

ADMISSIONS  
DO NOT REMOVE



260

**1985-86 Catalog**



## MESSAGE FROM THE PRESIDENT

The founding president of Isothermal Community College, Fred J. Eason (1965-1978), expressed succinctly the guiding principles of the college:

WE BELIEVE that every citizen should have the opportunity to study and work in whatever field best suits his/her 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.

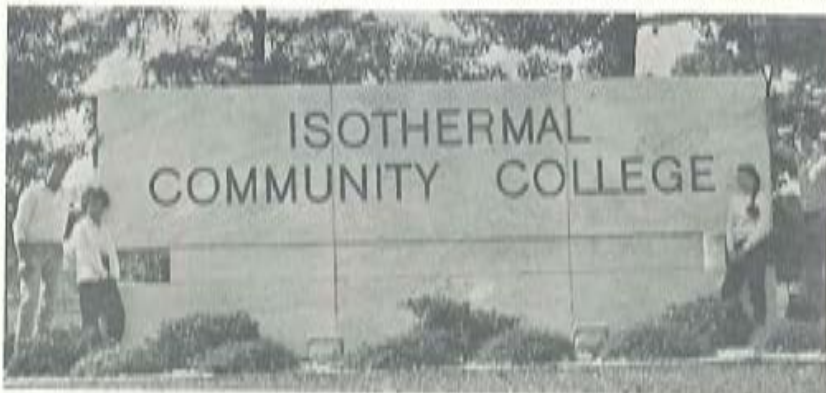
We reaffirm our commitment to those principles. We assert anew our determination to seek excellence in skill training and education for those citizens choosing to enter our open door to learning.

A handwritten signature in cursive script that reads "Ben E. Fountain, Jr.".

Ben E. Fountain, Jr.

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## ISOTHERMAL COMMUNITY COLLEGE 1985-86 Calendar

### FALL QUARTER 1985 (55 days)

Sept. 3	Tuesday	Faculty Workshop
Sept. 4	Wednesday	Orientation and Registration
Sept. 5	Thursday	First Day of Classes
Sept. 11	Wednesday	Last Day to Register or Add Courses
Oct. 6	Sunday	Charter Day
Oct. 14-18	Monday-Friday	Midterm Examinations Week
Oct. 25	Friday	Last Day to Drop Courses with "WP"
Nov. 18, 19, 20	Monday, Tuesday, Wednesday	Final Examinations
Nov. 21	Thursday (12:00 Noon)	Faculty Checkout
Nov. 21-Dec. 1		Thanksgiving Holidays (Faculty and Students)

### WINTER QUARTER 1985-86 (55 days)

Dec. 2	Monday	Orientation and Registration
Dec. 3	Tuesday	First Day of Classes
Dec. 9	Monday	Last Day to Register or Add Courses
Dec. 20	Friday (4:30 p.m.)	Winter Holidays Begin for Faculty and Students
Jan. 6	Monday (8:00 a.m.)	Classes Resume
Jan. 20-24	Monday-Friday	Midterm Examinations Week
Jan. 31	Friday	Last Day to Drop Courses with "WP"
Feb. 27, 28 and Mar. 3	Thursday, Friday Monday	Final Examinations
Mar. 4	Tuesday (12:00 Noon)	Faculty Checkout

### SPRING QUARTER 1986 (55 days)

March 6	Thursday	Orientation and Registration
March 7	Friday	First Day of Classes
March 13	Thursday	Last Day to Register or Add Courses
March 27	Thursday (10:00 p.m.)	Spring Holidays Begin for Faculty and Students
April 7	Monday (8:00 a.m.)	Classes Resume
April 21-25	Monday-Friday	Midterm Examinations Week
May 2	Friday	Last Day to Drop Courses with "WP"
May 28, 29, 30	Wednesday, Thursday, Friday	Final Examinations
June 2	Monday (12:00 Noon)	Faculty Checkout
June 3	Tuesday	Graduation

**SUMMER QUARTER 1986 (50 days)**

June 5	Thursday
June 6	Friday
June 12	Thursday
June 27	Friday (4:30 p.m.)
July 7	Monday (8:00 a.m.)
July 14-18	Monday-Friday
July 25	Friday
August 20, 21	Wednesday and Thursday
August 22	Friday (12:00 Noon)

Orientation and Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Summer Holidays Begin for  
Faculty and Students  
Classes Resume  
Midterm Examinations Week  
Last Day to Drop Courses with "WP"  
Final Examinations  
Faculty Checkout

**1ST SUMMER SESSION (25 days)**

June 5	Thursday
June 6	Friday
June 10	Tuesday
June 20	Friday
June 27	Friday (4:30 p.m.)
July 7	Monday (8:00 a.m.)
July 17	Thursday

Orientation and Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Last Day to Drop Courses with "WP"  
Summer Holidays Begin for  
Faculty and Students  
Classes Resume  
Final Examinations

**2ND SUMMER SESSION (25 days)**

July 16	Wednesday
July 18	Friday
July 22	Tuesday
August 8	Friday
August 21	Thursday
August 22	Friday (12:00 Noon)

Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Last Day to Drop Courses with "WP"  
Final Examinations  
Faculty Checkout

**ISOTHERMAL COMMUNITY COLLEGE**  
**1986-87 Tentative Calendar**

**FALL QUARTER 1986 (55 days)**

Sept. 2	Tuesday	Faculty Workshop
Sept. 3	Wednesday	Orientation and Registration
Sept. 4	Thursday	First Day of Classes
Sept. 10	Wednesday	Last Day to Register or Add Courses
Oct. 5	Sunday	Charter Day
Oct. 13-17	Monday-Friday	Midterm Examinations Week
Oct. 24	Friday	Last Day to Drop Courses with "WP"
Nov. 17, 18, 19	Monday, Tuesday, Wednesday	Final Examinations
Nov. 20	Thursday (12:00 Noon)	Faculty Checkout
Nov. 20-30		Thanksgiving Holidays for Faculty and Students

**WINTER QUARTER 1986-87 (55 days)**

Dec. 1	Monday	Orientation and Registration
Dec. 2	Tuesday	First Day of Classes
Dec. 8	Monday	Last Day to Register or Add Courses
Dec. 19	Friday (4:30 p.m.)	Winter Holidays Begin for Faculty and Students
Jan. 5	Monday (8:00 a.m.)	Classes Resume
Jan. 19-23	Monday-Friday	Midterm Examinations Week
Jan. 30	Friday	Last Day to Drop Courses with "WP"
Feb. 26, 27 and	Thursday, Friday	Final Examinations
Mar. 2	Monday	
Mar. 3	Tuesday (12:00 Noon)	Faculty Checkout

**SPRING QUARTER 1987 (55 days)**

March 5	Thursday	Orientation and Registration
March 6	Friday	First Day of Classes
March 12	Thursday	Last Day to Register or Add Courses
April 13-16	Monday-Thursday	Midterm Examinations Week
April 16	Thursday (10:00 p.m.)	Spring Holidays Begin for Faculty and Students
April 27	Monday (8:00 a.m.)	Classes Resume
May 27, 28, 29	Wednesday, Thursday, Friday	Final Examinations
June 1	Monday (12:00 Noon)	Faculty Checkout
June 2	Tuesday	Graduation

**SUMMER QUARTER 1987 (50 days)**

June 4	Thursday
June 5	Friday
June 11	Thursday
June 26	Friday (4:30 p.m.)
July 6	Monday (8:00 a.m.)
July 13-17	Monday-Friday
July 24	Friday
Aug. 19, 20	Wednesday and Thursday
Aug. 21	Friday (12:00 Noon)

Orientation and Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Summer Holidays Begin  
Classes Resume  
Midterm Examinations Week  
Last Day to Drop Courses with "WP"  
Final Examinations  
Faculty Checkout

**1ST SUMMER SESSION (25 days)**

June 4	Thursday
June 5	Friday
June 9	Tuesday
June 19	Friday
June 26	Friday (4:30 p.m.)
July 6	Monday (8:00 a.m.)
July 16	Thursday

Orientation and Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Last Day to Drop Courses with "WP"  
Summer Holidays Begin  
Classes Resume  
Final Examinations

**2ND SUMMER SESSION (25 days)**

July 15	Wednesday
July 17	Friday
July 21	Tuesday
Aug. 7	Friday
Aug. 20	Thursday
Aug. 21	Friday (12:00 Noon)

Registration  
First Day of Classes  
Last Day to Register or Add Courses  
Last Day to Drop Courses with "WP"  
Final Examinations  
Faculty Checkout



**ISOTHERMAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**APPOINTED BY COUNTY BOARD OF EDUCATION**

Mr. Ivy Cowan—Spindale, NC  
Dr. Douglas Pearson—Forest City, NC  
Mrs. Robert Spratt—Caroleen, NC  
Mr. James Tanner—Rutherfordton, NC

**APPOINTED BY COUNTY COMMISSIONERS**

Mr. Jack Buchanan (Chairman)—Forest City, NC  
Mr. A. Jervis Arledge—Rutherfordton, NC  
Mr. Don H. Lovelace—Forest City, NC  
Mr. Joe A. Miller (Vice Chairman)—Cliffside, NC

**APPOINTED BY THE GOVERNOR OF NORTH CAROLINA**

Mr. Harold Burrell—Tryon, NC  
Mr. J.D. Cooley—Forest City, NC  
Rev. M.B. Robinson—Forest City, NC  
Mrs. Beckie E. Randall—Forest City, NC  
1984-85 ex-officio  
Miss Robin Philbeck—President, Student Government Association

**RUTHERFORD COUNTY  
BOARD OF COMMISSIONERS**

Beaty L. Bass	Dewey Hennessee	Donald E. Holland
Marion Michalove	(Chairman)	Edward Spicer

**POLK COUNTY  
BOARD OF COMMISSIONERS**

Ted Owens	Henry Huntsinger	Earl Foy
	(Chairman)	

**ADMINISTRATIVE OFFICES**

**Office of the President**

Ben E. Fountain, Jr. . . . . President  
Glenda Scruggs . . . . . Secretary to the President  
Mary Burgin . . . . . Director, Admissions/Development  
Susan Hewitt . . . . . Assistant for Public Information  
Sarah Earley . . . . . Assistant for Admissions

Rosemary Hendrick ..... Assistant for Planning  
Augusta M. Hyde ..... Assistant for Special Projects  
Fred J. Eason ..... President Emeritus

#### **Office of the Vice President for Administration**

Dillard L. Morrow ..... Vice President for Administration  
Catherine Jolley ..... Controller  
James S. Martin ..... Director, Maintenance/Security

#### **Office of Vice President for Faculty and Programs**

Walter Timm ..... Vice President for Faculty and Programs/  
Dean, Technical-Vocational Division  
Donna Harrison ..... Director, Special Services Program  
John Karriker ..... Dean, College Transfer Division  
Helen Lowery ..... Dean, Business Division  
Faye McIntyre ..... Director, Evening College  
Carl Williams ..... Dean, Continuing Education  
Marion Michalove ..... Director, Human Resources  
Development Program

#### **Vice President for Polk County Campus**

Gordon Pyle ..... Vice President for  
Planning and Development  
Geoffrey E. Balkam ..... Vice President for  
Educational Programs  
Edward L. Barrier ..... Registrar/Evening Director  
Carole Blackburn ..... Coordinator of  
Continuing Education

#### **Office of Vice President for Student Affairs**

John F. Paul ..... Vice President for Student Affairs  
Carolyn Harrison ..... Counselor/Director of  
Career Development  
Jim Garren ..... Director of Community and  
Recreational Activities  
Royce Ellis ..... Director of Library  
E. McKenzie Smith ..... Audiovisual Specialist  
Wilbur Wright ..... Registrar/Director,  
Institutional Research  
Charles G. Holcombe, III ..... Director, Financial Aid  
and Student Activities

## INTRODUCTION

### Historical Sketch

Interest in a community college for Rutherford and Polk Counties began even before a statewide community college system was established. In 1963 the General Assembly passed Chapter 115A, General Statutes of North Carolina, establishing the Department of Community Colleges, and shortly thereafter the Rutherford County Commissioners appointed a committee to study and promote plans for a community college in the County. Their preliminary report, submitted in March 1964, recommended that the proposed College serve Rutherford and Polk Counties, that a site south of Spindale be chosen, and that the College be financed by a bond issue and a special tax levy. On September 5, 1964, Rutherford County citizens voted by a margin of over 16 to 1 in favor of a \$500,000 bond issue for construction of the College, to be matched by state funds, and a property tax increase to pay the County's portion of the operating costs.

The College was chartered on October 1, 1964 by the State Board of Education. The first meeting of the Board of Trustees was held on November 17, and on November 23 the Board approved the name "Isothermal Community College." Fred J. Eason was chosen by the Board as the College's first president on December 22. On July 1, 1965, the Industrial Education Center, which had been operating since 1962 as an extension of Gaston Technical Institute, became the vocational and technical division of Isothermal Community College. The College thus began operation with 66 students, some of whom received the first diplomas issued by Isothermal in exercises that August. August 1965 was also the culmination of a fund-raising drive by Rutherford and Polk County citizens and businesses for the purchase of land for the Spindale campus.

Until the new campus was ready, the vocational-technical, college parallel (begun in September 1966) and adult education divisions were scattered in a number of temporary locations in Avondale, Spindale, and Caroleen. College parallel and vocational-technical education each had about 100 students. The adult education program was boosted by the creation of the High School Diploma program in May 1967. That same year, I.C.C.'s Polk County program began with continuing education courses in Tryon.

The first three buildings on the Spindale campus opened on April 8, 1968, and the College's first full-fledged graduation exercises were held on August 30. The lake and initial landscaping of the campus were completed by April 27, 1969, when the College's charter was presented.



By that time 554 full-time students were enrolled. On January 11, 1970, the College was accredited by the Southern Association of Colleges and Schools.

Expansion continued with a new Occupational Education Building opening. A satellite program for Polk County was approved in September 1974, and in November 1974 Rutherford County voters passed a \$1.8 million bond issue for additional construction on the Spindale campus. This enabled construction of a new vocational building with electronics facilities which opened in September 1968, and the student center/physical education building which opened in the spring of 1979. Both buildings were dedicated on October 21, 1979.

President Eason retired effective June 30, 1978, and the Board of Trustees selected Dr. Ben E. Fountain, Jr. as his successor. Dr. Dillard L. Morrow served as acting president until Dr. Fountain could assume his duties in September. Growth in facilities continued with help from local business and industry which made possible such projects as the Individualized Instruction Center, opened in the fall of 1979, and the marble marker at the entrance to the campus, completed in November 1979. Generous support was also evident in the creation of the Robert W. Eaves Outstanding Teacher Award, established in 1982 by the widow of the noted Rutherford County educator.

The Polk County Campus also progressed, beginning an independent study program and college parallel courses in 1976, and obtaining classroom space in the old Jervey-Palmer Building in Tryon. Dr. Gordon B. Pyle became Vice President/Director of the campus in the fall of 1980, and under his direction alterations of the building were completed to make it more usable. A permanent site for the campus became available in October 1982, when the Polk County Commissioners granted the college 10½ acres near St. Luke's Hospital. This new site was dedicated on July 25, 1983.

Isothermal Community College has continued to expand its special programs for the community as well as its physical plant. Some examples are Rutherford County's first Industrial Fair (April 1980), Community Arts Festival and Health Fair (both April 1982), Local History Week and opening of the Old Tryon Historical Collection in the Library (October 1982), and High Technology Week (April 1983), in addition to numerous other cultural and educational events.

Having recently celebrated its twentieth anniversary, Isothermal looks toward a bright future while continuing to strive for more complete fulfillment of its goal: to provide wider educational opportunities for all members of the community.



## **Purpose and Objectives**

**Statement of Purpose of College.** Isothermal Community College is a comprehensive two-year institution whose purpose is to provide appropriate, economical and convenient learning opportunities for all citizens beyond the compulsory high school age and who have left the public schools. The various programs include two-year college parallel and technical programs, one-year vocational programs, certificate programs, a variety of continuing education programs for adults, and guidance services for in-school and out-of-school citizens. Isothermal Community College offers help for citizens in developing and improving the understandings, dispositions, skills, and habits required for living more effectively.

The major aims of this institution are to provide:

1. Two years of college parallel education which is transferable to four-year colleges and universities.
2. Two years of technical education appropriate to the needs of the individual and the community.
3. Vocational education for persons desiring to prepare for a trade or upgrade their skills.
4. Adult programs based on community needs such as basic education, high school equivalency certificate or diploma, self-enrichment, and cultural and community service programs.
5. A program of guidance and instruction which will help all citizens become more effective members of a democratic society.

## **Evening College**

The Evening College is an extension of the day college. The major aims are the same as stated in the purpose and objectives for the College.

The Evening College has changed its philosophy of just having night courses to the philosophy of having a full Evening College. Students may receive a degree by attending classes in the evening. The College offers evening credit programs that lead to the Associate of Arts Degree, the Associate of Applied Science Degree, and the Vocational Certificate. A student can complete the requirements for the Associate Degree in approximately eight quarters and the Vocational Certificate in four quarters.

The Evening College now has new services available for the evening students which includes personnel representing counseling, financial aid, registration and records, Special Services, veterans, social security and admissions. The students may come by or call 286-3636 for an appointment.

The evening programs are normally offered from 5:30 p.m. - 10:15 p.m. Monday through Thursday. Course schedules for the evening classes are published each quarter and are available upon request from the Student Services office. The Evening College staff is available from 1:30 p.m. - 9:00 p.m. in the Student Services (Building 10).

### **Accreditation**

Isothermal Community College is accredited by the Commission of the Southern Association of Colleges and Schools.

### **Office Hours**

The administrative offices of the College are open Monday through Friday from 8:00 a.m. to 4:30 p.m.

### **Library**

The Library provides books and other materials to accommodate many kinds of learning. A friendly and competent staff is available to offer its services to help students, faculty and the community.

#### **Library Hours:**

8:00 a.m. - 9:00 p.m. Monday-Thursday

8:00 a.m. - 4:30 p.m. Friday

9:00 a.m. - 4:30 p.m. Saturday

Holiday and Quarter Break Hours Posted.

### **Nondiscrimination Statement**

Isothermal Community College is dedicated to equality of opportunity for its staff, students, and community. Isothermal Community College does not discriminate against students, employees or applicants on the grounds of race, color, religion, age, sex, national origin, or handicap. Isothermal Community College is committed to this policy.

Isothermal Community College supports the protection available to members of its community under all applicable Federal Laws including Title VI and Title VII of the Civil Rights Acts of 1964, Equal Pay Act of 1963, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended by 11375, Title VII (section 799A) and Title VIII (section 845) of the Public Health Service Act, Age Discrimination Act, and the Rehabilitation Act of 1973.

Any member of the Isothermal Community College Community

believing they have been discriminated against or desiring more information concerning these provisions should contact:

Tom Sherman, Chairperson  
Affirmative Action/Title IX Coordinator  
Isothermal Community College  
P. O. Box 804  
Spindale, NC 28160-0804

### **Visits To The Campus**

Visitors are always welcome. An information desk is maintained on the main floor of the administration building Monday through Friday. The receptionist will contact the Director of Admissions to provide general information and a tour of the campus.

You may arrange a tour of the campus by writing or calling the Director of Admissions. When writing, please specify the time and the number of persons in your party.

## **ADMISSIONS**

### **General Admission Requirements For Credit Courses**

Isothermal operates an "Open Door" admission policy. Applicants are normally required to have a high school diploma or its equivalent. Exceptions are made in the vocational programs based on the age of the applicant (18 years of age or older). The following are specific requirements for each program.

#### **College Parallel and Technical Applicants:**

1. A completed application for admission.
2. Transcript(s)—high school and college (if applicable).
3. Comparative Guidance and Placement Program.
4. Orientation Program with review of test scores and other helpful pre-registration information.
5. North Carolina high school graduates must have passed the N.C. Competency Test.

#### **Vocational Applicants:**

1. A completed application for admission.
2. High school transcript (if applicable).
3. Orientation Program.

**Practical Nursing** applicants are required to be high school graduates or have a high school equivalency certificate.



Admission procedures for the Practical Nursing Program require each student to:

1. Complete an application for admission.
2. Take the Comparative Guidance and Placement Program and complete the requirements, if necessary, prior to Fall quarter enrollment in the Nursing Curriculum.
3. Provide a completed physical examination given by a physician.
4. Obtain three (3) references (other than family) and have them complete Isothermal Community College Reference Forms.
5. Provide high school transcript or GED Equivalency Certificate and transcripts from previous education above the high school level.

Final selection is made after a personal interview with the Nursing faculty.

**Child Care Worker Program** applicants must be high school graduates or have been awarded a high school equivalency certificate in order to be eligible for admission.

The admission procedure to the Child Care Worker Program requires that all students submit the following:

1. A completed application for admission.
2. A transcript(s) of all previous education.
3. Completion of the Comparative Guidance and Placement Program.
4. Applicants will be permitted to register for classes after their test scores have been reviewed and course recommendations are made by the Student Personnel Counseling Staff.

**Cosmetology** applicants must have completed the ninth grade. They must meet the requirements for vocational applicants.

**Veterans and veterans' dependents** receiving veterans' educational benefits must provide transcripts (high school and college, if applicable) of all education beyond the seventh grade level.

### **Developmental Courses**

Students entering Isothermal Community College in the College Parallel, Technical, Nursing, and Child Care Worker programs will be required to take one or more developmental courses in the areas of English, reading, and mathematics as a result of any one of the following conditions:

1. A score below the 50th percentile on the Comparative Guidance



and Placement Program in one or more of the English, reading or mathematics sections.

2. Late registration and not taking the above placement tests. (During the late registration period, students who have not taken the placement tests will be given the opportunity to take the tests to determine the appropriate placement in courses.)
3. Referral by a faculty member to developmental courses when a student's work in curriculum courses demonstrates academic skill deficiencies in one or more of the areas of English, reading or mathematics.

Students who achieve a grade of "C" or better in the required developmental courses will be awarded institutional credit.

Upon completion of the required developmental courses students may return to the regular sequence in the curriculum English and mathematics courses.

Students who place into three (3) developmental courses will be limited to a twelve (12) credit hour class load. Students desiring to take twelve (12) credit hours may choose additional elective developmental courses or courses in another division approved by the Director of Special Services. Any exception to the overall policy or course policy must be approved by the Director of Special Services.

### **Admission Procedure For Prospective Foreign Students**

In addition to the general admission requirements, all students entering the country on a 1-20 Visa are required:

1. to receive a satisfactory score of 500 or better on the Test of English as a Foreign Language (TOEFL)  
or
2. to complete the English 109 course at an English Language School or a course comparable to ENG 0109.

### **Transfer Admission Requirements**

Transfer applicants must also meet the general admission requirement outlined above. Students transferring 30 quarter hours of credit are not required to submit a high school transcript or take the placement test if their courses do not have prerequisites determined by test scores. Isothermal Community College will accept any transfer student who has maintained satisfactory conduct at his previous institution. Each applicant requesting transfer of credits from another institution will be considered on an individual basis. Any student on

disciplinary suspension from another institution must appear before the Admission Committee for approval for admission.

### **Transient Students**

Transient Students who are enrolling at Isothermal Community College need only to submit an application to the Director of Admission and a letter granting approval to attend Isothermal from the college they are attending or plan to attend. Transient students are admitted for only one quarter at a time.

