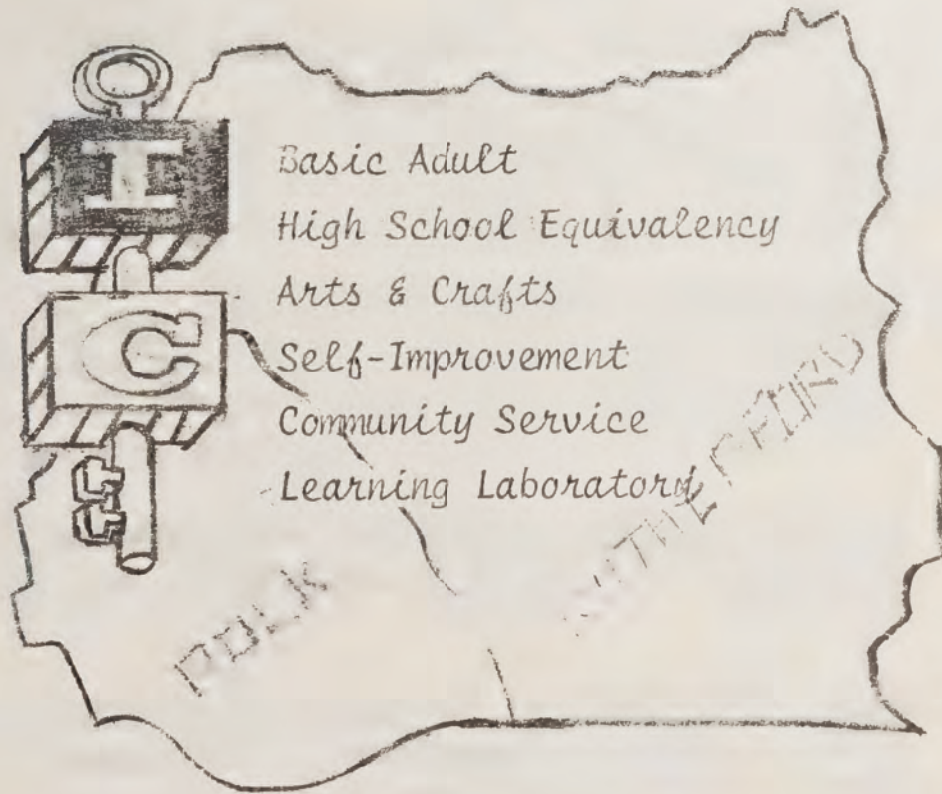
JOB DESCRIPTION

Automotive body repairmen inspect and estimate the amount of materials and labor necessary to repair automobile bodies. They straighten twisted metal, replace parts, smooth, and paint in order to make the automobile like new. The body repairman must know how to work metal, he must know how to straighten, bend, weld (both electric and acetylene) metal. He must be a master painter and know how to mix paint as well as put it on. The body repairman must be familiar with body repair manuals for all makes of cars and other technical publications.

Automotive body repairmen in some large shops specialize in particular types of work such as painting, fender work, etc. but in most small shops he is required to do all types of work.



ADULT EDUCATION



ADULT EDUCATION

The purpose of the Adult Education Program at Isothermal Community College is to provide the opportunity to encourage adults to enrich their lives and environment by offering the facilities for continuing education. Through this program we hope to help make the individual more conscious of his role and obligation in the community, to better prepare the individual for his or her job in life, to stimulate creativity in the individual and to help the individual appreciate the creative efforts of others, and to provide avenues for the enrichment of the individual's leisure time.

The Adult Program consist of the following types of courses:

- (1) BASIC ADULT EDUCATION---a program designed to help individuals learn to read and write and to help early dropouts attain an eighth grade education.
- (2) HIGH SCHOOL EQUIVALENCY PROGRAM---a program designed to enable adults to complete their high school education by preparing for the test that leads to the North Carolina Certificate.
- (3) ARTS AND CRAFTS---programs that give adults the opportunity to bring their creative talents to the fore.
- (4) SELF-IMPROVEMENT COURSES---designed to enable individuals to improve themselves by continuing their education during leisure time.
- (5) COMMUNITY SERVICE PROGRAMS---consists of lectures, exhibits, shows, and other cultural functions for community enrichment.

THE LEARNING LABORATORY---This is a concept of learning based on programmed materials. The student studies at his own convenience and at his own speed. He may pursue topics of his own choice for his own personal satisfaction.

The laboratory is also used for remedial purposes. The grade level starts at the fourth grade and extends through the freshman year of college. These are some areas of study that extends into the junior and senior years.

The public is invited to come by and visit the Laboratory at their convenience. The hours are 10:00 A.M. until 9:30 P.M. Monday through Thursday. It is located in the Sunday School wing of the Spencer Baptist Church in Spindale.

To be eligible for adult classes a person must be 18 years old and/or a high school graduate. For additional information, contact the Adult Education Department at the College.

Below is a partial listing of the courses that will be offered in the Adult Education Program. This list will be altered as new needs arise.

IND 2100 Interior Decorating I
IND 2100 Interior Decorating II
HAT 2101 Hat Designing I
HAT 2101 Hat Designing II
RUG 2102 Rug Knotting
CAK 2105 Cake Decorating
CER 2106 Ceramics I
CER 2106 Ceramics II
CER 2106 Ceramics III
PBS 2107 Public Speaking
OIL 2108 Oil Painting
SPD 2109 Speed Reading
DRA 2112 Dramatics
STN 2118 Stenoscript
SEW 2120 Sewing I
SEW 2120 Sewing II
SEW 2120 Sewing III

(continued)

KNT 2123 Knitting I
KNT 2123 Knitting II
FLO 2125 Floral Arts
SKT 2126 Sketching
TYP 2127 Typing
ART 2129 Art Appreciation
COM 2130 Communism

PROPOSED FINAL EXAM SCHEDULE
FALL QUARTER

Dec. 8:

8:00-10:00 classes which meet first at 8:00 Mon.

11:00- 1:00 classes which meet first at 9:30 Tues.

2:00- 4:00 classes which meet first at 1:00 Mon.

Dec. 9:

8:00-10:00 classes which meet first at 8:00 Tues.

11:00- 1:00 classes which meet first at 9:00 Mon.

2:00- 4:00 classes which meet first at 11:00 Tues.

Dec. 10

8:00-10:00 classes which meet first at 9:30 Tues.

11:00- 1:00 classes which meet first at 10:00 Mon.

2:00- 4:00 ALL CONFLICTS

Dec. 11:

8:00-10:00 classes which meet first at 11:00 Mon.

All evening courses will have their final examination during their first meeting of the above week.

ACKNOWLEDGEMENTS

I would like to thank the following people for their help in organizing this catalog:

President EasonAdvising and Proofing
Dean Helton

Bob CulbrethCover Design and
Sketches

Elliot ShearonTechnical and
Garland DenningVocational Section

Richard BrinkleyAdult Education
Section

Nancy Collins
Janice WatsonTyping

Peggy AmosTyping first 'rough'
and the 'masters'

Jack EasonPrinting

To all the others whose names I have missed,
my apologies and thanks.

Charles M. Walker





P. O. BOX 36

SPINDALE, NORTH CAROLINA 28160

Mr. George Stevenson
Library Assistant
N. C. Collection
University of North Carolina
Chapel Hill, North Carolina

U. S. POSTAGE
PAID
SPINDALE, N.C.
PERMIT NO. 8