### **Conditional Admissions**

Students are cautioned that unless all applicable supporting documents for admission are acknowledged by the Director of Admissions prior to their initial registration, permission to register for classes may be denied. In the case of extenuating circumstances, a conditional admission to the College may be granted. Conditions must be met within a period of one quarter from the day of registration or the student may be withdrawn from the College.

### **Readmission**

Any student having been suspended for disciplinary reasons from the College must submit an application for readmission to the Director of Admissions.

### **Special Credit**

High school and college graduates who are not currently attending a college may enroll in courses at Isothermal Community College. If the courses do not have a prerequisite that is determined by test scores, these students will only be required to complete an application. Upon the accumulation of 15 quarter hours of credit the student must meet General Admission Requirements. After 15 quarter hours of credit have been earned, a student may continue to enroll in courses solely for self-enrichment without declaring a degree program. Hours earned beyond the 15 hour limit may not be used at a later date for credit toward degree requirements.

### **Admission of High School Students**

Isothermal Community College and the Rutherford County Board of Education have entered into an agreement to permit high school students to attend the College. Students enrolled in high school may be admitted to the College under one of two programs. The Dual

Enrollment Program allows selected students to enroll part time (two courses) with the approval of their high school principal. Students may also enroll under the Cooperative Agreement Program which is designed for the more advanced high school student. This program also requires the approval of the principal and the admissions office of the College.





## **ACADEMIC PROCEDURES AND POLICIES**

### **Regulations and Requirements**

In publishing these regulations, the College does not recognize any implied contract as having validity beyond the succeeding academic year. The President reserves the right to make changes in curricula and in regulations when, in his judgment, such changes are for the best interest of the students and the College. Ordinarily a student may expect to receive a degree by meeting the requirements of a curriculum as specified in the catalogue currently in force when he first entered the College or in any one subsequent catalogue published while he is a student, but the College is not obligated to fulfill this expectation or to offer in any particular year a course listed in the catalogue.

Each student is responsible for observing the procedures, regulations, and requirements of the College as they are announced here and in other official College publications. This section sets forth some of the requirements and regulations which are of particular concern to students, but it is not intended to constitute a complete list of all such regulations and requirements. Unless otherwise stated, these regulations uniformly govern the academic progress of the student from his/her first year in the College through the final quarter. It must be emphasized that the staff of the College will gladly assist students with details of their program or other academic problems, but that such assistance does not relieve the students of their individual responsibility for meeting the requirements and observing the regulations of the College.

### **Registration**

The College operates on the quarter system. Registration dates are listed in the College Calendar of this catalog. All students are required to register in accordance with the procedure and calendar established for the current year. Registration for classes which begin at a time other than the beginning of a quarter will be completed during the first class meeting.

Deficiency List—Students are responsible for obtaining registration clearance for unpaid fines or unpaid loans from previous quarters prior to registration.

### **Student Permanent Record**

Access to student records is limited and controlled according to federal law (Family Educational Rights and Privacy Act of 1974). Stu-

dents have the right to inspect their educational records, to ask for interpretations for any entries, and to present evidence to request that inaccuracies be corrected by contacting the Registrar. Students may appeal any decisions concerning their records through a fair hearing of the Student-Faculty Disciplinary Committee.

### **Program Changes**

A student desiring to change programs should request a Division Change Sheet (DCS) from a counselor or Evening Director as appropriate. Additional instructions are contained on the Division Change Sheet and are self-explanatory.

### **Withdrawal From College**

#### **All Official Withdrawals Must:**

1. Be made through the Student Services Office or the Director of the Polk County Branch.
2. Should be made in person if possible.
3. Be recorded by the Registrar's Office to be official.
4. Checked by the Business Office.
5. Must receive a grade of "WP" or "WF" after the end of the Drop/Add period. Students who leave class without officially withdrawing will receive a grade of "F" on all courses.

**Withdrawal Date.** The official withdrawal date will be the exact date of the request for withdrawal.

**Refunds.** Refunds can be made during the first 10 days following the registration date. Refund requests must be made in writing to the Vice President of Student Services and must include reason for withdrawing.

### **Academic Probation and Suspension**

**Probation.** A student performing below the minimum satisfactory level as determined by the schedule detailed below for any quarter or a Licensed Practical Nursing student with a grade of "D" in a health-related course, including prerequisites, will automatically be placed on academic probation status for the following quarter.

**Suspension.** A student, at the end of the academic probation quarter, who has reached a QPA which falls below the minimum satisfactory level as shown in the schedule below to remove the probation, will automatically be suspended, or any Licensed Practical Nursing student receiving an "F" or a second "D" grade in a health-related course will be suspended from the respective program.



*only Diploma*

The Quality Point Average Schedule for the ASSOCIATE OF ARTS DEGREE, ASSOCIATE OF FINE ARTS DEGREE, ASSOCIATE OF SCIENCE DEGREE, and the ASSOCIATE OF APPLIED SCIENCE DEGREE follows:

Cumulative Qtr. Hrs. Attempted	QPA
6-25	1.50
26-40	1.70
41-60	1.90
61-85	1.95
85-95	2.00
96-more	2.00

**FOR THE DIPLOMA PROGRAMS**

Cumulative Qtr. Hrs. Attempted	QPA
6-25	1.50
26-40	1.65
41-60	1.80
61-more	2.00

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

**Appeal.** A suspended student has the right to appeal his/her suspension through the following procedure. The suspended student must be prepared to present a compelling case by showing a justifiable reason for his/her poor academic standing or by demonstrating QPA computation error. The student must initiate his/her appeal by filing a written request for review of the suspension with a counselor. The counselor will advise the Vice President for Student Affairs who will take appropriate steps to establish a hearing for the suspended student by the Admissions and Continuation Committee.

**Grade Appeals.** A student, after conferring with the instructor concerned, may present in writing to the department Dean an appeal of a course grade. Appeals may not be made after the last day of classes of the next succeeding regular quarter. The department Dean will refer the appeal to the Vice President for Faculty and Programs. A change of grade will not be made except as a result of the Vice President's decision, which is final.

**Student Classifications**

- Freshman—Earned less than 45 credit hours
- Sophomore—Earned 45 credit hours or more
- Part-time—Enrolled for less than 12 credit hours

<b>Academic Load</b>	<b>Maximum Hours</b>
College Parallel	19 credit hours
Vocational	21 credit hours
Technical	21 credit hours

Approval from the Vice President for Faculty and Programs is required to register for more than the maximum of hours at this or any other institution.

### **Repeating Courses**

Courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or better may be repeated only by special permission from the Vice President for Faculty and Programs. When a course has been repeated the higher grade will be counted.

### **Class Attendance**

Regular class attendance is a student obligation. A student, furthermore, is responsible for all the work, including tests and written assignments, and for all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings.

All instructors establish their own class attendance policy. This attendance policy is explained in detail at the first class meeting. Explicitly included in the policy is the relationship of absences to grades.

A student will receive a grade of "F" if he fails to continue attending and does not officially withdraw from the class.

### **Examinations**

Final examinations in all subject areas are held at the end of each quarter. The examination record combined with the record made in class constitutes the student's final grade.

### **Grading System**

Isothermal Community College is on a quarter system. Normally, one unit of credit is equal to one class hour meeting time per week. Where the laboratory is required, one credit hour will equal at least two contact hours. Where shop/clinical/practicum is required, one credit hour will equal at least three contact hours.

The grading system is as follows:

Grade Significance		Quality Points		
A	Excellence	4	per	quarter hour
B	Above Average	3	"	" "
C	Average	2	"	" "
D	Below Average	1	"	" "
F	Failed	0	"	" "
WP	Withdrawn Passing	0	"	" "
WF	Withdrawn Failing	0	"	" "
I	Incomplete	0	"	" "
Y	No Credit—Audit	0	"	" "
S	Satisfactory	"	"	" "
U	Unsatisfactory	"	"	" "
P	*Progress	"	"	" "

To obtain credit, a student must repeat all courses resulting in the award of "0" quality points.

### Progress Policy

\*The "P" (PROGRESS) grade allows a student in an individualized instruction course, who has attended regularly and made satisfactory progress, to continue the course in a subsequent quarter until all the course requirements are met. The student must reregister for the course in the subsequent quarter. The hours credit and hours attempted will not be given until the course is completed. The grade of "P" may be assigned only the first quarter the student enrolls in an individualized course. Exceptions to continue the "P" into a third quarter must have the written permission of the instructor and the Division Dean. The last grade received in that course will be the only and final grade for the course.

A grade of "P" may not be awarded to veterans nor to veterans' dependents receiving VA educational benefits.

### Records of Progress

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

### Incomplete Policy

A grade of "I" is assigned where the course work is incomplete. This grade must be removed by completing the course before the end of the following quarter or the grade automatically becomes an "F" on



the permanent record. Instructors may extend the time for removing the incomplete by written notification to the Registrar.

### **Schedule Changes**

In order to officially drop, add or change a course section these steps should be followed:

1. Secure a change of schedule form from the Registrar's Office.
2. Have a drop/add approved by faculty advisor and instructor.
3. Have a change of section approved **only** by the instructors involved.
4. Have all schedule changes recorded by the Registrar's Office.

**NOTE:** Students will not be allowed to add or change sections after the last day to register.

Students may officially drop a course during the drop/add period without academic penalty. Students who drop a course after the drop/add period will receive a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing). A "WF" is averaged the same as an "F" in computing the grade point average. The grade of "WP" cannot be awarded after the published deadline, generally one week after mid-term, unless approved by the Vice President for Faculty and Programs.

### **Auditing Courses**

Students who wish to audit courses must register through the regular procedure. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. AN AUDIT CANNOT BE CHANGED TO CREDIT OR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

### **CREDIT BY EXAMINATION**

Any student at Isothermal Community College can receive course credit by examination through one of the following three methods: 1) Challenge Exam, 2) CLEP Exam, or 3) Advanced Placement Exams.

#### **Challenge Exam:**

Any student may petition through the Division Dean for permission to challenge a course through a comprehensive exam for credit. Only those courses for which tests have been developed and have been filed in the Division Dean's office may be challenged. The procedure for challenging is as follows:

1. The student must consult with his/her advisor, must be registered for the course and in good standing.



- If the exam is failed, s/he must continue the course.
- A course may be challenged only once and should be done during the first week of class.

### CLEP Exam:

A student can also receive course credit through the College-Level Examination Program. These exams were designed for persons who have gained knowledge through experiential learning or personal study and have not yet received college credit for their learning. The student must make arrangements to take the exam and have the score sent to the Registrar (contact the Career Center in Student Services for Test applications and information on Testing Centers). Credits will be given only for subject examinations, **not** for the general examinations, and then only according to the following chart showing the minimum score and credit hours received for a given examination:

#### CLEP CHART

Exam	Minimum Score for awarding Credit	ICC Course(s) Comparable	Quarter Hours Credit Award
Accounting, Intro.	47	BUS 0210, 0211, 212	12
Afro-American His.	49	HIS 0170	3
American Government	47	POL 0260	3
American History	46	HIS 0260, 0261, 0262	9
American Literature	46	ENG 0203	3
Biology, General	46	BIO 0101, 0102, 0103	12
Calculus, with Elementary Functions	47	MAT 0131, 0132, 0133	15
Chemistry, General	47	CHM 0101, 0102, 0103	12
College Algebra	45	MAT 0121	5
Trigonometry	50	MAT 0122	5
College Algebra & Trig.	45	MAT 0121, 0122	10
College Composition	47	ENG 0101, 0102, 0103	9
College French Level I	41	FRE 0160, 0161, 0162	9
*Level II	53	FRE 0260, 0261, 0262	9
College German Level I	40	GER 0160, 0161, 0162	9
*Level II	48	GER 0260, 0261, 0262	9
College Spanish Level I	41	SPA 0160, 0161, 0162	9
*Level II	50	SPA 0260, 0261, 0262	9
Computers & Data Processing	47	CPS 0101, or EDP 0101	3
English Literature	46	ENG 0201, 0202	6
Freshman English	47	ENG 0101, 0102, 103	9
Marketing	47	DMK 0120	4
Macroeconomics, Intro.	48	ECO 0201, 0202, 0203	9
Microeconomics, Intro.	47		
Psychology, General	47	PSY 0260	3
Sociology, Intro.	47	SOC 0160	3
Statistics	49	MAT 0140	5
Western Civilization	50	HIS 0101, 0102, 0103	9

\*If level II of a Foreign Language is taken without taking Level I then credit for both levels (i.e. 18 quarter hours) will be awarded if the necessary minimum score is attained.

### **Advanced Placement (AP) Exam:**

If a student has taken Advanced Placement courses in high school and the respective exam, with a grade of (3) three or higher on the exam, then s/he can receive college credit for that score. (Example: A score of at least 3 on the biology AP exam would entitle a student to receive 12 quarter hours credit for BIO 0101, 0102, 0103.)

### **Dean's List with Highest Honors**

The Dean's List is designed to recognize all students whose academic performance is outstanding. In order to qualify for the Dean's List with Highest Honors, a student must carry at least twelve (12) quarter hours of credit during the quarter and maintain a 4.0 quality point average for the quarter.

### **Dean's List**

In order to qualify for the Dean's List, a student must carry at least twelve (12) quarter hours of credit during the quarter and maintain a 3.25 quality point average for the quarter.

## **HONORS SCHOLARS PROGRAM**

- I. The Honors Scholars program is for freshmen students who will enroll fall quarter 1985. The selection of participants will be based strictly on academic merit.
- II. **Criteria for acceptance into the program**  
Selection of participants will be an Honors Scholars Program Faculty Committee decision based on the following:
  1. SAT scores
  2. Top 10% high school class ranking
  3. High school grades
  4. Two letters of recommendation from high school teachers, one of whom must be an English teacher.
- III. **The Honors Curriculum:**  
As part of his/her regular course load, each participant will select two honors courses each quarter, fall through spring. Freshmen in the fall of 1985 may choose courses from biology, English, and history. In the sophomore year, courses will be offered in humanities, linear algebra, literature, and physics. Participants in the Honors Program must:
  1. Register for a minimum of 12 hours each quarter
  2. Take two honors courses

3. Maintain a minimum grade point average of 3.50. (Should a student drop below the 3.50 requirement, s/he will have one quarter to bring the average back up to 3.50.)
- IV. Benefits of the Honors Program:
1. Selected participants will receive a three hundred dollar scholarship for each of the two years they are members of the Honors Program.
  2. Participants will be identified as **Honors Scholars** on their transcripts and at graduation.
  3. Honors courses will be challenging and enriching.
  4. Special cultural opportunities will be available to **Honors Scholars** through the program.

## GRADUATION

### Requirements

Requirements for the degree or diploma will vary according to the curriculum. Students should refer to the required courses in the catalog which apply to their programs so that they can ascertain the course requirements for graduation.

In the case of students transferring into Isothermal Community College, at least half of the credits required for graduation and at least two of the last three quarters of course work must be earned at Isothermal Community College or at a member institution of the North Carolina System of Community Colleges.

### Graduation Procedures

Students are expected to file graduation applications with the Registrar's Office at least one quarter preceding the completion of degree requirements. Commencement exercises to award degrees, diplomas, and certificates to students in respective divisions are at the conclusion of the Spring quarter. A diploma fee is charged to each graduating student. The specific date of the commencement exercise is listed in the College Calendar in the front of this catalog. All students who have completed degree requirements since the previous commencement are expected to participate in the exercises unless excused by the Vice President for Faculty and Programs. Students should submit their written excuses at least one month in advance of the commencement exercises.

### Graduation With Honors

Students who complete a degree or diploma program with a quality



point average of 4.0 will be graduated with High Honors. The student who earns a quality point average of 3.50 to 3.99 will be graduated with Honors.

### **Class Rings**

All orders for class rings, caps and gowns, and graduation invitations will be coordinated by the Registrar's Office. Notices will be posted relevant to dates for measurements. Students who are graduating should see that their orders are placed on the date specified in the bulletin.

### **Transcript of Record**

The transcript is a statement of official academic record while attending this College. The College does not release an official transcript unless tuition, fees, and other obligations due the College have been paid. One transcript is given free. Thereafter a \$1.00 fee is charged for each transcript.

A statement of honorable dismissal will not be granted to students whose conduct and character would not entitle them to remain in the College.

## **HONORS**

### **Awards Day**

Awards Day is an annual assembly held to recognize students whose scholarship, leadership, citizenship and service have been meritorious and noteworthy. Each division as well as departments of Isothermal Community College is entitled to give recognition to those students whose achievements have evinced the highest level. Appropriate certificates, trophies, or plaques and letters of citation are presented to the winners.

### **Who's Who Among Students in American Junior Colleges**

Annually, a directory recognizing outstanding campus leaders from over 500 junior colleges in the 50 states and the District of Columbia is published in Tuscaloosa, Alabama. Only second-year college students are eligible for nomination. Nominees are selected each year by a faculty committee, composed of representatives from each department of the College. The number of nominees is determined by the national office and is based on current enrollment. The selection committee is instructed to consider students whose academic standing, service to the community, leadership in extracurricular activities



and future potential are decidedly above average. The winners submit biographical information which is included in the Directory, and they receive certificates suitable for framing, as well as being eligible for placement service when they seek employment.

## **STUDENT SERVICES**

Transition to the college environment creates many challenges for students. ICC provides a professional staff, varied services, and attractive facilities to assist its students in meeting these challenges. Student Services is committed to the philosophy of offering opportunities to maximize the personal development of its students across the life span—the recent high school graduate, the mid-life adult, the person seeking retraining, and the older citizen. Services have been, and are being, developed in response to the expressed individual needs of the students. The staff endeavors to establish and maintain positive relationships with students, members of the faculty, the administration, and the community.

### **The Student Center**

The hub of student interest and activity is the Student Center which is designed to stimulate social interaction as well as relaxation. Located in the Student Services Building, the attractive Center embodies a brightly decorated lounge, a game room, television area, and dining area where food service is available. Offices for the Student Government Association, the Yearbook and the Student Newspaper are adjacent to the game room.

Adjoining the Student Center are Student Services offices and personnel.

### **Orientation Program**

All new students are expected to participate in the Orientation Program designed to facilitate their adjustment to the College's philosophy, programs, and standards. Special emphasis is placed on the facilities, services and resources of the College and the encouragement of the students to make full use of these opportunities. Students, in addition, are assisted in becoming better able to solve problems commonly experienced by students beginning college life.

### **Testing Services**

Before the new student enrolls in College Parallel, Technical, Early Childhood and Practical Nursing (LPN) programs, s/he is required to

take the Comparative Guidance and Placement Test (CGP) which measures skill levels in reading, grammar, and mathematics. During a pre-registration orientation led by a counselor, the student learns whether or not his/her scores indicate a need for special preparation before credit courses are taken. The student's success is enhanced by an appropriate initial placement in classes. Prior to each quarter, a schedule of test dates is available and prospective students may call Student Services for further information.

The General Educational Development Program (GED) test is available to persons who have not completed their high school education. A North Carolina High School Equivalency Diploma will be awarded upon completion of the series of tests in Writing Skills, Social Studies, Science, Reading Skills and Mathematics. Individuals interested in applying for the G.E.D. Program should make application to be tested at the Office of Student Services. Tests are administered on weekdays or evenings for a fee of \$5.00.

Other tests related to achievement of personal, academic, and vocational goals are available. Students who wish to explore any of these tests should contact a counselor. The testing unit, in addition, maintains information about a variety of national testing programs.

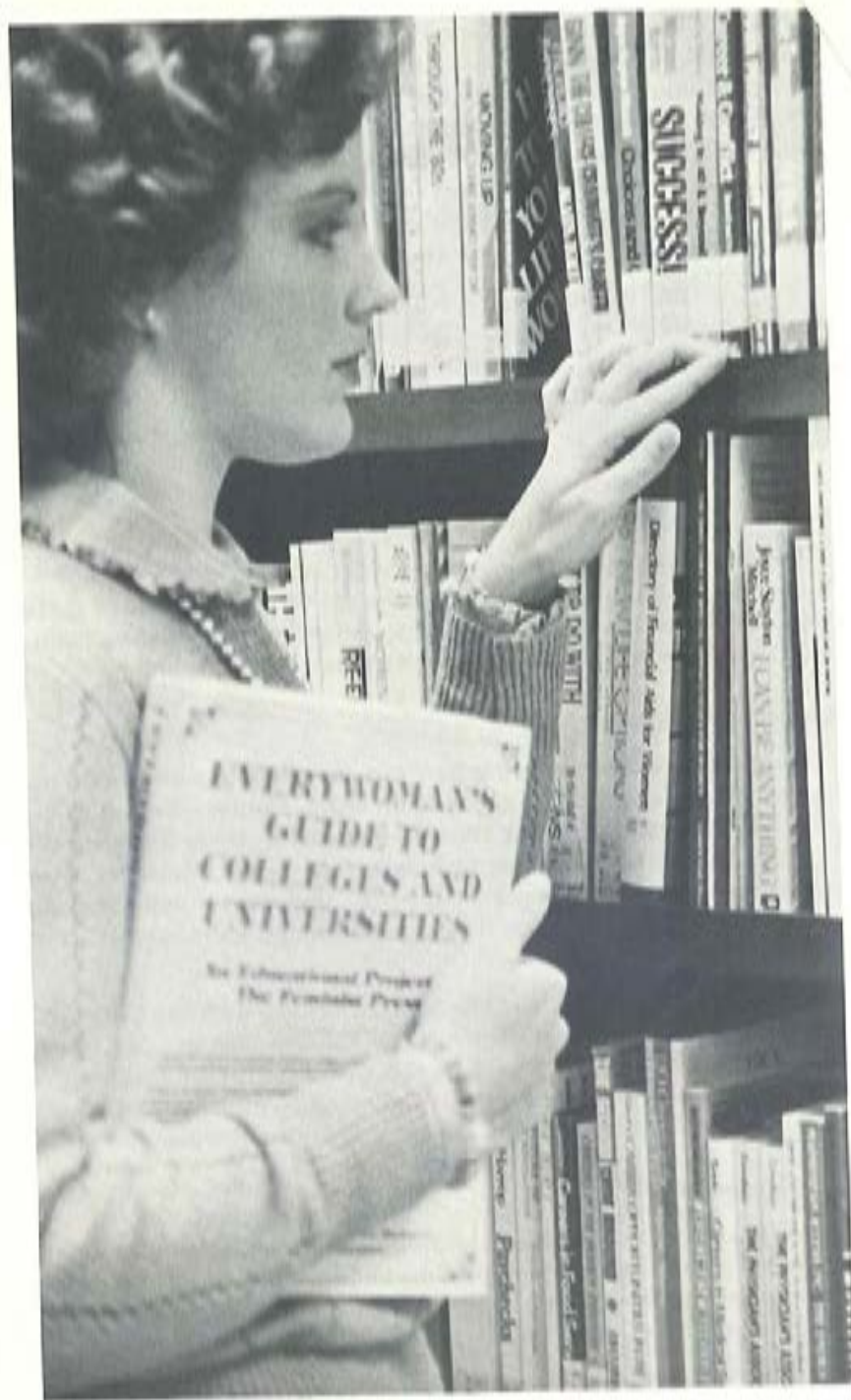
### **Counseling Center**

The professional counseling staff provides a variety of services to students and faculty in its active Counseling Center. Viewed as an educational and supportive service, counseling takes place on an individual basis or, when appropriate, in groups. Counselors offer assistance with the educational process, building of self-concept, improvement of interpersonal relationships, and increasing skills in self-management.

Counselors are available in the Student Service Building from 8:00 a.m. to 4:30 p.m. weekdays. Students may call 286-3636, ext. 244, for an appointment or they may drop in to talk with a counselor. Counselors are on campus in the evening on a rotating basis. By calling the above number, the student can make an appointment in the evening.

### **Placement**

Student Placement Services is an employment referral service which coordinates the part-time and full-time employment opportunities for normal students. This College service gives special attention to the placement of students who graduate in occupational education programs.





## **Career Development Center**

Look where you're going! Your career affects your life more than anything else does. For that reason, you really should know what you're getting into rather than just drifting into a career. The majority of people who fall into a career find their lives are not as satisfying or complete as they could be. Don't be like most people! Check out where you're going and find a career that is right for you.

You must take two very important steps in order to really know what career is best for you. First, you must discover your best talents and make clear what you really want in your career and your life. Second, you need to learn what your best occupational choices are. Only then can you realistically decide what career suits you best.

Isothermal Community College has a well-established program of career development services that can assist you in choosing and moving toward a career that is right for you. These services include:

- A Career Development Center staffed by a career assistant and offering a wide variety of occupational information.
- A career planning course, *Career Decision Making and Life Planning*—EDU 0161, 3 credits.
- Materials for interest-testing and other activities related to career decision-making.
- A career development counselor to assist you in the process of career decision-making.
- Mini courses on topics such as skills identification, personality and interest assessment, resume writing, interviewing skills.

Invest time and effort now to choose and implement a career that is right for you. Seldom will another investment give you the same payoff in your life!

For more information, call ext. 266 or visit the Career Center which is located off the lounge of the Student Services Building (No. 10), Room 15.

## **Health Services**

The college has no facilities for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students.

First aid supplies are located at secretaries' desks in each building and in the shop areas.

Students suffering from acute illness or injury requiring more than minor first aid treatment will be taken to the emergency room of the



Rutherford Hospital, Inc. The student will be responsible for all costs incurred in such treatment. In all cases involving serious illnesses or accidents, the next of kin will be notified.

Students are encouraged to provide themselves with medical insurance to cover illness/injury. Insurance covering accidents at the College or en route to or from the College is available through ICC. The current cost is \$7.50 per year.

Building construction on campus permits the use of a wheelchair in each building. Inter-building movement by wheelchair is possible, but slightly more difficult.

### **Veterans Affairs**

Veterans entitled to educational assistance from the Veterans Administration should visit the Student Services Office as early as possible for the purpose of making application to the Veterans Administration. Veterans are required to provide the Veterans Administration copies of their DD-214, and the following, if applicable: marriage license, birth certificates for all children, and any separation papers for either the veteran or his spouse, if either was previously married. The veterans' representative in the Office of Student Services will assist in completing the Veterans Administration application, and will submit the required Certificate of Enrollment for each student.

Veterans Administration educational benefits are authorized in accordance with credit or contact hours established by the Veterans Administration and are listed below:

#### **Courses Leading To A Standard Degree**

##### College Parallel and Technical

Full time.....	12 or more quarter hours of credit
¾ time .....	9-11 quarter hours of credit
½ time .....	6-8 quarter hours of credit

#### **Courses Not Leading To A Standard Degree**

##### Vocational Programs

Full time.....	22 clock hours
¾ time .....	16-21 clock hours
½ time .....	11-15 clock hours

Veterans and other eligible persons certified for Veterans Administration Educational Benefits who fail to maintain satisfactory progress as defined in the Academic Probation and Suspension Section of this catalog, will have their VA educational assistance benefits terminated.

Attendance and conduct for all students, including veterans, is addressed in other portions of this catalog.

The veterans' coordinator and/or faculty advisor will assist students with academic matters that affect VA Educational Benefits; however, the final responsibility for compliance with VA educational directives remains with the student.

### **Housing**

The College does not provide living accommodations for students. The student is responsible for making his/her own housing arrangements. The College assumes no responsibility for rental negotiations between student and homeowner.

### **Mail**

The Office of Student Services distributes mail to the students, student activities, and clubs.

### **Student Activities**

The College encourages student participation in student organizations and activities. The following are available on campus:



**Student Government Association.** All students of the College who pay a student activity fee are members of the Student Government Association and are entitled to all membership privileges of the organization. The Student Government Association is active in promoting the interests of the students, improving facilities, planning social functions, and assisting student organizations.

The President is the chief executive of the Student Government Association which includes divisional representatives and members at large. Student interest and assistance are welcomed. The S.G.A. President is an ex officio member of the Board of Trustees.

The following clubs and activities are chartered on the campus:

Afro-American Club  
Bible Club  
College Singers  
Creative Hobbies Club  
Future Secretaries Association  
Interclub Council  
Intramural Athletics  
Karate Club  
Patriot Toastmasters Club  
Phi Beta Lambda  
Phi Theta Kappa  
Publications—Sentinel (Yearbook)  
                  Patriot (Newspaper)  
                  Anuran (Poetry Magazine)  
Sir Isaac Newton Science Club  
Student Cosmetology Association  
Technology Club

**Intercollegiate Athletics.** The College offers athletics on the intercollegiate level for men/women in basketball, golf, and tennis. Isothermal Community College is a member of NJCAA and the Western Tarheel Conference.

**SCHOOL COLORS:** White and Blue

**SCHOOL MASCOT:** Patriot

## **GENERAL COLLEGE REGULATIONS & POLICIES**

### **Conduct**

The personal conduct of the college student is subject to the moral and legal restraints found in any law-abiding community. The conduct of a student, both in and out of school, will be measured on an adult standard. He assumes full responsibility for the consequences of his actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who, in its judgment, conducts him or herself in a manner that is not in compliance with the purposes of this institution.

### **Students' Rights**

It is the duty of the President to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. Delegation of this authority is normally made to the Vice President for Student Affairs. Nevertheless, it is the duty of the President to insure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his/her own defense as may be allowable under the regulations of the College. In those instances where denial of any of these rights is alleged, it shall be the duty of the President to review the procedures of the disciplinary hearing.

### **Dress**

One of the purposes of college experience is to afford a student the opportunity to practice effective personal grooming. Appropriate dress is encouraged and required. While the College aims to honor the individuality of each student, it reserves the prerogative to announce and implement regulations concerning dress.

ADDITIONAL INFORMATION ON RULES AND REGULATIONS IS CONTAINED IN THE STUDENT HANDBOOK. IT IS THE INDIVIDUAL RESPONSIBILITY OF EACH STUDENT TO READ AND UNDERSTAND THIS HANDBOOK.

### **Traffic Regulations**

Faculty, staff and visitor parking areas are shown on the Campus Map (inside cover) as Staff Parking. These areas, and a small portion in front of Building #6 (Student Parking II), have yellow parking lines with



reserved numbers. Students are asked not to park in these reserved spaces.

**Student Parking.** Student parking areas I, II, III, IV, and V have sufficient parking to accommodate all vehicles driven by students. At times, the student may not be able to use the parking area most convenient and will have to park in a student area more removed from his/her destination. Students are required to park in the assigned parking areas. Parking along the roadways and in the staff and faculty parking spaces is prohibited.

### **Bookstore**

The College operates a bookstore where the student may purchase needed books and supplies with profits being used for college projects and services. The hours are 9:00 a.m. to 3:30 p.m. Monday through Friday at all times except the first week of each quarter when the hours are 8:30 a.m. to 3:00 p.m. Monday through Friday; and 6:00 p.m. to 8:30 p.m. Monday through Thursday.

All students should attend class before buying books. A student who does not attend class before buying books for a course could easily buy the wrong book. Any book sold will be considered used when repurchased even though the incorrect book was purchased.

### **Student Identification Cards**

Permanent Student Identification Cards are issued without charge to each student who enrolls for 9 or more quarter hours and pays the Student Activity Fee. Students who enroll for less than 9 quarter hours may purchase a permanent ID card by paying the activity fee.

This permanent ID card will admit students to social, cultural, educational and athletic events sponsored by the College. Lost ID cards may be replaced in the Student Services Office. There will be a charge for the replacement.

## **TUITION AND FEES**

Isothermal Community College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at a minimum cost. Tuition fees are set by the State Board of Community Colleges and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. If a student cannot pay his/her fees during registration, s/he is required to make some arrangements with the

Business Manager's Office PRIOR to the registration date. Payment of fees will not be deferred unless there is extreme hardship and very good indication that the student will be able to pay the fees within the ten-day limit authorized by the Board of Trustees.

Tuition charges for all programs are as follows:

	<b>In-State</b>	<b>Out-of-State</b>
12 qtr. hours or more*	\$51 per qtr.*	\$255 per quarter
Less than 12 qtr. hours*	\$4.25 per qtr. hr.	\$21.25 per qtr. hr.
<b>Activity Fee</b>		
Fall & Winter quarters	\$10 per quarter	\$10 per quarter
Spring quarter	\$ 8 per quarter	\$ 8 per quarter

\*Tuition charges are subject to change by the North Carolina Board of Community Colleges.

### **Student Activity Fee**

A student activity fee of \$10, \$10, \$8 is charged Fall, Winter, and Spring quarters respectively for students registering for *nine hours* or more on the Spindale campus. Enrollees in mini courses and other off-campus courses will not be charged the Student Activity Fee. Any student not required to pay the fee can, however, elect to do so if they desire. There is no Student Activity Fee for Summer quarter.

The proceeds from this fee are budgeted cooperatively by students and faculty in support of co-curricular activities. Students are advised that, without the activity card, admission charges may be assessed at certain student activity functions.

### **Residence Status For Tuition Payment**

To qualify for in-state tuition a legal resident must have maintained his/her domicile (one's permanent dwelling place of indefinite duration) in North Carolina for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant.

### **Senior Citizens**

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

## **Refund Policy**

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the College calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except when the course or curriculum fails to materialize. Under these circumstances, the student's tuition shall be refunded.

Where a student, having paid the required tuition and fees for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for unrefunded tuition and fees if s/he applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

Requests for refunds must be in writing.

## **AUDIO-VISUAL SERVICES**

The audio-visual staff offers aid to the instructor in providing flexible and varied learning experiences. Audio-visual services include equipment check-out, maintenance, production of teaching media, and assorted supplies to support the curriculum. The audio-visual specialist also provides assistance, equipment, and facilities for student projects and to student representatives of the college newspaper, yearbook, and Student Government Association (SGA).

## **FINANCIAL ASSISTANCE PROGRAM**

### **Financial Aid**

Isothermal Community College is a participant in federal and state financial aid programs. Awards are based on financial need as projected through a national Needs Analysis System, the Family Financial Statement (FFS) of the American College Testing Program. This financial aid application is made available through the local high school guidance offices or the Office of Financial Aid at Isothermal Community College. The student's need is derived by analyzing the total financial picture of the student and his/her family. Recipients must maintain satisfactory progress in their course of study and must show average academic achievement.



Students may secure information and financial aid applications by contacting the Director of Financial Aid in the Student Services Office. Listed below are the programs of financial assistance that are available at the College.

### **Pell Grants (formerly the Basic Educational Opportunity Grant (BEOG))**

Pell Grant is a federally sponsored aid program designed to provide financial assistance to those who need aid to attend a post-high school educational institution. The main factor used to determine the family contribution is the family income. As a general guideline, if a family of four has an annual income of \$18,000 or less, the grant will be awarded. The average grant for Isothermal students has been \$490 per academic year. Applications for the Pell Grant can be obtained at the local high schools, at any post-high school institution (university, junior or senior college, technical or vocational school), or at any public library.

### **Supplemental Education Opportunity Grant (SEOG)**

This program is available to students with exceptional need. Supplemental Educational Opportunity Grants vary in amounts in direct relationship to an individual's needs and the availability of funds. Grants can range from \$200 to \$2,000 a year and can be no more than one-half of the total assistance to the student.

### **College Work-Study Program**

Students, particularly those from low-income families, who need a job to help pay for college expenses are potentially eligible for employment by their colleges under federally supported work-study programs.

The number of hours a student can work each week will depend on the student's academic load. During the summer or other vacation periods when they do not have classes, students can work full-time (40 hours per week).

### **Scholarship Loan Fund for Prospective Teachers of North Carolina**

This loan program is administered through the State Department of Education. Maximum loan consideration is \$900 per year and is renewable for four years. A percentage of the loan will be cancelled for each year of teaching service in North Carolina. Applications can be obtained from the Financial Aid Director in the Student Services Office. Students are advised to submit their applications early in the year.



### **Guaranteed Loan Program**

Loans are available to both incoming freshmen and currently enrolled students through the Guaranteed Loan Program. Under this program, one may borrow from a bank or other private financial institutions. Additional information and applications can be obtained through the Director of Financial Aid.

### **Vocational Rehabilitation**

Vocational Rehabilitation offers services necessary to enable a student who is disabled to become self-supporting. Eligible handicapped persons may receive financial assistance while enrolled at Isothermal Community College.

Prospective students having a disability who desire to apply for training under the provisions of this program should contact the Division of Vocational Rehabilitation Office in their respective county.

### **Student Emergency Loan Fund**

The Student Government Association has established a loan fund to assist students having a minor financial crisis by providing monies that will enable students to continue their education. To be eligible, the student must be enrolled as a full time curriculum student in good standing with a grade point average that will enable him/her to graduate.

### **North Carolina Student Incentive Grants (NCSIG)**

This new grant program, NCSIG, is funded jointly by annual appropriations from the North Carolina State Legislature and the Federal Government. All undergraduate students who are considered North Carolina resident students for tuition purposes may make application, even though only those applicants with the greatest financial need can expect to receive this grant. For 1985-86 no separate NCSIG application is required. Instead, all applicants from North Carolina should state on the Family Financial Statement (FFS) item #6666 representing College Foundation, Inc., Raleigh, N.C. and in the same item #76, Code #3109 representing Isothermal Community College, Spindale, N.C. as the agency and institution to which the data should be sent.

### **Scholarships**

Each year scholarships to Isothermal Community College are awarded to deserving students by the following organizations. The College does not participate in the selection process. Students inter-

ested in applying for one of the scholarships must contact the grantor.

Beta Conclave Kappa Kappa Iota, Rutherford County

Chase Areas High School Scholarships

Department of Community Colleges Scholarships

Dora Yarn Mill

East Rutherford High School

Afro-American Club

Student Council

East Area High School Scholarship

Forest City American Legion

Gamma Beta Chapter of the ta Kappa Gamma Society International

Forest City, N.C.

Grand Chapter of the Eastern Star

Smithfield, N.C.

G.K. McClure Educational Fund

Asheville, N.C.

Kiawanis Club of Rutherfordton

Lutz Yelton Scholarships

Morgan Cooper Scholarship

Kiawanis Club of Forest City

National Secretaries Association

Isothermal Chapter, Forest City, N.C.

North Carolina Association of Educators

North Carolina Lung Association

R.S. Jaycettes

Robert Spratt Memorial Scholarship

Rutherford County Farm Bureau

Rutherford Hospital Auxiliary

Rutherford Jaycettes

Rutherfordton Lions Club

Spindale Rotary Club

Wachovia Bank and Trust Company Scholarship

### **Satisfactory Progress Standards for Financial Aid**

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

**Satisfactory Progress Defined:** To initially receive or continue to receive financial aid, a student must demonstrate satisfactory progress as defined in the GENERAL COLLEGE ACADEMIC STATUS section of the catalog and meet the following condition: The maximum enrollment time frame for this purpose is defined as the equivalent of twice the number of academic quarters, as outlined in the College catalog, required of full-time students to complete a curriculum.

**Policies and Procedures:** The specific policies and procedures to be used in applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a quarterly basis. (Exception: For the Guaranteed Student Loan and PLUS Loan Programs evaluation will be completed prior to certification of the loan application.)
2. Grades of "F", "I", "WP", "WF", "W", and "Y" will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I", "WP", "WF", or "W" and was paid will be permitted one additional quarter to complete the course. Also, courses repeated which were previously completed with an acceptable grade toward the College's graduation requirements will not qualify for repayment.
4. Transfer credits from other postsecondary institutions will not be used to determine satisfactory progress.
5. Courses taken, which are not required to meet the graduation requirements of the curriculum program for which a student is enrolled, do not qualify for payment.
6. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.
7. The maximum enrollment time frame will be prorated for those students who enroll on a half time or three-quarter time basis.

**Appeal of Financial Aid Termination:** To appeal financial aid termination a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate *in writing* to the Director of Financial Aid the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated. Documentation to support the appeal is permitted.
2. The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing.



3. A student wishing to appeal the decision of the Director of Financial Aid may do so in writing to the Student Financial Aid Committee, c/o the Financial Aid Office. Additional appeals may be made to the Academic Affairs Committee and finally through the Student Due Process Procedure, if deemed necessary by the student.

**Reinstatement of Financial Aid Eligibility:** Should a student have his/her financial aid eligibility terminated due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes the term satisfying the satisfactory progress definition. Once the satisfactory progress definition is met eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld.

## CONTINUING EDUCATION

Continuing Education's flexibility provides the opportunity to meet a wide variety of individual and group educational needs. Subjects available range from learning the alphabet to the study of a high tech skill. Many can be offered on a basic, intermediate or advanced level of study. Some courses are offered on a continuing basis while others are given in response to requests of individuals or groups. Study groups meet in schools, churches, community clubs, fire stations, industry, and rest homes throughout Rutherford and Polk Counties. Class hours, the length of the course, and the number of meetings per week can be arranged for the convenience of the participants.

Individuals or organizations (a neighborhood group, an industry, or a church group, for example) are urged to call the Continuing Education office, 286-3636 in Spindale, and 859-5868 in Tryon, regarding classes scheduled, the possibility of locating a class in their community, or organizing a class around a new idea.

### Admission and Registration

Adults 18 years of age or older are eligible to participate in Continuing Education classes. High school students from Rutherford County, age 16 to 18, may enroll in a course if the hours do not conflict with the student's regular school program. (This does not apply to students interested in the ABE or adult high school program.) It is important for a person planning to participate in a class to call the Continuing Education office and place their name on the class list. All people listed will be notified of schedule changes. Registration and payment of fees are made at the first class meeting.



## **Registration Fees**

Student fees depend on the type of course. There are no registration fees for certain programs. Adult Basic Education, GED, and the High School Diploma programs are free. This includes in-service training for law enforcement, firemen and EMT personnel. North Carolina residents 65 and over, as well as prisoners and mentally handicapped adults taking academic or occupational oriented are also exempt.

The fee for adults registering for Academic or Occupational courses is \$10.00. It is \$15.00 for Practical Skill classes and \$19.00 for Avocational courses.

## **New and Expanding Industry**

New training service is available to any new or expanding manufacturing employer creating a minimum of 12 new productive jobs in North Carolina. Training may be conducted on campus or at the company's facility. If neither site is available adequate space may be leased. These programs are customized to meet the existing needs of the employer with no tuition fees.

## **Occupational Extension Program**

Occupational oriented classes appeal to those seeking to retain or upgrade their knowledge or skills for job qualification or improvement. The College also provides business, industry and public service organizations classes that concentrate on employee development. The following is a brief list of occupational oriented courses:

Advanced Spinning	Industrial Sewing
Advanced Winding	Intro to Metals
Blueprints and Measurements	Law Enforcement
Building Contractor's Code	Loom Fixing
Child Care	Mechanist Fundamentals
Emergency Medical Service	Management Development
Fire Fighting	Metallurgy
Geriatric Care	Nursing Service
Industrial Fire Brigade	Secretarial Skills
	Sewing Machine Repair

## **Academic Extension Program**

Traditional college courses are modified for the adult seeking self-improvement and enrichment study. Classes may be developed from the following categories:

Humanities  
Religion  
Languages  
Math  
Anthropology  
Economics  
Geography

History  
Journalism  
Philosophy  
Politics  
Sociology  
Psychology  
Science related

### **Avocational and Practical Skill Programs**

These courses are designed for self-satisfaction. Classes may help participants broaden talents, stimulate creativity or to develop skills that are not work related. The list below provides ideas for the type of classes that can be offered.

Craft  
Power Puff Mechanics  
Cake Decorating  
Calligraphy  
CPR  
Painting  
Stitchery  
Photography  
Drapery Making

Ceramics  
Wood-working  
Bricklaying  
Genealogy  
Cooking  
Sign Language  
Quilting  
Guitar  
Gunsmithing

### **Adult Basic Education**

Adult Basic Education is a program designed to improve a person's skills in reading, writing, and arithmetic. These skills are not developed as isolated bits of knowledge, but are related to practical situations adults deal with in everyday life. The materials used are designed for adults and range from materials to teach reading through those preparing students to enter the high school program.

Classes usually meet for a three-hour session twice a week. In order to accommodate a variety of student needs, both daytime and evening classes are scheduled. ABE classes are often held in neighborhoods where students live or at their places of work. There are no fees for these classes.

Upon completion of basic instruction, the student is eligible to study toward an Adult High School Diploma in the Learning Place or in an extension adult high school class.

## **HRD Program**

The HRD (Human Resources Development) Program is presently operating in 46 Community Colleges and Technical Institutes in the state. It is a program dealing primarily with motivation, attitudinal changes and pre-job orientation for the unemployed or underemployed. Six classes are held each year.

There are two components: (1) Basic Skills and (2) Human Resources Development. During the eight-week cycle, the student is involved in activities, discussions and counseling which help to improve self-concept, make student aware of group interaction, help overcome obstacles to effective communication and develop job-getting and job-holding skills. The student is also encouraged to set personal goals and list the steps to be taken to achieve them.

HRD is a cooperative effort of the College, the Department of Labor, the Employment Security Commission and local industry.

## **The Learning Place (Adult High School Diploma and GED Programs)**

In cooperation with the Polk, Tryon, and Rutherford County School Boards of Education and the North Carolina State Board of Education, Isothermal Community College offers adult high school completion programs to area residents who are 18 years old or older. These programs include Adult High School Diploma and General Educational Development (GED). A variety of adult-oriented reading, writing, grammar, arithmetic, science, and social studies material is provided for self-paced instruction. Self-paced study allows students to work independently of others and to progress at his or her own pace. During each class, an instructor assists the student advance in the program. In order to make the classes as convenient for students as possible, morning, afternoon, and evening classes are scheduled.

To enter either the adult high school diploma program or the GED program, a person must be eighteen years old or older or have special permission from the local County Superintendent of Education. Eligible students may choose to enroll in any of the scheduled classes that are located on campus or off campus. There are no fees for these classes.

Requirements for an adult high school diploma include:

- |                          |         |
|--------------------------|---------|
| (1) English .....        | 4 units |
| (2) Mathematics .....    | 2 units |
| (3) Social Studies ..... | 2 units |



- (4) Science ..... 2 units
- (5) Elective ..... 1 unit
- (6) Passing Score ..... North Carolina Competency Test

Credit for the required courses can be obtained by one (or all) of the following methods:

- (1) A student may transfer credit from high school via a transcript.
- (2) A student who makes seventy-five (75) or above on the reading placement test may elect to take challenge tests and receive credit by scoring 50th percentile or higher on selected standardized achievement tests.
- (3) A student may complete the course(s) in an adult high school class.

GED study materials are also available in classes scheduled in the Learning Place. A student who plans to take the GED test should enroll in a class and take the GED practice tests. These tests indicate whether or not the student should study before taking the actual test. It also indicates which subjects the student should study.

**Telecourses**

A student can prepare for the GED test by watching weekly courses on Public TV. These courses, which are offered twice a year, begin in September and in January. Students are not required to attend class but must register with the Learning Place during early September and early January. A student who is enrolled in the course is required to watch thirty-four 30 minute lessons. When a student completes the series, the person should be prepared to take the GED test.

**Learning Place Hours:**

**Office Hours**

8:00 a.m. - 4:30 p.m.	Monday - Thursday
8:00 a.m. - 3:00 p.m.	Friday

**Class Schedule**

Morning, afternoon, and evening classes are available.











## Polk County Campus



### **POLK COUNTY CAMPUS**

The campus has expanded study opportunities in Polk County by offering a wider selection of credit and noncredit courses. Subjects now include a wide range of college parallel and occupational studies. A diversified freshman program with qualified faculty members teaching both day and evening classes is available. The schedule will run Monday through Saturday, as needed. In many cases, students will be able to complete at least the first year or up to one half of most curriculum programs in Polk County. Students may then complete their program at the Spindale Campus or transfer to another college of their choice. Entry level courses in the vocational, technical, and college transfer areas will be emphasized more in the future. This is a new emphasis for the Polk County Campus and will provide several options for recent graduates and high school seniors. Completing up to one half of various curriculum programs at the campus in Polk County is an opportunity that should not be overlooked with current gasoline prices and the educational costs of attending college away from home.

Regular hours at the Polk County Campus are Monday through Thursday, 8:00 a.m. - 9:30 p.m. Friday from 8:00 a.m. to 4:30 p.m., and other prearranged times including weekends. Additional information

concerning this campus may be obtained by visiting the campus or by calling 859-5868.

Polk County Campus  
Isothermal Community College  
P. O. Box 520  
Tryon, NC 28782

The Freshman courses outlined below are appropriate for any of the following college transfer programs:

C-0004 Pre-Business Administration  
C-026 Pre-Business Education  
C-010 Pre-Law  
C-011 Pre-Liberal Arts  
C-019 Pre-Social Work  
C-020 Pre-Teaching (Elementary)  
C-028 Pre-Teaching (Secondary)  
C-035 Pre-Teaching (Early Childhood)

### FRESHMAN COURSES

Biology	0101, 0102, 0103	Principals of Biology
English	0101, 0102, 0103	Freshman Composition
History	0101, 0102, 0103	Western Civilization
Math	0101, 0102	Finite Math

### ELECTIVE COURSES

BIO	0162	Local Flora
BUS	0101	Beginning Typewriting
BUS	0230	Real Estate Fundamentals
EDP	0101	Computer Concepts
EDP	0160	Microcomputer Operations
EDP	0210, 0211	Basic Programming I, II
ENG	0160	Public Speaking
GEO	0160	Topics in Geology
HIS	0260, 0261, 0262	History of the United States
MUS	0164, 0165, 0166, 0167	Piano
PED	0104	Golf
PED	0106	Adult Fitness
PED	0107	Fitness and Figure Control
PED	0115	Karate (Korean)
PSY	0260	General Psychology
REL	0160	Introduction to the Old Testament
REL	0161	Introduction to the New Testament
SOC	0160	Introduction to Sociology



The Freshman courses listed below are appropriate for the following two-year technical programs:

T-010	Business Administration
T-022	Data Processing
T-030	Executive Secretarial Science
T-033	General Office Technology
T-127	Real Estate

### REQUIRED FRESHMAN COURSES

BUS	0100	Introduction to Business
BUS	0101	Beginning Typewriting
BUS	0239	Business Mathematics
ENG	0101, 0102	Freshman Composition I, II
ENG	0104	Business Communications
ENG	0160	Public Speaking

### ELECTIVE COURSES

Note: Many of these courses are required for particular programs. Consult the degree requirements under Vocational/Technical Programs when planning individual schedules.

AUM	1101	Internal Combustion Engines
AUM	1112	Schematics and Diagrams
WLD	1114	Arc Welding
WLD	1111	Basic Gas Welding
BUS	0102, 0103	Typewriting II, III
BUS	0107	Business Machines
BUS	0108	Filing
BUS	0109	Terminology and Transcription
BUS	0121	Math of Real Estate
BUS	0122	Real Estate Brokerage
BUS	0190	Word Processing Concepts
BUS	0208	Stenocript I
BUS	0217	Taxes
BUS	0219	Legal Terminology
BUS	0230	Real Estate Fundamentals I & II
BUS	0238	Real Estate Law
BUS	0252	Bookkeeping
BUS	0290	Medical Transcription
BUS	0291	Legal Transcription
EDP	0101	Computer Concepts
EDP	0156	Computers for Home Use
EDP	0160	Microcomputer Operations
EDP	0210, 0211	BASIC Programming I, II
EDP	0230	COBOL Programming

Electives may also be chosen from the list suggested for College Transfer programs.

In addition to conventional college parallel, vocational/technical programs offered, the Polk County Campus provides the following continuing educational opportunities:

### **Continuing Education**

The Continuing Education Division is designed to provide educational noncredit opportunities for adults who desire to learn occupational skills as well as to upgrade their capabilities for success on the job; or to enrich their lives through arts and crafts. The Adult Basic Education and High School programs provide the basic skills of reading, writing and arithmetic. These skills are not developed as isolated bits of knowledge, but are related to practical situations adults deal with in everyday life. Classes usually meet for a three-hour session twice a week. In order to accommodate a variety of student needs, a list of the Continuing Education classes include industrial and business management courses, accounting, bookkeeping, sewing, woodworking, guitar, first aid, adult growth and personal effectiveness, Emergency Medical Technician Training (EMT), Fire Service, teacher renewal courses, and many others.

### **Adult High School Diploma Program**

Isothermal Community College, in cooperation with the Polk and Rutherford County School Boards and the North Carolina State Board of Education, has developed an Adult High School Diploma Program which provides an adult the opportunity to complete high school. Requirements for graduation are:

- |                          |                                |
|--------------------------|--------------------------------|
| (1) English .....        | 4 units                        |
| (2) Mathematics .....    | 2 units                        |
| (3) Social Studies ..... | 2 units                        |
| (4) Science .....        | 2 units                        |
| (5) Elective .....       | 1 unit                         |
| (6) Passing Score .....  | North Carolina Competency Test |

To enter the program a person must be eighteen years old or older, or have special permission from the Polk County Superintendent of Education or the Superintendent, Tryon School System as appropriate. Students may choose to study at the Individualized Instruction Center at Tryon, or at an extension high school class. Each student in his/her program works independently of others, arranges his/her program, works independently of others, arranges his/her own study schedule, and proceeds at his/her own pace. Diplomas earned are valid for those who wish to continue their studies in institutes of higher learning.

## **General Interest Studies—Self-Enrichment Courses**

Many general interest courses are available for the adult who wishes to satisfy a specific need or to spend his/her leisure time learning for self-enrichment. Refresher and review materials are available for the high school graduates planning to enter college and for others anticipating examinations necessary to qualify for specific jobs or licenses. A partial listing of programmed course offerings available to residents of Polk County is presented below:

**ENGLISH**—Grammar, building vocabulary, spelling, techniques of writing, useful English, English composition, and vocational English.

**FOREIGN LANGUAGE**—German, French, Spanish, and Russian.

**MATHEMATICS**—Basic and General Algebra, Geometry, Trigonometry, Calculus, Introductory Descriptive Statistics, and Metric Systems.

**READING**—Reading instruction (grades 1-14), Speed Reading, Comprehension, Vocabulary Improvement and Study Skills.

**SCIENCE**—General Science, Astronomy, Biology, Chemistry, Anatomy and Physiology, Body Structure and Function, Basic Patient Care.

**SOCIAL STUDIES**—U.S. History, The Constitution, How a Bill Becomes a Law, Geography of the U.S., Civics, and Black Culture/History.

**SOCIAL INTEREST**—Basic Automobile, and Parenthood.

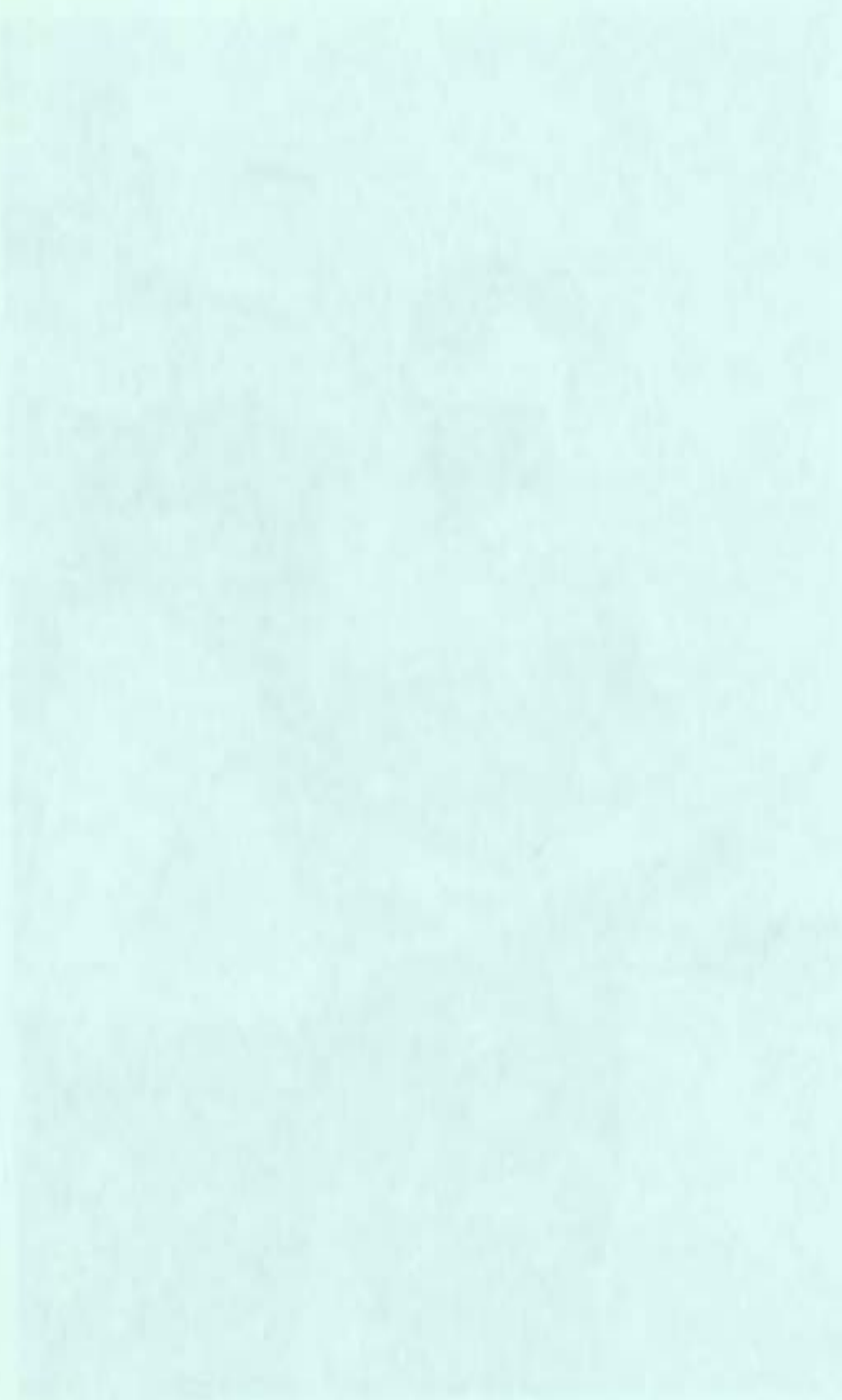
## **INDIVIDUALIZED INSTRUCTION CENTER:**

Students may also earn college credit by enrolling in courses offered in the Individualized Instruction Center. These courses parallel the material taught in the regular classroom and are monitored by the full-time staff. This program offers the student the advantage of being able to work at any time during the quarter and of setting his/her own pace for completing the course of study. The student may arrange his/her own study time and avoid the possible conflict of classroom versus job or home responsibilities. The student is required to pay appropriate fees and to take a supervised examination.









## CURRICULUM PROGRAMS

**General Education**  
**College Transfer Programs**  
**Technical Programs**  
**Vocational Programs**  
**Certificate Programs**  
**Independent Study**  
**Cooperative Education**  
**Special Services**

## CURRICULUM PROGRAMS

Curriculum programs at Isothermal Community College fall into three major categories—general education, college transfer and occupational. The general education program is designed for someone with no intentions of transferring to a senior institution or someone that does not have any specific educational goals. Transfer programs are those designed primarily for those students who are planning to attend a four-year college or university; occupational programs are divided into one-year or less (vocational) or two-year (technical) programs which allow the students to enter business or industry in their own or in other communities. Programs leading to the various degrees are offered both day and night (indicated in course outlines); some subjects in these programs may be taken on a self-instructional basis through the Individualized Instruction Center.

### **General Education**

G-020 Associate of General Education

### **College Transfer**

C-003 Pre-Art  
C-004 Pre-Business Administration  
C-026 Pre-Business Education  
C-040 Pre-Computer Science  
C-007 Pre-Engineering  
C-010 Pre-Law  
C-011 Pre-Liberal Arts  
C-012 Pre-Math  
C-013 Pre-Medical  
C-015 Pre-Music  
C-018 Pre-Science

- C-019 Pre-Social Work
- C-035 Pre-Teaching—Early Childhood
- C-020 Pre-Teaching—Elementary
- C-028 Pre-Teaching—Secondary
- C-033 Pre-Textile Technology
- C-024 General Curriculum

### **Technical**

- T-109 Associate Degree for Vocational Instructors
- T-018 Business Administration
- T-022 Business Computer Programming
- T-068 Commercial Graphics
- T-129 Criminal Justice
- T-043 Drafting and Design Technology
- T-045 Electronics Engineering Technology
- T-030 Executive Secretarial Science
- T-074 Foodservice Management
- T-033 General Office Technology
- T-165 General Office (Technical Specialty)
- T-049 Industrial Management
- T-128 Insurance
- T-020 Marketing and Retailing
- T-051 Mechanical Engineering Technology
- T-179 Radio and TV Broadcasting Technology
- T-127 Real Estate
- T-094 Recreation Associate

### **Vocational**

- V-001 Automotive Body Repair
- V-003 Automotive Mechanics
- V-067 Child Care Worker
- V-009 Cosmetology
- V-018 Electrical Installation and Maintenance
- V-042 Electronic Servicing—Radio/T.V. Repair
- V-111 Geriatric Care Specialist
- V-033 Industrial Mechanics
- V-032 Machinist
- V-072 Nurse Assistant
- V-038 Practical Nurse Education
- V-050 Welding

## GENERAL EDUCATION

The General Education program is designed for the person who does not have a specific educational goal in mind, but wishes to take courses to broaden their personal knowledge in fields of interest or in new areas. If the courses outlined below are taken during the student's time at Isothermal Community College, then the Associate of General Education (AGE) degree can be awarded. This program is *not* designed for transfer to a senior institution. If, however, one decides to transfer after starting this program, then it will be the student's responsibility to take those courses required for admission to the senior institution. This program has a curriculum code of G020.

### GRADUATION REQUIREMENTS

#### Associate of General Education (AGE)

Subject	Course	Credit Hours
History	History 0101, 0102, 0103	9
Communications	English 0101, 0102, 0103*	9
Literature	English 0201, 0202, 0203	9
Mathematics	Math 0101 or 0121	4 or 5
Natural Science	Any three-quarter sequence of the same lab science.	12
Computer Science	CPS 0101	3
Physical Education	PED 0101	2
Humanities	See the humanities section of the course descriptions for the list of courses that can be used to meet this requirement (page 000).	3
Electives	May be chosen from among any first digit "0" courses.	44 or 45

\*ENG 0111, 0112, 0113 will also satisfy this requirement.



## COLLEGE TRANSFER PROGRAMS

### Objectives

To provide opportunities for students to complete the general education requirements leading to an Associate of Arts Degree (A.A.), an Associate of Fine Arts Degree (A.F.A.), or to an Associate of Science Degree (A.S.). Courses in these programs transfer to senior (4-year) institutions. The final decision on transferability rests with the institution to which the student transfers.

### Graduation Requirements

A student wishing to complete the requirements for the A.A., A.F.A., or A.S. degree must earn 96 quarter hours of credit with an overall grade point average of 2.0 or better.

The number of hours of required courses and elective courses vary with each of these degrees and are outlined on the following pages. A student's choice of electives should be decided through consultation with his/her advisor in a patterned way toward the student's future major area of concentration.

### Course Numbering System

College transfer courses are indicated by a four (4) digit number beginning with "0". Any such numbered course may be taken for graduation requirements. No course with a four digit number beginning with "1" may be taken for college transfer graduation requirements. All Physical Education courses—regardless of number—may be taken either during the first or second year.

## GRADUATION COURSE REQUIREMENTS

### ASSOCIATE OF ARTS

Subject	Course	Credit Hours
History	History 0101, 0102, 0103	9
Communications	*English 0101, 0102, 0103 (must be taken in sequence)	9
Literature	English 0201, 0202, 0203	9
Mathematics	*Math 0101, 0102 or Math 0121, 0122 or Math 0131, 0132	8

Computer Science	CPS 0101	3
Natural Science	Any three-quarter sequence of the same lab science.	12
Physical Education	PED 0101 and two physical education activity courses from the following: PED 0102-0160, 0201-0244	4
Humanities	See the humanities section of the course descriptions for the list of courses that can be used to meet this requirement (page 205).	6
Social Science	May be taken from among any Psychology, Religion, Philosophy, Sociology, Anthropology, Economics, History, Geography, or Political Science courses.	3
Electives	May be chosen from among any first digit "0" courses.	33

\*ENG 0111, 0112, 0113 will also satisfy this requirement.

\*Math 0121, 0122, 0131, and 0132 are 5-hour courses.

## GRADUATION COURSE REQUIREMENTS

### ASSOCIATE OF SCIENCE

The Associate of Science degree will be awarded to those students completing the general liberal arts requirements prescribed for the Associate of Arts degree and any additional requirements for pre-science/pre-medical, pre-engineering/pre-math, or pre-textile technology programs as follows:

**Pre-Science/Pre-Medical (C-018/C-013)** must include:

20 hours math (MAT 0121, 0122, 0131, 0132)

24 hours Natural Science

4-6 additional hours math and/or science

Additional science hours can be substituted for MAT 0132 in Pre-Medical.

**Pre-Engineering/Pre-Math** (C-007/C-012) must include:

MAT 0131, 0132, 0133, 0231 and  
PHY 0220, 0221, 0222 and  
CHM 0101, 0102, 0103 -or-  
BIO 0101, 0102, 0103

**Pre-Textile Technology** (C-033) must include:

CHM 0101, 0102, 0103  
PHY 0220, 0221, 0222  
MAT 0121, 0122, 0131, 0132, 0133, and 0231 -or-  
any 30 hours of advanced math beyond 0121

These requirements are reflected in the program outlines which follow.

### **ASSOCIATE IN FINE ARTS (A.F.A.) DEGREE**

The Fine Arts program as outlined below will fulfill the requirements for the Associate of Fine Arts Degree (A.F.A.). It requires prescribed amounts of general education courses as well as courses in the desired professional program. At this time the professional areas in which the A.F.A. degree will be awarded are Art and Music.

### **GRADUATION COURSE REQUIREMENTS**

#### **Associate of Fine Arts (A.F.A.)**

<b>Subject</b>	<b>Course</b>	<b>Credit Hours</b>
Communications	*ENG 0101, 0102, 0103	9
Humanities	Literature—ENG 0203—required, See the humanities section of the course descriptions for the list of courses that can be used to meet this requirement (page 205)—one course from four different areas, not to include professional pro- gram area.	12
Sciences and/or Mathematics		8
Computer Science	CPS 0101	3

Social Sciences	Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Religion, or Philosophy	9
Physical Education		4
Professional Program Courses (Art or Music)		37
Electives	(no more than 3 quarter hours from Cooperative Education)	14
	<b>TOTAL</b>	<u>96</u>

\*ENG 0111, 0112, 0113 will also satisfy this requirement.

The following pre-professional programs are only suggested outlines for the student and advisor to consider. The actual degree requirements are stated above.





## PRE-ART C-003

		Course Title	Class Hours	Studio or Lab Hrs.	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition	5	0	3
PED	0101	Concepts in Physical Education Science or Math Requirement	1	2	2
			—	—	4
*ART	0101	Fundamentals of Two-Dimensional Design	2	4	4
ART	0104	Ancient through Medieval Art History	3	0	3
			<u>11</u>	<u>6</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
PED		Selection Science or Math Requirement	0	3	1
			—	—	4
		Humanities Requirement	3	0	3
ART	0102	Fundamentals of Three-Dimensional Design	2	4	4
ART	0105	Renaissance Art History	3	0	3
			<u>13</u>	<u>7</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
PED		Selection Humanities Requirement	0	3	1
			3	0	3
		Social Science Requirement	3	0	3
ART	0103	Drawing and Composition I	2	4	4
ART	0106	History of Modern Art	3	0	3
			<u>16</u>	<u>7</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ART	0201	Drawing and Composition II	2	4	4
**ART	0204	Introduction to Sculpture Humanities Requirement	1	4	3
			3	0	3
		Social Science Requirement	3	0	3
CPS	0101	Computer Concepts	3	0	3
			<u>12</u>	<u>8</u>	<u>16</u>
<b>FIFTH QUARTER</b>					
ART	0202	Painting I	1	4	3
**ART	0205	Constructive Design—Clay Social Science Requirement	1	4	3
			3	0	3
		Electives	6	0	6
			<u>11</u>	<u>8</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
ART	0203	Printmaking	1	4	3
**ART	0206	Life Drawing Electives	1	4	3
			5	0	5
			<u>10</u>	<u>8</u>	<u>14</u>

\*The Art courses in this program outline are required for the AFA degree.

\*\*Any two of ART 0204, 0205, 0206 are required.

## PRE-BUSINESS ADMINISTRATION C-004 (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
MAT	0101	Finite Mathematics I	4	0	4
or					
MAT	0121	College Algebra & Trigonometry I			
		Natural Science	3	3	4
HIS	0101	Western Civilization	3	0	3
PED	0101	Concepts in Physical Education	1	2	2
			<u>16</u>	<u>5</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
MAT	0102	Finite Mathematics II	4	0	4
or					
MAT	0122	College Algebra & Trigonometry II			
		Natural Science	3	3	4
HIS	0102	Western Civilization	3	0	3
PED		Selection	0	3	1
			<u>15</u>	<u>6</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
		Natural Science	3	3	4
HIS	0103	Western Civilization	3	0	3
PED		Selection	0	3	1
		Humanities Requirement	3	0	3
		Humanities Requirement	3	0	3
			<u>17</u>	<u>6</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
BUS	0101	Beginning Typewriting*	2	3	3
BUS	0210	Principles of Accounting	3	2	4
CPS	0101	Computer Concepts	3	0	3
ECO	0201	Principles of Economics	3	2	3
			<u>14</u>	<u>7</u>	<u>16</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
BUS	0211	Principles of Accounting	3	2	4
ECO	0202	Principles of Economics	3	2	3
		Electives	6	0	6
			<u>15</u>	<u>4</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
BUS	0212	Principles of Accounting	3	2	4
ECO	0203	Principles of Economics	3	2	3
		Electives	6	0	6
			<u>15</u>	<u>4</u>	<u>16</u>

\*May demonstrate competency.

## PRE-BUSINESS ADMINISTRATION C-004 (EVENING)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
		Natural Science	3	3	4
HIS	0101	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
		Natural Science	3	3	4
HIS	0102	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
		Natural Science	3	3	4
HIS	0103	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>FOURTH QUARTER</b>					
MAT	0101	Finite Mathematics I	4	0	4
		or			
MAT	0121	College Algebra & Trigonometry I			
PED	0101	Concepts in Physical Education	1	2	2
BUS	0101	Beginning Typewriting*	2	3	3
BUS	0210	Principles of Accounting	3	2	4
			<u>10</u>	<u>7</u>	<u>13</u>
<b>FIFTH QUARTER</b>					
MAT	0102	Finite Mathematics II	4	0	4
		or			
MAT	0122	College Algebra & Trigonometry II			
ENG	0201	English Literature I	3	0	3
ECO	0201	Principles of Economics	3	2	3
BUS	0211	Principles of Accounting	3	2	4
			<u>13</u>	<u>4</u>	<u>14</u>
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
ECO	0202	Principles of Economics	3	2	3
BUS	0212	Principles of Accounting	3	2	4
		Humanities Requirement	3	0	3
PED		Selection	0	3	1
			<u>12</u>	<u>7</u>	<u>14</u>
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
ECO	0203	Principles of Economics	3	2	3
		Electives	6	0	6
			<u>12</u>	<u>2</u>	<u>12</u>
<b>EIGHTH QUARTER</b>					
CPS	0101	Computer Concepts	3	0	3
PED		Selection	0	3	1
		Humanities Requirement	3	0	3
		Electives	6	0	6
			<u>12</u>	<u>3</u>	<u>13</u>

\*May demonstrate competency.

**PRE-BUSINESS EDUCATION C-026 (DAY)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
MAT	0101	Finite Mathematics I	4	0	4
or					
MAT	0121	College Algebra & Trigonometry I			
BUS	0101	Beginning Typewriting*	2	3	3
BIO	0101	Principles of Biology	3	3	4
HIS	0101	Western Civilization	3	0	3
			<u>17</u>	<u>6</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
MAT	0102	Finite Mathematics II	4	0	4
or					
MAT	0122	College Algebra & Trigonometry II			
BIO	0102	Principles of Biology	3	3	4
HIS	0102	Western Civilization	3	0	3
PED		Selection	0	3	1
			<u>15</u>	<u>6</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
CPS	0101	Computer Concepts	3	0	3
BIO	0103	Principles of Biology	3	3	4
HIS	0103	Western Civilization	3	0	3
ENG	0160	Public Speaking	3	0	3
PED		Selection	0	3	1
			<u>17</u>	<u>9</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
BUS	0104	Shorthand	5	0	5
BUS	0210	Principles of Accounting	3	2	4
ECO	0201	Principles of Economics	3	2	3
			<u>14</u>	<u>6</u>	<u>15</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
BUS	0105	Shorthand	5	0	5
BUS	0211	Principles of Accounting	3	2	4
ECO	0202	Principles of Economics	3	2	3
			<u>14</u>	<u>6</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
BUS	0106	Shorthand	5	0	5
BUS	0212	Principles of Accounting	3	2	4
ECO	0203	Principles of Economics	3	2	3
PED	0101	Concepts in Physical Education	1	2	2
			<u>15</u>	<u>8</u>	<u>17</u>

\*May demonstrate competency.



**PRE-BUSINESS EDUCATION C-026 (EVENING)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BIO	0101	Principles of Biology	3	3	4
HIS	0101	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BIO	0102	Principles of Biology	3	3	4
HIS	0102	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
BIO	0103	Principles of Biology	3	3	4
HIS	0103	Western Civilization	3	0	3
			<u>11</u>	<u>3</u>	<u>10</u>
<b>FOURTH QUARTER</b>					
CPS	0101	Computer Concepts	3	0	3
ENG	0160	Public Speaking	3	0	3
BUS	0210	Principles of Accounting	3	2	4
PED		Selection	0	3	1
			<u>9</u>	<u>5</u>	<u>11</u>
<b>FIFTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
ECO	0201	Principles of Economics	3	2	3
BUS	0104	Shorthand	5	0	5
BUS	0211	Principles of Accounting	3	2	4
			<u>14</u>	<u>4</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
BUS	0105	Shorthand	5	0	5
ECO	0202	Principles of Economics	3	2	3
BUS	0212	Principles of Accounting	3	2	4
			<u>14</u>	<u>4</u>	<u>15</u>
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
BUS	0106	Shorthand	5	0	5
ECO	0203	Principles of Economics	3	2	3
MAT	0101	Finite Mathematics I	4	0	4
			or		
MAT	0121	College Algebra & Trigonometry I			
			<u>15</u>	<u>2</u>	<u>15</u>
<b>EIGHTH QUARTER</b>					
BUS	0101	Beginning Typewriting*	2	3	3
PED	0101	Concepts in Physical Education	1	2	2
MAT	0102	Finite Mathematics II	4	0	4
			or		
MAT	0122	College Algebra & Trigonometry II			
PED		Selection	0	3	1
			<u>7</u>	<u>8</u>	<u>10</u>

\*May demonstrate competency.

## PRE-COMPUTER SCIENCE C-040 (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
EDP	0160	Microcomputer Operations	2	2	2
MAT	0121	College Algebra & Trigonometry I	5	0	5
		or			
MAT	0131	Calculus & Analytic Geometry I			
HIS	0101	Western Civilization	3	0	3
CPS	0101	Computer Concepts	3	0	3
			<u>18</u>	<u>2</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
MAT	0122	College Algebra & Trigonometry II	5	0	5
		or			
MAT	0132	Calculus & Analytic Geometry II			
HIS	0102	Western Civilization	3	0	3
CPS	0102	Introduction to Computer Programming	3	2	4
		Humanities Elective	3	0	3
			<u>19</u>	<u>2</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
MAT	0131	Calculus & Analytic Geometry I	5	0	5
		or			
MAT	0133	Calculus & Analytic Geometry III			
CPS	0103	Advanced Programming Concepts	3	2	3
HIS	0103	Western Civilization	3	0	3
PED	0101	Physical Education Concepts	1	2	2
			<u>17</u>	<u>4</u>	<u>16</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
MAT	0132	Calculus & Analytic Geometry II	5	0	5
		or			
MAT	0231	Calculus & Analytic Geometry IV			
CHM	0101	General Chemistry I	3	3	4
		or			
PHY	0201	General Physics I			
		Humanities Elective	3	0	3
PED		Elective	0	3	1
CPS	0201	Introduction to Data Structures	3	2	3
			<u>17</u>	<u>8</u>	<u>19</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
MAT	0133	Calculus & Analytic Geometry III	5/3	0/2	5/3
		or			
CPS		Elective			
CHM	0102	General Chemistry II	3	3	4
		or			
PHY	0202	General Physics II			
		Social Science Elective	3	0	3
PED		Elective	0	3	1
			<u>12</u>	<u>6</u>	<u>14</u>

**SIXTH QUARTER**

ENG	0203	American Literature	3	0	3
MAT	0231	Calculus & Analytic Geometry IV or	5	0	5
MAT	0140	Introductory Statistics			
CPS		Elective	3	2	3
CHM	0103	General Chemistry III or	3	3	4
PHY	0203	General Physics III			
			<hr/>	<hr/>	<hr/>
			14	5	15



**PRE-ENGINEERING AND PRE-MATH C-007/C-012**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
CHM	0101	General Chemistry	3	3	4
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
MAT	0131	Calculus & Analytic Geometry I	5	0	5
			<u>16</u>	<u>3</u>	<u>15</u>
<b>SECOND QUARTER</b>					
CHM	0102	General Chemistry	3	3	4
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
MAT	0132	Calculus & Analytic Geometry II	5	0	5
			<u>16</u>	<u>3</u>	<u>15</u>
<b>THIRD QUARTER</b>					
CHM	0103	General Chemistry	3	3	4
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
MAT	0133	Calculus & Analytic Geometry III	5	0	5
PED	0101	Concepts in Physical Education	1	2	2
			<u>17</u>	<u>5</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
MAT	0231	Calculus & Analytic Geometry IV	5	0	5
PED		Selection	0	3	1
PHY	0220	Analytical Physics I	3	3	4
ECO	0201	Principles of Economics	3	2	3
			<u>14</u>	<u>8</u>	<u>16</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
CPS	0102	Introduction to Computer Programming	3	2	4
EGR	0101	Engineering Drawing I	0	6	3
PHY	0221	Analytical Physics II	3	3	4
ECO	0202	Principles of Economics	3	0	3
			<u>12</u>	<u>11</u>	<u>17</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
CPS	0235	FORTTRAN Programming	3	2	3
PHY	0222	Analytical Physics III	3	3	4
		Humanities Requirement	3	0	3
		Humanities Requirement	3	0	3
PED		Selection	0	3	1
			<u>15</u>	<u>8</u>	<u>17</u>



## PRE-TEXTILE TECHNOLOGY C-033

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
MAT	0102	College Algebra & Trigonometry I or	5	0	5
MAT	0131	Calculus & Analytic Geometry I			
CHM	0101	General Chemistry I	3	3	4
HIS	0101	Western Civilization	3	0	3
		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			19	3	18
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
MAT	0122	College Algebra & Trigonometry II or	5	0	5
MAT	0132	Calculus & Analytic Geometry II			
CHM	0102	General Chemistry II	3	3	4
HIS	0102	Western Civilization	3	0	3
		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			19	3	18
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
MAT	0131	Calculus & Analytic Geometry I or	5	0	5
MAT	0133	Calculus & Analytic Geometry III			
PED	0101	Concepts in Physical Education	1	2	2
CHM	0103	General Chemistry III	3	3	4
HIS	0103	Western Civilization	<u>3</u>	<u>0</u>	<u>3</u>
			17	5	17
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
MAT	0132	Calculus & Analytic Geometry II or	5	0	5
MAT	0231	Calculus & Analytic Geometry IV			
PHY	0220	Analytical Physics I	3	3	4
PED		Elective	0	3	1
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	16
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
MAT	0133	Calculus & Analytic Geometry III	5	0	5
CPS	0101	Computer Concepts	3	0	3
PHY	0221	Analytical Physics II	3	3	4
PED		Elective	<u>0</u>	<u>3</u>	<u>1</u>
			14	6	16

**SIXTH QUARTER**

ENG	0203	American Literature	3	0	3
MAT	0231	Calculus & Analytic Geometry IV or	5	0	5
MAT	0140	Introductory Statistics			
PHY	0222	Analytical Physics III	<u>3</u>	<u>3</u>	<u>4</u>
			11	3	12



## PRE-LAW C-010 (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
		Natural Science (Biology, Chemistry, or Geology)	3	3	4
MAT	0101	Finite Mathematics I	4	0	4
		or			
MAT	0121	College Algebra & Trigonometry I			
PED	0101	Concepts in Physical Education	1	2	2
			<u>16</u>	<u>5</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
		Natural Science	3	3	4
MAT	0102	Finite Mathematics II	4	0	4
		or			
MAT	0122	College Algebra & Trigonometry II			
PED		Selection	0	3	1
			<u>15</u>	<u>6</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	3	3	4
		Humanities Requirement	3	0	3
PED		Selection	0	3	1
		Elective	3	0	3
			<u>17</u>	<u>6</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
HIS	0260	History of U.S.	3	0	3
POL	0260	American Government	3	0	3
		Humanities Requirement	3	0	3
CPS	0101	Computer Concepts	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
HIS	0261	History of U.S.	3	0	3
POL	0261	Problems & Policies of American Government	3	0	3
		Electives	9	0	9
			<u>18</u>	<u>0</u>	<u>18</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
HIS	0262	History of U.S.	3	0	3
POL	0262	State & Local Government	3	0	3
		Electives	6	0	6
			<u>15</u>	<u>0</u>	<u>15</u>

Electives should be taken from the social science area.

## PRE-LAW C-010 (EVENING)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization Natural Science (Biology, Chemistry, or Geology)	3	0	3
			<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization Natural Science	3	0	3
			<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization Natural Science	3	0	3
			<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>FOURTH QUARTER</b>					
PED	0101	Concepts in Physical Education Humanities Requirement Electives	1	2	2
			3	0	3
			<u>9</u>	<u>0</u>	<u>9</u>
			13	2	14
<b>FIFTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
HIS	0260	History of U.S.	3	0	3
POL	0260	American Government	3	0	3
CPS	0101	Computer Concepts	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
HIS	0261	History of U.S.	3	0	3
POL	0261	Problems & Policies of American Government	3	0	3
MAT	0101	Finite Mathematics or	4	0	4
MAT	0121	College Algebra & Trigonometry I	4	0	4
			<u>13</u>	<u>0</u>	<u>13</u>
			13	0	13
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
HIS	0262	History of U.S.	3	0	3
POL	0262	State & Local Government	3	0	3
MAT	0102	Finite Mathematics II or	4	0	4
MAT	0122	College Algebra & Trigonometry II	4	0	4
			<u>13</u>	<u>0</u>	<u>13</u>
			13	0	13



**EIGHTH QUARTER**

PED	Selection	0	3	1
PED	Selection	0	3	1
	Humanities Requirement	3	0	3
	Electives	<u>9</u>	<u>0</u>	<u>9</u>
		12	6	14

Electives should be taken from the social science area.

**PRE-LIBERAL ARTS C-011 (DAY)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
		Natural Science (Biology, Chemistry, or Geology)	3	3	4
MAT	0101	Finite Mathematics I	4	0	4
MAT	0121	College Algebra & Trigonometry I			
PED	0101	Concepts in Physical Education	<u>1</u>	<u>2</u>	<u>2</u>
			16	5	16
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
		Natural Science	3	3	4
MAT	0102	Finite Mathematics II	4	0	4
MAT	0122	College Algebra & Trigonometry II			
PED		Selection	<u>0</u>	<u>3</u>	<u>1</u>
			15	6	15
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	3	3	4
		Social Science Requirement	3	0	3
PED		Selection	0	3	1
CPS	0101	Computer Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			17	6	17
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
		Humanities Requirement	3	0	3
		Electives	<u>9</u>	<u>0</u>	<u>9</u>
			15	0	15
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
		Humanities Requirement	3	0	3
		Electives	<u>12</u>	<u>0</u>	<u>12</u>
			18	0	18
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
		Electives	<u>12</u>	<u>0</u>	<u>12</u>
			15	0	15

## PRE-LIBERAL ARTS C-011 (EVENING)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
		Natural Science (Biology, Chemistry, or Geology)	<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
		Natural Science	<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	<u>3</u>	<u>3</u>	<u>4</u>
			11	3	10
<b>FOURTH QUARTER</b>					
PED	0101	Concepts in Physical Education	1	2	2
		Electives	<u>12</u>	<u>0</u>	<u>12</u>
			13	2	14
<b>FIFTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
MAT	0101	Finite Mathematics I	4	0	4
		or			
MAT	0121	College Algebra & Trigonometry I			
PED		Selection	0	3	1
		Electives	<u>6</u>	<u>0</u>	<u>6</u>
			13	3	14
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
MAT	0102	Finite Mathematics II	4	0	4
		or			
MAT	0122	College Algebra & Trigonometry II			
PED		Selection	0	3	1
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	3	11
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
		Humanities Requirement	3	0	3
CP5	0101	Computer Concepts	3	0	3
		Social Science Requirement	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
<b>EIGHTH QUARTER</b>					
		Humanities Requirement	3	0	3
		Electives	<u>12</u>	<u>0</u>	<u>12</u>
			15	0	15

## PRE-SCIENCE/PRE-MEDICAL C-01B/C-013

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
MAT	0121	College Algebra & Trigonometry I	5	0	5
		Natural Science (Biology, Chemistry, or Geology)	3	3	4
PED	0101	Concepts in Physical Education	1	2	2
			<u>17</u>	<u>5</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
MAT	0122	College Algebra & Trigonometry II	5	0	5
		Natural Science	3	3	4
PED		Selection	0	3	1
			<u>16</u>	<u>6</u>	<u>16</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	3	3	4
		Social Science Requirement	3	0	3
		Humanities Requirement	3	0	3
			<u>17</u>	<u>3</u>	<u>16</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
MAT	0131	Calculus & Analytic Geometry I	5	0	5
		Natural Science	3	3	4
		Natural Science	3	3	4
			<u>14</u>	<u>6</u>	<u>16</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
MAT	0132	Calculus & Analytic Geometry II	5	0	5
		Natural Science	3	3	4
		Natural Science	3	3	4
			<u>14</u>	<u>6</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
		Natural Science	3	3	4
		Computer Science Course	3	0	3
		Humanities Requirement	3	0	3
PED		Selection	0	3	1
			<u>12</u>	<u>6</u>	<u>14</u>

This is only a suggested outline for a pre-science/pre-medical student to secure the Associate of Science degree. Science courses can be chosen to best suit the student's area of concentration.

**PRE-MUSIC C-015**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
PED	0101	Concepts in Physical Education	1	2	2
		Science or Math Requirement	—	—	4
MUS	0101	Introduction to Music History	3	0	3
MUS	0104	Musicianship I	3	0	3
MUS	0110	Applied Music	1	2	1
		or			
MUS		0120, 1030, 1040, 1050			
MUS	0160	Chorus	0	3	1
MUS	0107	Piano Skills For Music Majors (Required of Non-Piano Majors)	1	2	1
			<hr/>	<hr/>	<hr/>
			14	9	18
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
PED		Selection	0	3	1
		Science or Math Requirement	—	—	4
MUS	0102	Medieval & Renaissance History	3	0	3
MUS	0105	Musicianship II	3	0	3
MUS	0111	Applied Music	1	2	1
		or			
MUS		0121, 0131, 0141, 0151			
MUS	0160	Chorus	0	3	1
			<hr/>	<hr/>	<hr/>
			12	8	16
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
PED		Selection	0	3	1
		Humanities Requirement	3	0	3
		Social Science Requirement	3	0	3
MUS	0103	Baroque History	3	0	3
MUS	0106	Musicianship III (Basic Harmony)	3	0	3
MUS	0112	Applied Music	1	2	1
		or			
MUS		0122, 0132, 0142, 0152			
MUS	0160	Chorus	0	3	1
			<hr/>	<hr/>	<hr/>
			18	8	18
<b>FOURTH QUARTER</b>					
MUS	0201	Eighteenth Century History	3	0	3
MUS	0204	Musicianship IV	3	0	3
MUS	0210	Applied Music	1	2	1
		or			
MUS		0220, 0230, 0240, 0250			
MUS	0160	Chorus	0	3	1
		Humanities Requirement	3	0	3
		Social Science Requirement	3	0	3
CP5	0101	Computer Concepts	3	0	3
			<hr/>	<hr/>	<hr/>
			16	5	17



**FIFTH QUARTER**

MUS	0202	Nineteenth Century History	3	0	3
MUS	0205	Musicianship V (Form and Analysis)	3	0	3
MUS	0211	Applied Music	1	2	1
		or			
MUS		0221, 0231, 0241, 0251	0	3	1
MUS	0160	Chorus	3	0	3
		Social Science Requirement	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	5	14

**SIXTH QUARTER**

MUS	0203	Twentieth Century History	3	0	3
MUS	0206	Musicianship VI (Twentieth Century Styles and Techniques)	3	0	3
MUS	0212	Applied Music	1	2	1
		or			
MUS		0222, 0232, 0242, 0252	0	3	1
MUS	0160	Chorus	3	0	3
ENG	0203	American Literature	3	0	3
		Humanities Requirement	<u>3</u>	<u>0</u>	<u>3</u>
			13	5	14



## PRE-SOCIAL WORK C-019 (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
		Natural Science (Biology, Chemistry, or Geology)	3	3	4
MAT	0101	Finite Mathematics I	4	0	4
SOC	0160	Introduction to Sociology	3	0	3
			<u>18</u>	<u>3</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
		Natural Science	3	3	4
MAT	0102	Finite Mathematics II	4	0	4
SOC	0161	Social Problems	3	0	3
			<u>18</u>	<u>3</u>	<u>17</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	3	3	4
SOC	0162	Sociology of the Family	3	0	3
		Humanities Requirement	3	0	3
PED		Selection	0	3	1
			<u>17</u>	<u>6</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
PSY	0260	General Psychology	3	0	3
PED	0101	Concepts in Physical Education	1	2	2
		Humanities Requirement	3	0	3
CPS	0101	Computer Concepts	3	0	3
		Electives	3	0	3
			<u>16</u>	<u>2</u>	<u>17</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
PSY	0261	Developmental Psychology	3	0	3
PED		Selection	0	3	1
		Electives	9	0	9
			<u>15</u>	<u>3</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
PSY	0262	Applied Psychology	3	0	3
		Electives	6	0	6
			<u>12</u>	<u>0</u>	<u>12</u>

Electives to be considered should include: Anthropology, Religion, U.S. History, Political Science, Philosophy, and Public Speaking.

**PRE-SOCIAL WORK C-019 (EVENING)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
		Natural Science (Biology, Chemistry, or Geology)	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
		Natural Science	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
		Natural Science	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>FOURTH QUARTER</b>					
PED	0101	Concepts in Physical Education	1	2	2
CPS	0101	Computer Concepts	3	0	3
		Electives	6	0	6
			<u>10</u>	<u>2</u>	<u>11</u>
<b>FIFTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
PSY	0260	General Psychology	3	0	3
MAT	0101	Finite Mathematics I	4	0	4
SOC	0160	Introduction to Sociology	3	0	3
			<u>13</u>	<u>0</u>	<u>13</u>
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
PSY	0261	Developmental Psychology	3	0	3
MAT	0102	Finite Mathematics II	4	0	4
SOC	0161	Social Problems	3	0	3
			<u>13</u>	<u>0</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
PSY	0262	Applied Psychology	3	0	3
SOC	0162	Sociology of the Family	3	0	3
		Humanities Requirement	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
<b>EIGHTH QUARTER</b>					
PED		Selection	0	3	1
PED		Selection	0	3	1
		Humanities Requirement	3	0	3
		Electives	12	0	12
			<u>15</u>	<u>6</u>	<u>17</u>

**PRE-TEACHING (Elementary) C-020 (DAY)**  
**PRE-TEACHING (Secondary) C-028 (DAY)**  
**PRE-TEACHING (Early Childhood) C-035 (DAY)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
BIO	0101	Principles of Biology	3	3	4
MAT	0101	Finite Mathematics I	4	0	4
		or			
MAT	0121	College Algebra & Trigonometry I (5-0-5)			
PED	0101	Concepts in Physical Education	1	2	2
			<u>16</u>	<u>5</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
BIO	0102	Principles of Biology	3	3	4
MAT	0102	Finite Mathematics II	4	0	4
		or			
MAT	0122	College Algebra & Trigonometry II (5-0-5)			
PED		Selection	0	3	1
			<u>15</u>	<u>6</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
BIO	0103	Principles of Biology	3	3	4
PED		Selection	0	3	1
		Electives	5	0	5
			<u>16</u>	<u>6</u>	<u>16</u>
<b>FOURTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
GEG	0160	Physical Geography	3	2	4
		A Physical Science (Chemistry, Physics, Geology, or Physical Science)	3	3	4
		Humanities Requirement	3	0	3
CP5	0101	Computer Concepts	3	0	3
			<u>15</u>	<u>5</u>	<u>17</u>
<b>FIFTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
GEG	0161	Economic Geography	3	0	3
		A Physical Science	3	3	4
		Humanities Requirement	3	0	3
		Elective	3	0	3
			<u>15</u>	<u>3</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
GEG	0162	World Regions	3	0	3
		A Physical Science	3	3	4
		Electives	6	0	6
			<u>15</u>	<u>3</u>	<u>16</u>

Electives should be taken from Humanities, Education, Social Science, and Science courses to suit individual interest and senior institution requirements.



**PRE-TEACHING (Elementary) C-020 (EVENING)**  
**PRE-TEACHING (Secondary) C-028 (EVENING)**  
**PRE-TEACHING (Early Childhood) C-035 (EVENING)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
HIS	0101	Western Civilization	3	0	3
BIO	0101	Principles of Biology	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
HIS	0102	Western Civilization	3	0	3
BIO	0102	Principles of Biology	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>THIRD QUARTER</b>					
ENG	0103	Freshman Composition III	5	0	3
HIS	0103	Western Civilization	3	0	3
BIO	0103	Principles of Biology	3	3	4
			<u>11</u>	<u>3</u>	<u>10</u>
<b>FOURTH QUARTER</b>					
CPS	0101	Computer Concepts	3	0	3
		Humanities Requirement	3	0	3
PED	0101	Concepts in Physical Education	1	2	2
			<u>7</u>	<u>2</u>	<u>8</u>
<b>FIFTH QUARTER</b>					
ENG	0201	English Literature I	3	0	3
GEG	0160	Physical Geography	3	2	4
		A Physical Science (Chemistry, Physics, Geology, or Physical Science)	3	3	4
MAT	0101	Finite Mathematics I	4	0	4
		or			
MAT	0121	College Algebra & Trigonometry I (5-0-5)	—	—	—
			<u>13</u>	<u>5</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0202	English Literature II	3	0	3
GEG	0161	Economic Geography	3	0	3
		A Physical Science	3	3	4
MAT	0102	Finite Mathematics II	4	0	4
		or			
MAT	0122	College Algebra & Trigonometry II (5-0-5)	—	—	—
			<u>13</u>	<u>3</u>	<u>14</u>
<b>SEVENTH QUARTER</b>					
ENG	0203	American Literature	3	0	3
GEG	0162	World Regions	3	0	3
		A Physical Science	3	3	4
PED		Selection	0	3	1
			<u>9</u>	<u>6</u>	<u>11</u>

**EIGHTH QUARTER**

PED

Selection  
Humanities Requirement  
Electives

0	3	1
3	0	3
<u>14</u>	<u>0</u>	<u>14</u>
17	3	10



## TECHNICAL PROGRAMS

Courses in technical programs are designed to meet the increasing demand in the community for high level skills. The technical curriculum requires two years for completion. All students, regardless of the program, must complete the following requirements for graduation with the Associate of Applied Science Degree (A.A.S.):

1. A minimum of 96-127 quarter hours of earned credit according to the program.
2. A minimum of a 2.0 grade point average.
3. A minimum of 18 quarter hours in the areas of English, Social Science, and Humanities, and not less than 3 quarter hours in each field. A student may be exempt from any area upon the approval of the appropriate Division Dean.
4. All specifically designated courses in each program must be taken. These may be found in the program outlines in the following section.

The Technical Programs offered are:

Associate Degree for  
Vocational Instructors  
Business Administration  
Business Computer Programming  
Commercial Graphics  
Criminal Justice  
Drafting and Design Technology  
Executive Secretarial Science  
Electronics Engineering Technology  
Foodservice Management

General Office Technology  
Industrial Management  
Insurance  
Marketing and Retailing  
Mechanical Engineering  
Technology  
Radio/TV Broadcasting  
Technology  
Real Estate  
Recreation Associate

## TECHNICAL CERTIFICATE PROGRAMS

Upon the recommendation of the Division Dean to the Vice President, a Certificate of Achievement may be awarded to a student who meets the prescribed requirements in Business Administration, Industrial Management, Secretarial Science, and Business Computer Programming as shown in the following outlines. *The student must apply to the Registrar's Office for this certificate.*

**ASSOCIATE DEGREE PROGRAM  
FOR  
VOCATIONAL INSTRUCTORS  
T-109**

**INTRODUCTION:**

The program is designed for persons who have developed a skill or trade or technical specialty or who have a desire to do so, and would like to teach or pursue a degree. Successful graduates of the program may find employment in the public high schools', community colleges', and technical institutes' vocational or career programs. It is also designed for those already teaching in such programs who have not had the opportunity to acquire training in educational methods.

The program offers the opportunity to earn an Associate in Applied Science Degree allowing credit for previous training, experience, and formal study in the student's area of expertise, supplemented by course work to broaden the student personally and develop professional competence in the techniques of teaching. Students may enter this program any quarter.

**PROGRAM:**

Credit will be awarded to skilled craftsmen based on educational experience and work experience. Credit will be allowed for no more than two fields of specialization.

**Part I:**

- A. In the specialty area, credits will be earned by the following criteria:
  - 1. Twenty-four quarter hours credit for full-time trade school, twelve months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials. Maximum twenty-four credit hours.

and/or

  - 2. One quarter hour credit per sixty hours of full-time trade instruction for programs of less than one year duration certified by diploma or letter by trade school officials. Maximum eight credit hours.
- B. One quarter hour credit per forty hours of special short course instruction—company sponsored school, certified by diploma, certificate, or letter by company school. Maximum five hours.



- C. Five quarter hours credit for each full year of employment in a teaching situation. This must be certified by a notarized letter from the employer. Teaching must be the primary responsibility of employment. Maximum ten hours.
- D. Two quarter hours credit for each full year of employment in the specialty occupation qualified to teach. This must be certified by a notarized letter from the employer. Maximum ten hours.

and/or

Part II:

- A. Credits earned in industrial and/or vocational programs offered at regionally accredited collegiate level institutions.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is 45 quarter hours.

A minimum of 30 quarter hours credit must be earned through course work at Isothermal Community College. In order to earn an Associate in Applied Science Degree at Isothermal Community College, the general education requirements must be met either through transfer credit, challenge examination, or formal course work.

A program of study will be prepared for each individual vocational instructor or potential instructor who makes application for the program. The Dean of Vocational/Technical Education will serve as advisor.

Following are minimum requirements for an Associate in Applied Science Degree for this curriculum.

Three areas of development and the hours required for each are:

- A. Specialty Area .....45
  - 1. Through work experience and/or informal course work.
  - 2. Through formal instruction toward a specific vocation.
- B. Personal Area (Sciences, Humanities) .....41
 

Minimum:

  - English ..... 12
  - Social Sciences ..... 6
  - Math ..... 7
  - Science ..... 4
  - Related Electives ..... 12
- C. Professional Area (Educational Methods) .....22
  - EDU 0110, 0111, 0112, 0113, 0114, 0117, 0118, 0234 .....

D. Free Elective ..... 3  
 111

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>ENGLISH</b>					
ENG	0101	Freshman Composition I	5	0	3
ENG	0102	Freshman Composition II	5	0	3
ENG	0103	Freshman Composition III	5	0	3
ENG	0160	Public Speaking	3	0	3

**SOCIAL SCIENCE:**

Any advisor approved six credit hours of social science.

**MATHEMATICS:** (select any six hours from the following)

MAT	0111	Technical Math	3	0	3
MAT	0101	Finite Mathematics I	4	0	4
MAT	0120	Intermediate Algebra	5	0	5
MAT	0121	College Algebra & Trigonometry I	5	0	5
MAT	0122	College Algebra & Trigonometry II	5	0	5

**SCIENCE:**

Any advisor approved four credit hours of physical or biological science.

**EDUCATION:**

EDU	0110	Introduction to Trade/Industrial Education	3	0	3
EDU	0111	Occupational Analysis & Course Dev.	3	0	3
EDU	0112	Instructional Methods	3	0	3
EDU	0113	Shop Organization & Planning	3	0	3
EDU	0114	Shop Safety	3	0	3
EDU	0117	Instructional Television	1	0	1
EDU	0118	Computer Applications	2	3	3
EDU	0234	AV Materials/Equipment	3	0	3

**ELECTIVES:**

Any advisor approved fourteen hours of electives.

**BUSINESS ADMINISTRATION T-018  
DAY**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0210	Principles of Accounting	3	2	4
BUS	0107	Business Machines	3	2	4
			<u>18</u>	<u>7</u>	<u>19</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0239	Business Math	3	2	4
BUS	0112	Business Finance	3	0	3
BUS	0211	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
		Humanities Elective	3	0	3
			<u>20</u>	<u>4</u>	<u>20</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0212	Principles of Accounting	3	2	4
BUS	0214	Principles of Management	3	0	3
EDP	0101	Computer Concepts	3	0	3
EDP	0160	Micro Operations	2	2	2
			<u>14</u>	<u>4</u>	<u>15</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
DMK	0120	Marketing	3	2	4
BUS	0225	Business Law	3	0	3
ECO	0201	Principles of Economics	3	2	3
EDP		Language Elective	3	2	4
EDP	0205	Software Applications	4	2	4
			<u>19</u>	<u>8</u>	<u>21</u>
<b>FIFTH QUARTER</b>					
BUS	0217	Taxes - Federal	3	2	4
DMK	0243	Advertising	3	2	4
BUS	0226	Business Law	3	0	3
ECO	0202	Principles of Economics	3	2	3
		*Electives	4	0	4
			<u>16</u>	<u>6</u>	<u>18</u>
<b>SIXTH QUARTER</b>					
BUS	0216	Principles of Supervision	3	0	3
BUS	0227	Business Law	3	0	3
BUS	0224	Personnel Management	3	0	3
ECO	0203	Principles of Economics	3	2	3
		*Elective	5	0	5
			<u>17</u>	<u>2</u>	<u>17</u>
<b>TOTAL CREDIT HOURS</b>					<b>110</b>

\*May be any course with COE, MDP, BUS, DMK, ECO, ISC, or EDP prefix.

**BUSINESS ADMINISTRATION T-018  
NIGHT**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0210	Principles of Accounting	3	2	4
			<u>15</u>	<u>5</u>	<u>15</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0107	Business Machines	3	2	4
BUS	0211	Principles of Accounting	3	2	4
DMK	0243	Advertising	3	2	4
			<u>14</u>	<u>6</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0212	Principles of Accounting	3	2	4
BUS	0214	Principles of Management	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0239	Business Math	3	2	4
EDP	0160	Micro Operations	2	2	2
		Humanities Elective	3	0	3
			<u>11</u>	<u>4</u>	<u>12</u>
<b>FIFTH QUARTER</b>					
DMK	0120	Marketing	3	2	4
BUS	0225	Business Law	3	0	3
ECO	0201	Principles of Economics	3	2	3
EDP		Language Elective	3	2	4
			<u>12</u>	<u>6</u>	<u>14</u>
<b>SIXTH QUARTER</b>					
BUS	0217	Taxes	3	2	4
BUS	0224	Personnel Management	3	0	3
BUS	0226	Business Law	3	0	3
ECO	0202	Principles of Economics	3	2	3
			<u>12</u>	<u>4</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
BUS	0216	Principles of Supervision	3	0	3
BUS	0227	Business Law	3	0	3
ECO	0203	Principles of Economics	3	2	3
EDP	0205	Software Applications	4	2	4
			<u>13</u>	<u>4</u>	<u>13</u>



**EIGHTH QUARTER**

BUS	0112	Business Finance	3	0	3
PSY	0201	Industrial Psychology	3	0	3
		*Electives	<u>9</u>	<u>0</u>	<u>9</u>
<b>TOTAL CREDIT HOURS</b>			<b>15</b>	<b>0</b>	<b>15</b>
					<b>110</b>

\*May be any course with COE, MDP, BUS, DMK, ECO, ISC, or EDP prefix.

**BUSINESS ADMINISTRATION CERTIFICATE T-018**

A certificate of achievement will be awarded upon successful completion (average of "C" = 2.00 QPR) of 35 credit hours from the requirements listed.

<b>Required</b>		<b>Credit Hours</b>
ENG	0101, 0104, 0160 (any two courses)	6 hrs.
BUS	0239 Business Math	4 hrs.
BUS	0210 Principles of Accounting	4 hrs.
BUS	0214 Business Management	3 hrs.
BUS	0225 Business Law	3 hrs.
ECO	0201 Principles of Economics	3 hrs.

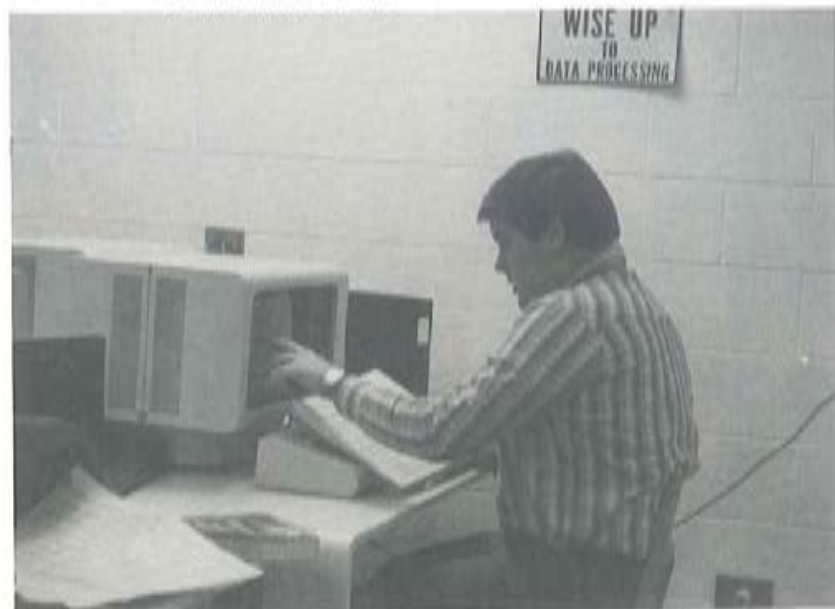
**Electives**

Elect 12 hours from courses within the Business Administration Curriculum.

Any course with a grade of below "C" cannot be applied toward the certificate.

**TOTAL CREDIT HOURS**

**35**



**BUSINESS COMPUTER PROGRAMMING T-022  
(DAY)**

Course Title			Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
EDP	0101	Computer Concepts	3	0	3
EDP	0210	BASIC Programming	3	2	4
EDP	0160	Micro Operations	2	2	2
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
			<u>20</u>	<u>7</u>	<u>20</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
EDP	0103	Data Entry	3	2	3
EDP	0211	Advanced BASIC Programming	3	2	4
BUS	0239	Business Math	3	2	4
		Elective - General	3	0	3
			<u>17</u>	<u>6</u>	<u>17</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0200	Word Processing Applications	3	2	4
EDP	0200	Computer Operations	3	2	3
EDP	0220	RPG II Programming	5	2	5
BUS	0214	Principles of Management	3	0	3
			<u>17</u>	<u>6</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
BUS	0210	Principles of Accounting	3	2	4
EDP	0240	Systems Analysis	3	2	4
ECO	0260	Consumer Economics	3	0	3
		Elective - Major	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FIFTH QUARTER</b>					
EDP	0230	COBOL Programming	3	4	5
EDP	0252	Data Base Processing I	3	2	4
PSY	0201	Industrial Psychology	3	0	3
BUS	0211	Principles of Accounting	3	2	4
		Elective - Related	3	0	3
			<u>15</u>	<u>8</u>	<u>19</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
EDP	0231	Advanced COBOL Programming	3	4	5
EDP	0253	Data Base Processing II	3	2	4
BUS	0212	Principles of Accounting	3	2	4
		Elective - Related	3	0	3
			<u>15</u>	<u>8</u>	<u>19</u>
		<b>TOTAL CREDIT HOURS</b>			<b>107</b>

**BUSINESS COMPUTER PROGRAMMING T-022  
(EVENING)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
BUS	0101	Beginning Typewriting	2	3	3
EDP	0101	Computer Concepts	3	0	3
EDP	0160	Microcomputer Operations	2	2	2
EDP	0210	BASIC Programming	3	2	4
			<u>10</u>	<u>7</u>	<u>12</u>
<b>SECOND QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
EDP	0103	Data Entry	3	2	3
EDP	0211	Advanced BASIC Programming	3	2	4
			<u>16</u>	<u>4</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0239	Business Math	3	2	4
EDP	0200	Computer Operations	3	2	3
EDP	0220	RPG II Programming	5	2	5
			<u>16</u>	<u>6</u>	<u>15</u>
<b>FOURTH QUARTER</b>					
ENG	0104	Business Communications	3	0	3
PSY	0201	Industrial Psychology	3	0	3
BUS	0200	Word Processing Applications	3	2	4
		Elective - Major	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>FIFTH QUARTER</b>					
BUS	0210	Principles of Accounting	3	2	4
EDP	0240	Systems Analysis	3	2	4
ECO	0260	Consumer Economics	3	0	3
		Elective - Related	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>SIXTH QUARTER</b>					
BUS	0211	Principles of Accounting	3	2	4
EDP	0230	COBOL Programming	3	4	5
EDP	0252	Data Base Processing I	3	2	4
		Elective - Related	3	0	3
			<u>12</u>	<u>8</u>	<u>16</u>
<b>SEVENTH QUARTER</b>					
BUS	0212	Principles of Accounting	3	2	4
BUS	0214	Principles of Management	3	0	3
EDP	0231	Advanced COBOL Programming	3	4	5
EDP	0253	Data Base Processing II	3	2	4
			<u>12</u>	<u>8</u>	<u>16</u>
<b>EIGHTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
		Elective - General	3	0	3
			<u>6</u>	<u>0</u>	<u>6</u>
<b>TOTAL</b>					<b>107</b>

**BUSINESS COMPUTER PROGRAMMING CERTIFICATE T-022  
(DAY AND EVENING)**

		<b>Course Title</b>	<b>Cont Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
EDP	0101	Computer Concepts	3	0	3
EDP	0160	Microcomputer Operations	2	2	2
BUS	0101	Beginning Typewriting	2	3	3
			<u>7</u>	<u>5</u>	<u>8</u>
<b>SECOND QUARTER</b>					
EDP	0103	Data Entry	3	2	3
EDP	0210	BASIC Programming	3	2	4
ENG	0101	Freshman Composition I	5	0	3
			<u>11</u>	<u>4</u>	<u>10</u>
<b>THIRD QUARTER</b>					
EDP	0200	Computer Operations	3	2	3
BUS	0200	Word Processing Applications	3	2	4
BUS	0239	Business Math	3	2	4
			<u>9</u>	<u>6</u>	<u>11</u>
<b>FOURTH QUARTER</b>					
EDP	0201	Advanced Computer Operations	3	2	3
EDP	0205	Software Applications	4	2	4
EDP	0258	Computer Operations Internship	2	8	4
		Elective - General	2	0	2
			<u>11</u>	<u>12</u>	<u>13</u>
<b>TOTAL</b>					<b>42</b>

**COMMERCIAL GRAPHICS  
T-068**

The Commercial Graphics curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic communications profession, which deals with the design, illustration, and mechanical preparation of printed promotional material. This curriculum provides the students with a sound, competitive foundation in the creative and/or the technical and mechanical areas of this profession.

The student is trained in the development of the concept and physical design for promotional materials such as newspaper or magazine ads, posters, folders, letterheads, corporate symbols, brochures, booklets, or package illustration. The program of study emphasizes design, advertising, preparation of art for printing, lettering, typesetting, photography, screen printing, and offset printing.

Graduates of this curriculum will find employment opportunities



with graphic design and commercial art studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphic operations.

**Entry Level**

Graphic Designer/Artist  
Illustrator  
Layout Artist  
Paste-Up/Mechanical Artist  
Typographer  
Graphic Arts Technician  
Screen Process Technician  
Small Offset Press Operator  
Photographic Lab Technician  
Print Shop Technician

**Advanced Level**

Art Director  
Creative Director/Coordinator  
Advertising Manager  
Advanced Type Composer  
Media Coordinator  
Art Production Coordinator  
Free Lance Artist  
Advance Production  
Technician  
Production Manager



## COMMERCIAL GRAPHICS T-060

		Class Hours	Lab Hours	Credit Hours	
<b>FIRST QUARTER</b>					
ART	0101	Fund of Two Dimen. Design (Des. 1)	2	4	4
ENG	0101	Freshman Composition I	5	0	3
BUS	0101	Beginning Typewriting	2	3	3
CMG	0101	Introduction to Photography	2	3	3
DFT	0110	Introduction to Commercial Graphics	2	3	3
			<u>13</u>	<u>13</u>	<u>16</u>
<b>SECOND QUARTER</b>					
CMG	0102	Graphic Layout & Design (Des. 2)	3	3	4
ENG	0102	Freshman Composition II	5	0	3
EGR	0101	Engineering Drawing	0	6	3
CMG	0103	Typesetting & Typography	2	3	3
RTV	0202	Advertising, Sales & Promotion	3	0	3
EDU	0118	Computer Applications	2	3	3
			<u>15</u>	<u>15</u>	<u>19</u>
<b>THIRD QUARTER</b>					
CMG	0104	Creative Visual Design (Des. 3)	3	3	4
ENG	0103	Freshman Composition III	5	0	3
ART	0103	Drawing & Composition I	2	4	4
CMG	0105	Black-and-White Photo	3	3	4
		Social Science Elective	3	0	3
			<u>16</u>	<u>10</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
CMG	0106	Commercial Art I	5	3	6
MAT	0111	Technical Mathematics	3	0	3
CMG	0107	Graphic Arts	2	3	3
CMG	0108	Color Photography	3	3	4
			<u>13</u>	<u>9</u>	<u>16</u>
<b>FIFTH QUARTER</b>					
CMG	0201	Commercial Art II	5	3	6
		Humanities Elective	3	0	3
CMG	0202	Studio Photography	3	3	4
CMG	0203	Portfolio Preparation	2	3	3
			<u>13</u>	<u>6</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
CMG	0204	Commercial Art III	5	3	6
CMG	0205	Offset Printing I	2	3	3
PSY	0260	General Psychology	3	0	3
CMG	0206	Advertising Photography	3	3	4
			<u>13</u>	<u>9</u>	<u>16</u>
<b>SEVENTH QUARTER</b>					
CMG	0207	Commercial Art IV	5	3	6
CMG	0208	Offset Printing II	2	3	3
CMG	0209	Silkscreen Printing	2	3	3
**		Elective	3	0	3
			<u>12</u>	<u>9</u>	<u>15</u>
<b>TOTAL CREDIT HOURS</b>					<b>116</b>

\*\*Cooperative education internship (COE 100, 106, 201, 202) may be used for credit toward degree requirements.

## CRIMINAL JUSTICE

This curriculum is designed to afford the student the opportunity to acquire basic skills and knowledge in the law enforcement field. Criminal Justice offers such courses as criminal law, criminalistics, criminal investigation, traffic enforcement, etc.

The Criminal Justice program enables a graduate to acquire employment in the field of law enforcement, security services, and/or correction. Currently there is a demand for dedicated men and women in all of these areas. Students may enter this program any quarter.

### CRIMINAL JUSTICE T-129

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
CJC	0101	Nature and History of Law	5	0	5
CJC	0102	Introduction to Criminal Justice System	5	0	5
ENG	0101	Freshman Composition I	5	0	3
SOC	0160	Introduction to Sociology	3	0	3
			18	0	16
<b>SECOND QUARTER</b>					
CJC	0103	The Law Enforcement Officer's Function in Criminal Justice	5	0	5
CJC	0104	The Court's Function in Criminal Justice	3	0	3
MAT	0111	Technical Mathematics	3	0	3
ENG	0102	Freshman Composition II	5	0	3
CJC	0105	Corrections in Criminal Justice	3	0	3
			19	0	17
<b>THIRD QUARTER</b>					
CJC	0106	Juvenile Justice	5	0	5
CJC	0107	Introduction to Criminology	5	0	5
HEA	0103	First Aid	3	0	3
CJC	0108	N.C. Juvenile Code	3	0	3
			16	0	16
<b>FOURTH QUARTER</b>					
SOC	0161	Social Problems	3	0	3
ENG	0160	Public Speaking	3	0	3
HIS	0260	History of U.S.	3	0	3
CHM	0162	Introduction to Chemistry	3	3	4
BUS	0101	Beginning Typewriting*	3	0	3
			15	2	16
<b>FIFTH QUARTER</b>					
CJC	0201	Criminal Law I	3	0	3
CJC	0203	Motor Vehicle Laws of N.C.	5	0	5
POL	0260	American Government	3	0	3
PSY	0261	General Psychology	3	0	3
**		Elective	3	0	3
CJC	0210	Officer Survival I	2	3	3
			19	3	20

**SIXTH QUARTER**

CJC	0202	Criminal Law II	3	0	3
CJC	0204	Criminal Evidence	3	0	3
CJC	0207	Law of Arrest, Search and Seizure	3	0	3
HIS	0261	History of U.S.	3	0	3
CJC	0205	Criminal Investigation	5	0	5
			<u>17</u>	<u>0</u>	<u>17</u>

**SEVENTH QUARTER**

POL	0262	American State & Local Government	3	0	3
PSY	0262	Introduction to Applied Psychology	3	0	3
CJC	0206	Introduction to Criminalistics	4	3	5
CJC	0208	Use of Deadly Force	3	0	3
CJC	0209	Law Enforcement Organization and Administration	3	0	3
CJC	0211	Officer Survival II	2	3	3
			<u>18</u>	<u>6</u>	<u>20</u>
		<b>TOTAL CREDIT HOURS</b>			122

\*May demonstrate competency.

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.

**DRAFTING AND DESIGN TECHNOLOGY T-043**

The Mechanical Drafting and Design curriculum is designed to prepare mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting such as developing the drawing of a section, sub-assembly or major component. Investigating design factors and availability of material and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state, and local governments. Students may enter this program any quarter.



## FIRST YEAR

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
EGR	0101	Engineering Drawing I	0	6	3
MEC	0111	Industrial Safety	3	0	3
MAT	0120	Intermediate Algebra	5	0	5
MEC	0110	Machine Processes	3	3	4
			<u>11</u>	<u>9</u>	<u>15</u>
<b>SECOND QUARTER</b>					
EGR	0102	Engineering Drawing II	0	6	3
MAT	0121	College Algebra & Trigonometry	5	0	5
MEC	0118	Introduction to Metals	3	3	4
MEC	0112	Introduction to Manufacturing	3	3	4
			<u>11</u>	<u>12</u>	<u>16</u>
<b>THIRD QUARTER</b>					
EGR	0103	Engineering Drawing III	0	6	3
MEC	0119	Applied Metallurgy	3	3	4
DFT	0107	Surveying and Mapping	2	3	3
MAT	0122	College Algebra & Trigonometry	5	0	5
			<u>10</u>	<u>12</u>	<u>15</u>
<b>FOURTH QUARTER</b>					
DFT	0203	Architectural Drafting	1	6	3
PSY	0260	General Psychology	3	0	3
DFT	0205	Design Drafting I	2	6	4
WLD	0135	Basic Gas Welding & Cutting	2	3	3
			<u>8</u>	<u>15</u>	<u>13</u>
TOTAL CREDIT HOURS (1st Year)					59

Diploma may be obtained at the end of the first year.

## DRAFTING AND DESIGN

### SECOND YEAR

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIFTH QUARTER</b>					
ELC	0205	Applied Electricity	3	3	4
ENG	0101	Freshman Composition I	5	0	3
DFT	0211	Mechanisms	3	3	4
EDU	0118	Computer Applications	2	3	3
			<u>13</u>	<u>9</u>	<u>14</u>
<b>SIXTH QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
DFT	0212	Jig and Fixture Design	3	3	4
MEC	0235	Hydraulics and Pneumatics	3	0	3
		Elective	3	0	3
		Social Science Elective	3	0	3
			<u>17</u>	<u>3</u>	<u>16</u>

**SEVENTH QUARTER**

ENG	0103	Freshman Composition III	3	0	3
MEC	0204	Applied Mechanics	5	0	5
DFT	0206	Design Drafting II	2	6	4
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	15

**EIGHTH QUARTER**

ENG	0160	Public Speaking	3	0	3
MEC	0205	Strength of Materials	5	0	5
DFT	0220	Introduction to CAD	2	3	3
DFT	0209	Industrial Systems Schematics	<u>2</u>	<u>3</u>	<u>3</u>
			12	6	14
TOTAL CREDIT HOURS (1st & 2nd Year)					110

### DRAFTING AND DESIGN TECHNOLOGY T-043 (EVENING)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
EGR	0101	Engineering Drawing I	0	6	3
MAT	0120	Intermediate Algebra	5	0	5
PSY	0260	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			8	6	11
<b>SECOND QUARTER</b>					
EGR	0102	Engineering Drawing II	0	6	3
MAT	0121	College Algebra & Trigonometry	5	0	5
MEC	0112	Introduction to Manufacturing	<u>3</u>	<u>3</u>	<u>4</u>
			8	9	12
<b>THIRD QUARTER</b>					
EGR	0103	Engineering Drawing III	0	6	3
MAT	0122	College Algebra & Trigonometry	5	0	5
MEC	0118	Introduction to Metals	<u>3</u>	<u>3</u>	<u>4</u>
			8	9	12
<b>FOURTH QUARTER</b>					
MEC	0119	Applied Metallurgy	3	3	4
DFT	0107	Surveying and Mapping	2	3	3
ENG	0160	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
			8	6	10
<b>FIFTH QUARTER</b>					
MEC	0110	Machine Processes	3	3	4
DFT	0203	Architectural Drafting	1	6	3
ENG	0101	Freshman Composition I	<u>5</u>	<u>0</u>	<u>3</u>
			9	9	10
<b>SIXTH QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
DFT	0205	Design Drafting I	<u>2</u>	<u>6</u>	<u>4</u>
			7	6	7

**SEVENTH QUARTER**

ENG	0103	Freshman Composition III	5	0	3
MEC	0204	Applied Mechanics	5	0	5
			<u>10</u>	<u>0</u>	<u>8</u>

**EIGHTH QUARTER**

MEC	0205	Strength of Materials	5	0	5
CPS	0101	Computer Concepts	3	0	3
			<u>8</u>	<u>0</u>	<u>8</u>

**NINTH QUARTER**

DFT	0212	Jig and Fixture Design	3	3	4
		Elective (Humanities)	3	0	3
		Elective	3	0	3
			<u>9</u>	<u>3</u>	<u>10</u>

**TENTH QUARTER**

MEC	0235	Hydraulics and Pneumatics	3	0	3
		Elective	3	0	3
ELC	0205	Applied Electricity	3	3	4
			<u>9</u>	<u>3</u>	<u>10</u>

**ELEVENTH QUARTER**

DFT	0209	Industrial Systems Schematics	2	3	3
		Social Science Elective	3	0	3
DFT	0211	Mechanisms	3	3	4
DFT	0220	Introduction to CAD	2	3	3
			<u>10</u>	<u>9</u>	<u>13</u>
		TOTAL CREDIT HOURS			111

**ELECTRONICS ENGINEERING TECHNOLOGY T-045**

The Electronics Engineering Technology curriculum is designed to provide the student with instruction in the areas of electrical fundamentals, circuit analysis, and the characteristics and application of electrical and electronic devices. This comprehensive course of study will prepare the graduate for career opportunities in a wide variety of business and industries.

Modern laboratory equipment is provided to enable the students to obtain "hands-on" experience in the construction, testing and repair of electronic circuits and in the proper care and use of test equipment.

There is a bright future for the Electronics Engineering Technology graduate in the design, manufacturing, testing, installation, sales, and maintenance of the electronic equipment that is now considered essential to so many phases of our industrial society.

## ELECTRONICS ENGINEERING TECHNOLOGY T-045

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ELC	0101	Electrical Fundamentals I	5	3	6
EGR	0101	Engineering Drawing	0	6	3
MAT	0120	Intermediate Algebra	5	0	5
ENG	0101	Freshman Composition I	5	0	3
			<u>15</u>	<u>9</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ELC	0102	Electrical Fundamentals II	5	3	6
ELN	0101	Electronics I	3	3	4
MAT	0121	College Algebra & Trigonometry	5	0	5
ENG	0102	Freshman Composition II	5	0	3
			<u>18</u>	<u>6</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ELN	0102	Electronics II	5	3	6
MAT	0122	College Algebra & Trigonometry	5	0	5
ENG	0103	Freshman Composition III	3	0	3
ELN	0202	Digital Fundamentals	5	3	6
			<u>18</u>	<u>6</u>	<u>20</u>
<b>FOURTH QUARTER</b>					
ELN	0103	Electronics III	5	3	6
ELN	0217	Linear Integrated Circuits	5	3	6
ELN	0213	Digital Fundamentals II	5	3	6
EDP	0160	Microcomputer Operations	2	2	2
			<u>17</u>	<u>11</u>	<u>20</u>
<b>FIFTH QUARTER</b>					
ELN	0215	Industrial Electronics	5	3	6
ELN	0204	Micro Processor Applications	5	3	6
EDP	0210	BASIC Programming I	3	2	4
PHY	0201	General Physics I	3	3	4
			<u>16</u>	<u>11</u>	<u>20</u>
<b>SIXTH QUARTER</b>					
EDP	0211	BASIC Programming II	3	2	4
PHY	0202	General Physics II	3	3	4
		Humanities Elective	3	0	3
ELN	0206	Rotating Machines	5	3	6
			<u>14</u>	<u>8</u>	<u>17</u>
<b>SEVENTH QUARTER</b>					
ELN	0205	Electronics Systems Project	2	6	4
ENG	0160	Public Speaking	3	0	3
		Social Science Elective	3	0	3
		Elective	3	0	3
			<u>11</u>	<u>6</u>	<u>13</u>



## ELECTRONICS ENGINEERING TECHNOLOGY (NIGHT)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ELC	0101	Electrical Fundamentals I	5	3	6
MAT	0120	Intermediate Algebra	5	0	5
ENG	0101	Freshman Composition I	5	0	3
			15	3	14
<b>SECOND QUARTER</b>					
ELC	0102	Electrical Fundamentals II	5	3	6
MAT	0121	College Algebra and Trigonometry	5	0	5
ENG	0102	Freshman Composition II	5	0	3
			15	3	14
<b>THIRD QUARTER</b>					
ELN	0101	Electronics I	3	3	4
MAT	0122	College Algebra and Trigonometry	5	0	5
ENG	0103	Freshman Composition III	5	0	3
			13	3	12
<b>FOURTH QUARTER</b>					
ELN	0102	Electronics II	5	3	6
ENG	0160	Public Speaking	3	0	3
EDP	0160	Microcomputer Operations	2	2	2
			10	5	11
<b>FIFTH QUARTER</b>					
ELN	0103	Electronics III	5	3	6
EDP	0210	BASIC Programming I	3	2	4
			8	5	10
<b>SIXTH QUARTER</b>					
ELN	0202	Digital Fundamentals I	5	3	6
EDP	0211	BASIC Programming II	3	2	4
		Humanities Elective	3	0	3
			11	5	13
<b>SEVENTH QUARTER</b>					
ELN	0213	Digital Fundamentals II	5	3	6
		Social Science Elective	3	0	3
		Elective	3	0	3
			11	3	12
<b>EIGHTH QUARTER</b>					
ELN	0204	Microprocessor Applications	5	3	6
ELN	0217	Linear Integrated Circuits	5	3	6
			10	6	12
<b>NINTH QUARTER</b>					
ELN	0215	Industrial Electronics	5	3	6
EGR	0101	Engineering Drawing	0	6	3
			5	9	9

**TENTH QUARTER**

ELN	0206	Electrical Machines (Rotating Devices)	5	3	6
PHY	0101	Technical Physics I	<u>3</u>	<u>3</u>	<u>4</u>
			8	6	10

**ELEVENTH QUARTER**

ELN	0205	Electronics Systems Project	2	6	4
PHY	0102	Technical Physics II	<u>3</u>	<u>3</u>	<u>4</u>
			5	9	8



**EXECUTIVE SECRETARIAL SCIENCE T-030  
(DAY)**

<b>Course Title</b>		<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>				
ENG 0101	Freshman Composition I	5	0	3
BUS 0100	Introduction to Business	5	0	5
BUS 0101	Beginning Typewriting	2	3	3
BUS 0104	Shorthand	5	0	5
BUS 0190	Word Processing Concepts	3	0	3
		<u>20</u>	<u>3</u>	<u>19</u>
<b>SECOND QUARTER</b>				
ENG 0102	Freshman Composition II	5	0	3
BUS 0102	Typewriting II	3	2	4
BUS 0105	Shorthand	5	0	5
BUS 0107	Business Machines	3	2	4
MDP 0186	Personal Awareness	3	0	3
		<u>19</u>	<u>4</u>	<u>19</u>
<b>THIRD QUARTER</b>				
ENG 0104	Business Communications	3	0	3
BUS 0200	Word Processing Applications	3	2	4
BUS 0106	Shorthand	5	0	5
BUS 0109	Terminology and Transcription	3	2	4
BUS 0239	Business Math	3	2	4
		<u>17</u>	<u>6</u>	<u>20</u>
<b>FOURTH QUARTER</b>				
BUS 0210	Principles of Accounting	3	2	4
BUS 0225	Business Law	3	0	3
BUS 0103	Typewriting III	3	2	4
ECO 0260	Consumer Economics	3	0	3
	Elective - Related	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>
<b>FIFTH QUARTER</b>				
BUS 0211	Principles of Accounting	3	2	4
BUS 0205	Machine Transcription	3	2	4
BUS 0201	Word Processing Files	3	2	4
PSY 0201	Industrial Psychology	3	0	3
EDP 0101	Computer Concepts	3	0	3
		<u>15</u>	<u>6</u>	<u>18</u>
<b>SIXTH QUARTER</b>				
BUS 0108	Records Management	3	0	3
BUS 0213	Secretarial Procedures	3	2	4
ENG 0160	Public Speaking	3	0	3
BUS 0165	Office Applications/IBM PC	3	2	4
	Elective - Related	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>
<b>TOTAL CREDIT HOURS</b>				<b>110</b>

**EXECUTIVE SECRETARIAL SCIENCE T-030  
(NIGHT)**

<b>Course Title</b>			<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0104	Shorthand	5	0	5
			<u>17</u>	<u>3</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0102	Typewriting II	3	2	4
BUS	0105	Shorthand	5	0	5
MDP	0106	Personal Awareness	3	0	3
			<u>16</u>	<u>2</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0106	Shorthand	5	0	5
BUS	0109	Terminology and Transcription	3	2	4
BUS	0200	Word Processing Applications	3	2	4
			<u>14</u>	<u>4</u>	<u>16</u>
<b>FOURTH QUARTER</b>					
BUS	0210	Principles of Accounting	3	2	4
BUS	0225	Business Law	3	0	3
BUS	0103	Typewriting III	3	2	4
ECO	0260	Consumer Economics	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FIFTH QUARTER</b>					
BUS	0205	Machine Transcription	3	2	4
BUS	0211	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0108	Records Management	3	0	3
BUS	0213	Secretarial Procedures	3	2	4
		Elective - Related	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
BUS	0190	Word Processing Concepts	3	0	3
BUS	0107	Business Machines	3	2	4
		Elective - Related	3	0	3
BUS	0165	Office Applications/IBM PC	3	2	4
			<u>12</u>	<u>4</u>	<u>14</u>
<b>EIGHTH QUARTER</b>					
BUS	0239	Business Math	3	2	4
BUS	0201	Word Processing Files	3	2	4
			<u>6</u>	<u>4</u>	<u>8</u>
<b>TOTAL CREDIT HOURS</b>					<b>110</b>



## **FOOD SERVICE MANAGEMENT T-074**

### **CURRICULUM DESCRIPTION**

The first year of the Foodservice Management curriculum trains students in the art and science of quantity food preparation with particular emphasis on restaurant and institutional foodservice. The second year of the Foodservice Management curriculum trains students at the supervisory or "middle management" level in foodservice.

Students completing the first year of this curriculum and desiring additional study in supervision and management may continue for the second year or exit after the fourth quarter with a diploma in Foodservice Management.

In addition to having a sound foundation in the science of food preparation and service, students will develop an understanding of the basic science and principles of quantity food preparation, an appreciation of accuracy, the use of standards in production, and an increased knowledge of the space and equipment requirements for quantity food production. Service operations of various types, and some ability to evaluate the effectiveness of the operation of a foodservice department will also be taught. Students will understand pricing and cost controls, principles of nutrition as applied to institutional menu planning, safe methods of work performance, and an appreciation of sanitation and hygiene in a foodservice operation.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Cook, Pastry  
Cook  
Baker  
Baker Assistant  
Short Order Cook  
Waitress/Waiter

#### **Advanced Level**

Cook, Head  
Baker, Head  
Director, Food Services  
Chef  
Supervisor, Food Service  
Manager, Food Service  
Unit Manager  
Dietetic Assistant  
Quality Control Technicians  
Food Buyer

## FOOD SERVICE MANAGEMENT T-074

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
FSO	0101	Introduction to Food Services	3	0	3
FSO	0102	Food Preparation I	2	9	5
FSO	0103	Equipment—Use and Care	3	0	3
FSO	0110	Nutrition	1	6	3
			<u>14</u>	<u>15</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
FSO	0105	Food Preparation II	2	9	5
FSO	0106	Baking I	2	6	4
FSO	0107	Dining Room Service I	3	0	3
			<u>12</u>	<u>15</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
MAT	0111	Technical Math	3	0	3
FSO	0108	Food Preparation III	2	9	5
FSO	0109	Baking II	2	6	4
FSO	0104	Sanitation and Safety	3	0	3
			<u>13</u>	<u>15</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
		Social Science Elective	3	0	3
**		Elective	3	0	3
EDU	0117	Instructional Television	1	0	1
			<u>7</u>	<u>0</u>	<u>7</u>
<b>FIFTH QUARTER</b>					
FSO	0201	Food Preparation IV	2	9	5
FSO	0202	Food & Labor Cost Control	3	0	3
		Humanities Elective	3	0	3
PSY	0260	General Psychology	3	0	3
DFT	0120	Basic House Plans & Equipment Layout	1	3	2
			<u>12</u>	<u>12</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
BUS	0216	Principles of Supervision	3	0	3
FSO	0203	Food Preparation V	2	9	5
BUS	0197	Small Business Management	3	0	3
MDP	0190	Leadership Development	3	0	3
FSO	0204	Baking III	2	6	4
			<u>13</u>	<u>15</u>	<u>18</u>
<b>SEVENTH QUARTER</b>					
FSO	0205	Food Service Management	3	0	3
FSO	0206	Food Merchandising	2	3	3
FSO	0207	Specialty Cooking	2	3	3
FSO	0208	Production Management	3	0	3
EDU	0118	Computer Applications	2	3	3
			<u>12</u>	<u>9</u>	<u>15</u>
<b>TOTAL CREDIT HOURS</b>					<b>116</b>

\*\*Cooperative education internship (COE 100, 106, 201, 202) may be used for credit toward degree requirements.

**GENERAL OFFICE TECHNOLOGY T-033  
(DAY)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0190	Word Processing Concepts	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>18</u>	<u>3</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0102	Typewriting II	3	2	4
BUS	0107	Business Machines	3	2	4
MDP	0186	Personal Awareness	3	0	3
		Elective - Major	3	0	3
			<u>17</u>	<u>4</u>	<u>17</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0109	Terminology and Transcription	3	2	4
BUS	0200	Word Processing Applications	3	2	4
BUS	0239	Business Math	3	2	4
		Elective - Major	3	0	3
			<u>15</u>	<u>6</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
BUS	0103	Typewriting III	3	2	4
BUS	0210	Principles of Accounting	3	2	4
BUS	0225	Business Law	3	0	3
ECO	0260	Consumer Economics	3	0	3
		Elective - Related	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
<b>FIFTH QUARTER</b>					
BUS	0205	Machine Transcription	3	2	4
BUS	0208	Stenoscrypt	3	2	4
BUS	0211	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
			<u>12</u>	<u>6</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0108	Records Management	3	0	3
BUS	0213	Secretarial Procedures	3	2	4
BUS	0165	Office Applications/IBM PC	3	2	4
		Elective - Related	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
		<b>TOTAL CREDIT HOURS</b>			<b>101</b>

**GENERAL OFFICE TECHNOLOGY T-033  
(NIGHT)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
EDP	0101	Computer Concepts	3	0	3
			<u>15</u>	<u>3</u>	<u>14</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0102	Typewriting II	3	2	4
MDP	0186	Personal Awareness	3	0	3
		Elective - Major	3	0	3
			<u>14</u>	<u>2</u>	<u>13</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0109	Terminology and Transcription	3	2	4
BUS	0200	Word Processing Applications	3	2	4
		Elective - Major	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FOURTH QUARTER</b>					
BUS	0103	Typewriting III	3	2	4
BUS	0210	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
ECO	0260	Consumer Economics	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FIFTH QUARTER</b>					
BUS	0205	Machine Transcription	3	2	4
BUS	0208	Stenoscrypt	3	2	4
BUS	0211	Principles of Accounting	3	2	4
BUS	0225	Business Law	3	0	3
			<u>12</u>	<u>6</u>	<u>15</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0108	Records Management	3	0	3
BUS	0213	Secretarial Procedures	3	2	4
		Elective - Related	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
BUS	0190	Word Processing Concepts	3	0	3
BUS	0107	Business Machines	3	2	4
BUS	0165	Office Applications/IBM PC	3	2	4
		Elective - Related	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>EIGHTH QUARTER</b>					
BUS	0239	Business Math	3	2	4
		<b>TOTAL CREDIT HOURS</b>			<b>101</b>

**GENERAL OFFICE (TECHNICAL SPECIALTY) T-165  
(DAY)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0104	Shorthand or Elective Hours - Major	5	0	5
			<u>17</u>	<u>3</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0102	Typewriting II	3	2	4
BUS	0105	Shorthand	5	0	5
		or			
BUS	0208	Stenoscrypt and 1 hr. Elective			
BUS	0107	Business Machines	3	2	4
MDP	0186	Personal Awareness	3	0	3
			<u>19</u>	<u>4</u>	<u>19</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0103	Typewriting III	3	2	4
BUS	0109	Terminology & Transcription	3	2	4
BUS	0190	Word Processing Concepts	3	0	3
EDP	/BUS	Elective	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0239	Business Math	3	2	4
BUS	0108	Records Management	3	0	3
BUS	0200	Word Processing Applications	3	2	4
		Elective - Related	2	0	2
			<u>14</u>	<u>4</u>	<u>16</u>
		<b>TOTAL CREDIT HOURS</b>			<b>68</b>



**GENERAL OFFICE (TECHNICAL SPECIALTY) T-165  
(NIGHT)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0104	Shorthand or Elective - Major	5	0	5
			<u>17</u>	<u>3</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0102	Typewriting II	3	2	4
BUS	0105	Shorthand or BUS 0208 Stenograph	5	0	5
MDP	0186	Personal Awareness	3	0	3
			<u>16</u>	<u>2</u>	<u>15</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0103	Typewriting III	3	2	4
BUS	0109	Terminology & Transcription	3	2	4
BUS	0190	Word Processing Concepts	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0107	Business Machines	3	2	4
BUS	0108	Records Management	3	0	3
BUS	0200	Word Processing Applications	3	2	4
			<u>12</u>	<u>4</u>	<u>14</u>
<b>FIFTH QUARTER</b>					
BUS	0239	Business Math	3	2	4
		Elective - Related	5	0	5
			<u>8</u>	<u>2</u>	<u>9</u>
<b>TOTAL CREDIT HOURS</b>					<b>60</b>

**INDUSTRIAL MANAGEMENT T-049  
(DAY)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0210	Principles of Accounting	3	2	4
BUS	0239	Business Math	3	2	4
BUS	0100	Introduction to Business *Elective - Related	5 <u>3</u>	0 <u>0</u>	5 <u>3</u>
			<u>19</u>	<u>4</u>	<u>19</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0211	Principles of Accounting	3	2	4
EDP	0101	Computer Concepts	3	0	3
PSY	0201	Industrial Psychology	3	0	3
ISC	0100	Principles of Industrial Management	3 <u>17</u>	0 <u>2</u>	3 <u>16</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
MDP	0194	Employee Problem Solving	3	0	3
ISC	0121	Industrial Engineering Applications	3	0	3
MDP	0190	Leadership Development	3	0	3
BUS	0216	Principles of Supervision Elective	3 <u>18</u>	0 <u>2</u>	3 <u>18</u>
<b>FOURTH QUARTER</b>					
DMK	0120	Marketing	3	2	4
BUS	0225	Business Law	3	0	3
MDP	0193	Communication in Organizations	3	0	3
EDP	0160	Microcomputer Operations Humanities Elective	2 <u>3</u>	2 <u>0</u>	2 <u>3</u>
			<u>14</u>	<u>4</u>	<u>15</u>
<b>FIFTH QUARTER</b>					
BUS	0112	Business Finance	3	0	3
ISC	0111	Industrial Safety	3	0	3
MDP	0186	Personal Awareness	3	0	3
ISC	0113	Statistical Quality Control	3	2	4
ECO	0202	Economic Principles	3	2	3
ISC	0217	Work Compensation Elective	3 <u>18</u>	0 <u>4</u>	3 <u>19</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0224	Personnel Management	3	0	3
ISC	0221	Production Planning/Value Analysis	3	2	4
ECO	0261	Labor Economics	3	0	3
ISC	0225	Selected Topics Elective	3 <u>18</u>	0 <u>2</u>	3 <u>19</u>
<b>TOTAL CREDIT HOURS</b>			<u>18</u>	<u>2</u>	<u>19</u>

\*May be any course with COE, BUS, MDP, DMK, EDP, ECO, or ISC prefix.

**INDUSTRIAL MANAGEMENT T-049  
(NIGHT)**

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0210	Principles of Accounting	3	2	4
		*Elective - Related	3	0	3
			<u>16</u>	<u>2</u>	<u>15</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0211	Principles of Accounting	3	2	4
ISC	0100	Principles of Industrial Management	3	0	3
BUS	0239	Business Math	3	2	4
			<u>14</u>	<u>4</u>	<u>14</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
ISC	0121	Industrial Engineering Applications	3	0	3
MDP	0194	Employee Problem Solving	3	0	3
MDP	0190	Leadership Development	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
<b>FOURTH QUARTER</b>					
PSY	0201	Industrial Psychology	3	0	3
EDP	0101	Computer Concepts	3	0	3
EDP	0160	Microcomputer Operations	2	2	2
		Elective - Humanities	3	0	3
			<u>11</u>	<u>2</u>	<u>11</u>
<b>FIFTH QUARTER</b>					
MDP	0193	Communication in Organizations	3	0	3
BUS	0225	Business Law	3	0	3
DMK	0120	Marketing	3	2	4
		Elective - General	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>SIXTH QUARTER</b>					
ISC	0111	Industrial Safety	3	0	3
ISC	0113	Statistical Quality Control	3	2	4
ECO	0202	Economic Principles	3	2	3
BUS	0224	Personnel Management	3	0	3
			<u>12</u>	<u>4</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
ECO	0261	Labor Economics	3	0	3
BUS	0216	Principles of Supervision	3	0	3
ISC	0221	Production Planning/Value Analysis	3	2	4
			<u>12</u>	<u>2</u>	<u>13</u>

**EIGHTH QUARTER**

ISC	0217	Work Compensation	3	0	3
MDP	0186	Personal Awareness	3	0	3
BUS	0112	Business Finance	3	0	3
		Elective - General	3	0	3
			<u>12</u>	<u>2</u>	<u>12</u>

**NINTH QUARTER**

ISC	0225	Selected Topics	3	0	3
		<b>TOTAL CREDIT HOURS</b>			<b>106</b>

\*May be any course with COE, BUS, MDP, DMK, EDP, ECO, or ISC prefix.

**INDUSTRIAL MANAGEMENT T-049  
TEXTILE OPTION  
(NIGHT)**

		<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
COE	0100	Cooperative Education Seminar	1	0	1
TEX	0101	Fundamentals of Textiles	3	0	3
		*Elective - Major	3	0	3
			<u>12</u>	<u>0</u>	<u>10</u>

**SECOND QUARTER**

ENG	0102	Freshman Composition II	5	0	3
TEX	0102	Fiber Sciences	3	2	4
ISC	0100	Principles of Industrial Management	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>14</u>	<u>2</u>	<u>13</u>

**THIRD QUARTER**

ENG	0104	Business Communications	3	0	3
BUS	0216	Principles of Supervision	3	0	3
ISC	0121	Industrial Engineering Applications	3	0	3
MDP	0190	Leadership Development	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>

**FOURTH QUARTER**

ENG	0160	Public Speaking	3	0	3
ISC	0122	Basic Electricity and Electronics	3	0	3
TEX	0113	Textile Math I	3	0	3
PSY	0201	Industrial Psychology	1	0	3
			<u>12</u>	<u>0</u>	<u>12</u>

**FIFTH QUARTER**

ECO	0204	Free Enterprise Economics	3	0	3
TEX	0114	Textile Math II	3	0	3
ISC	0113	Statistical Quality Control	3	2	4
		*Elective - Major	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>

**SIXTH QUARTER**

ECO	0202	Economic Principles	3	2	3
TEX	0211	Yarn Forming I	3	0	3
ISC	0111	Industrial Safety	3	0	3
		*Elective - Major	3	0	3
			<u>12</u>	<u>2</u>	<u>12</u>

**SEVENTH QUARTER**

EDP	0204	Computer Operations for Management	3	2	3
ECO	0261	Labor Economics/Relations	3	0	3
TEX	0212	Yarn Forming II	3	0	3
		*Elective - Related	3	0	3
			<u>12</u>	<u>2</u>	<u>12</u>

**EIGHTH QUARTER**

EDP	0270	Robotics Automation Concepts	3	1	3
TEX	0213	Fabric Forming Systems	3	0	3
ISC	0221	Production Planning/Value Analysis	3	2	4
		Elective	3	0	3
			<u>12</u>	<u>3</u>	<u>13</u>

**NINTH QUARTER**

ISC	0225	Selected Topics	3	0	3
		*Elective - Related	3	0	3
		Elective	3	0	3
			<u>9</u>	<u>0</u>	<u>9</u>
		<b>TOTAL CREDIT HOURS</b>			<b>106</b>

\*May be any course with BUS, MDP, TEX, ISC, DMK, or COE prefix.





## INDUSTRIAL MANAGEMENT CERTIFICATE T-049

### Required

			Credit Hours
ENG	0101, 0104, 0160	(any two courses)	6 hrs.
BUS	0239	Business Math	4 hrs.
ISC	0113	Statistical Quality Control	4 hrs.
ISC	0221	Production Planning/Value Analysis	4 hrs.
ISC	0100	Principles of Industrial Management	3 hrs.
BUS	0216	Principles of Supervision	3 hrs.

### Electives

Elect 9 hours from courses within the Industrial Management Curriculum.

Any course with a grade of below "C" cannot be applied toward the certificate.

TOTAL CREDIT HOURS

33



## INSURANCE T-12B (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0239	Business Mathematics	3	2	4
BUS	0101	Beginning Typewriting	2	3	3
BUS	0210	Principles of Accounting	3	2	4
		Elective	3	0	3
			<u>16</u>	<u>7</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0272	Introduction to Insurance	2	0	2
BUS	0112	Business Finance	3	0	3
BUS	0211	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
		Elective	3	0	3
			<u>19</u>	<u>2</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0273	Life, Accident, and Health Insurance	2	0	2
BUS	0214	Business Management	3	0	3
EDP	0101	Computer Concepts	3	0	3
		Elective	3	0	3
			<u>14</u>	<u>0</u>	<u>14</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0218	Sales Development	3	0	3
BUS	0274	Property and Liability Insurance	2	0	2
BUS	0225	Business Law	3	2	3
ECO	0201	Economic Principles	3	2	3
		Elective	3	0	3
			<u>17</u>	<u>4</u>	<u>17</u>
<b>FIFTH QUARTER</b>					
BUS	0217	Taxes - Federal	3	2	4
BUS	0276	Business and Estate Planning	3	0	3
BUS	0277	Employee Benefit Plans	3	0	3
BUS	0226	Business Law	3	0	3
ECO	0202	Economics Principles	3	2	3
			<u>15</u>	<u>4</u>	<u>16</u>
<b>SIXTH QUARTER</b>					
BUS	0278	Property and Liability Insurance Operations	3	0	3
BUS	0227	Business Law	3	0	3
ECO	0203	Economic Principles	3	2	3
EDP	0210	BASIC Programming I	3	2	4
BUS	0279	Risk and Loss Control Management	3	0	3
			<u>15</u>	<u>4</u>	<u>16</u>
		<b>TOTAL CREDIT HOURS</b>			<b>98</b>

## INSURANCE T-128 (NIGHT)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0239	Business Mathematics	3	2	4
BUS	0101	Beginning Typewriting	2	3	3
BUS	0210	Principles of Accounting	3	2	4
			<u>13</u>	<u>7</u>	<u>14</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0272	Introduction to Insurance	2	0	2
BUS	0112	Business Finance	3	0	3
BUS	0211	Principles of Accounting	3	2	4
			<u>13</u>	<u>2</u>	<u>12</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0273	Life and Health Insurance	2	0	2
BUS	0214	Business Management	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>11</u>	<u>0</u>	<u>11</u>
<b>FOURTH QUARTER</b>					
		Elective	3	0	3
		Elective	3	0	3
BUS	0210	Sales Development	3	0	3
PSY	0201	Industrial Psychology	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
<b>FIFTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
ECO	0201	Economic Principles	3	2	3
BUS	0274	Property and Liability Insurance	2	0	2
BUS	0225	Business Law	3	0	3
			<u>11</u>	<u>2</u>	<u>11</u>
<b>SIXTH QUARTER</b>					
BUS	0217	Taxes	3	2	4
BUS	0277	Employee Benefit Plans	3	0	3
BUS	0226	Business Law	3	0	3
ECO	0202	Economic Principles	3	2	3
			<u>12</u>	<u>4</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
BUS	0275	Property and Liability Insurance Operations	3	0	3
BUS	0227	Business Law	3	0	3
ECO	0203	Economic Principles	3	2	3
EDP	0210	BASIC Programming I	3	2	4
			<u>12</u>	<u>4</u>	<u>13</u>
<b>EIGHTH QUARTER</b>					
BUS	0276	Business and Estate Planning	3	0	3
BUS	0279	Risk and Loss Control Management	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
<b>TOTAL CREDIT HOURS</b>					<b>98</b>

**MARKETING AND RETAILING T-020  
(DAY)**

Course Title			Class	Lab	Credit
FIRST QUARTER			Hours	Hours	Hours
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0101	Beginning Typewriting	2	3	3
BUS	0210	Principles of Accounting	3	2	4
BUS	0239	Business Math	3	2	4
			<u>18</u>	<u>7</u>	<u>19</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0211	Principles of Accounting	3	2	4
DMK	0101	Retailing	3	2	4
PSY	0201	Industrial Psychology	3	0	3
BUS	0112	Business Finance	3	0	3
COE	0100	Co-op Seminar	1	0	1
			<u>18</u>	<u>4</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0212	Principles of Accounting	3	2	4
BUS	0214	Principles of Management	3	0	3
DMK	0132	Sales Development	3	0	3
EDP	0101	Computer Concepts/EDP Elective	3	0	3
		*Elective - Related	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>FOURTH QUARTER</b>					
DMK	0120	Marketing	3	2	4
BUS	0225	Business Law	3	0	3
ECO	0201	Principles of Economics	3	2	3
EDP	0160	Microcomputer Operations/EDP Elective	2	2	2
		Electives	4	0	4
		*Elective - Related	3	0	3
			<u>18</u>	<u>6</u>	<u>19</u>
<b>FIFTH QUARTER</b>					
DMK	0243	Advertising	3	2	4
DMK	0249	Buying and Merchandising	3	2	4
BUS	0226	Business Law	3	0	3
ECO	0202	Principles of Economics	3	2	3
MDP	0186	Personal Awareness	3	0	3
			<u>15</u>	<u>6</u>	<u>17</u>
<b>SIXTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0223	Credit Procedures and Problems	3	0	3
DMK	0260	Commercial Display and Design	3	2	4
BUS	0216	Principles of Supervision	3	0	3
MDP	0190	Leadership Development	3	0	3
		Elective - Humanities	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>TOTAL CREDIT HOURS</b>					<b>111</b>

\*May be any course with COE, MDP, BUS, DMK, ECO, ISC, or EDP prefix.

## MARKETING AND RETAILING T-020 (NIGHT)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0100	Introduction to Business	5	0	5
BUS	0210	Principles of Accounting	3	2	4
DMK	0120	Marketing	3	2	4
			<u>16</u>	<u>4</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0211	Principles of Accounting	3	2	4
MDP	0186	Personal Awareness	3	0	3
DMK	0101	Retailing	3	2	4
			<u>14</u>	<u>4</u>	<u>14</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0212	Principles of Accounting	3	2	4
BUS	0214	Principles of Management	3	0	3
DMK	0132	Sales Development	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
<b>FOURTH QUARTER</b>					
BUS	0101	Beginning Typewriting	2	3	3
BUS	0239	Business Math	3	2	4
COE	0100	Co-op Seminar	1	0	1
PSY	0201	Industrial Psychology	3	0	3
EDP	0101	Computer Concepts/EDP Elective	3	0	3
			<u>12</u>	<u>5</u>	<u>14</u>
<b>FIFTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0225	Business Law	3	0	3
EDP	0160	Microcomputer Operations/EDP Elective	2	2	2
ECO	0201	Principles of Economics	3	2	3
			<u>11</u>	<u>4</u>	<u>11</u>
<b>SIXTH QUARTER</b>					
BUS	0226	Business Law	3	0	3
DMK	0249	Buying and Merchandising	3	2	4
DMK	0243	Advertising	3	2	4
ECO	0202	Principles of Economics	3	2	3
			<u>12</u>	<u>6</u>	<u>14</u>
<b>SEVENTH QUARTER</b>					
DMK	0260	Commercial Display and Design	3	2	4
BUS	0223	Credit Procedures and Problems	3	0	3
BUS	0216	Principles of Supervision	3	0	3
MDP	0190	Leadership Development	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>



**EIGHTH QUARTER**

BUS 0112	Business Finance	3	0	3
	*Elective - Related	6	0	6
	Elective (Humanities)	3	0	3
		<u>12</u>	<u>0</u>	<u>12</u>

**NINTH QUARTER**

	Electives	4	0	4
	<b>TOTAL CREDIT HOURS</b>			<b>111</b>

\*May be any course with COE, MDP, BUS, DAM, ECO, or EDP prefix.

**MECHANICAL ENGINEERING TECHNOLOGY T-051**

Minimum time for completion: four quarters full-time attendance (machinist phase), eight quarters full-time attendance for total curriculum. Students may enter this program any quarter.

The Vocational Diploma is awarded graduates of the first phase; the Associate in Applied Science degree is awarded graduates of the full curriculum.

The Mechanical Engineering Technology curriculum is designed to prepare technicians to assist engineers in design and development of machinery and other mechanical equipment and parts, and to perform other activities which require technical knowledge of factors such as tolerances, stresses, strains and friction. The scope of subject matter covered prepares the graduate for employment in greatly diversified branches of the mechanical field.

**MECHANICAL ENGINEERING TECHNOLOGY T-051**

	Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>				
MEC 0101	Manufacturing Processes I	3	9	6
MAT 0120	Intermediate Algebra	5	0	5
DFT 0101	Blueprint Reading	0	3	1
MEC 0111	Industrial Safety	3	0	3
		<u>11</u>	<u>12</u>	<u>15</u>
<b>SECOND QUARTER</b>				
MEC 0102	Manufacturing Processes II	3	9	6
EGR 0101	Engineering Drawing I	0	6	3
MAT 0121	College Algebra & Trigonometry	5	0	5
MEC 0118	Introduction to Metals	3	3	4
		<u>11</u>	<u>18</u>	<u>18</u>

**THIRD QUARTER**

MEC 0103	Manufacturing Processes III	3	9	6
EGR 0102	Engineering Drawing II	0	6	3
MEC 0119	Applied Metallurgy	3	3	4
MAT 0122	College Algebra & Trigonometry	5	0	5
		<u>11</u>	<u>18</u>	<u>18</u>

**FOURTH QUARTER**

MEC 0104	Manufacturing Processes IV	3	9	6
MEC 0260	Introduction to Plastics	3	0	3
PSY 0260	General Psychology	3	0	3
WLD 0135	Basic Gas Welding & Cutting	2	3	3
		<u>11</u>	<u>12</u>	<u>15</u>

**FIFTH QUARTER**

ELC 0205	Applied Electricity	3	3	4
PHY 0101	Technical Physics I	3	3	4
ENG 0101	Freshman Composition I	5	0	3
DFT 0211	Mechanisms	3	3	4
EDU 0118	Computer Applications	2	3	3
		<u>16</u>	<u>12</u>	<u>18</u>

**SIXTH QUARTER**

MEC 0113	Numerical Control Principles	3	3	4
PHY 0102	Technical Physics II	3	3	4
ENG 0102	Freshman Composition II	5	0	3
MEC 0235	Hydraulics and Pneumatics	3	0	3
		<u>14</u>	<u>6</u>	<u>14</u>

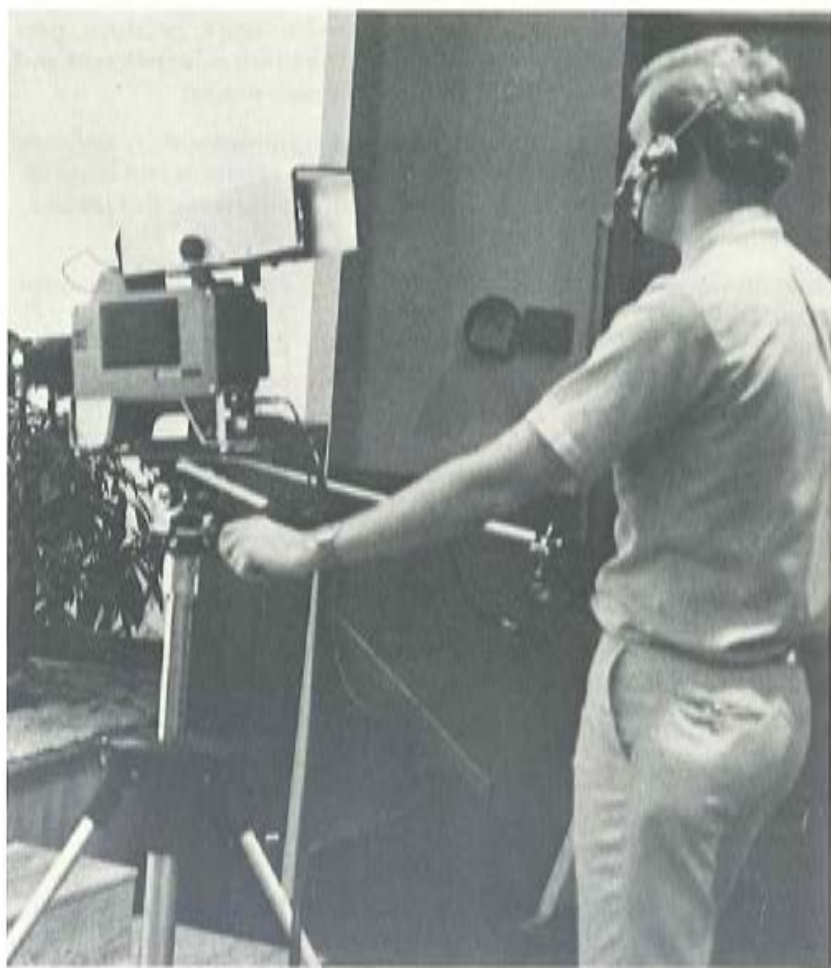
**SEVENTH QUARTER**

ENG 0103	Freshman Composition III	5	0	3
MEC 0204	Applied Mechanics	5	0	5
	Humanities Elective	3	0	3
	**Elective	3	0	3
		<u>16</u>	<u>0</u>	<u>14</u>

**EIGHTH QUARTER**

MEC 0208	Machine Design	3	3	4
MEC 0205	Strength of Materials	5	0	5
ENG 0160	Public Speaking	3	0	3
MEC 0236	Manufacturing Quality Control	3	0	3
		<u>14</u>	<u>3</u>	<u>15</u>
	<b>TOTAL CREDIT HOURS</b>			<b>127</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.



### **RADIO AND TV BROADCASTING TECHNOLOGY T-179**

Students enrolled in the Radio and TV Broadcasting Technology curriculums have a variety of careers from which to choose. They learn to speak well on microphone and on camera with and without scripts. They learn how to operate the camera, run the audio control board and direct the whole program. Courses in the curriculum also teach students the legal aspects of broadcasting, how to manage a broadcast operation, how to troubleshoot equipment, and how to write and produce both audio and video programming. Technical courses included are designed to give students an understanding of electronics and broadcast equipment.

Upon completion they are well prepared to write, produce, perform and direct production. They can also function as technicians and have an understanding of how their equipment works.

Graduates of the curriculum may find employment in radio or television stations, cable TV companies, public relations and advertising agencies, recording studios, production houses, and industrial or educational media.

Program Director	Public Service Director
Music Director	Announcer
Music Librarian	Reporter
Production Manager	Newswriter
Production Assistant	Newscaster
Copy Writer	Camera Operator
Producer	Floor Manager
Director	Technical Director
Audio Engineer	Account Executive
Traffic Director	Videotape Operator
Traffic Assistant	Media Coordinator

A diploma in Radio Broadcasting may be obtained by taking a total of 66 hours consisting of:

RTV 0116, 0120, 0201, 0202, 0203, 0204, 0205, 0206, 0211, 0212, 0218, 0221, 0226.

ENG 0101, 0102.

## RADIO AND TELEVISION BROADCASTING TECHNOLOGY T-179

	Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>				
BUS 0101	Beginning Typewriting	2	3	3
RTV 0201	Introduction to Broadcasting	5	4	7
RTV 0203	Expression in the Media	5	0	5
ENG 0101	Freshman Composition I	5	0	3
		<u>17</u>	<u>7</u>	<u>18</u>
<b>SECOND QUARTER</b>				
RTV 0204	Radio Production	2	10	7
RTV 0206	Writing for Broadcasting	3	0	3
MAT 0101	Finite Mathematics	4	0	4
ENG 0102	Freshman Composition II	5	0	3
EDU 0117	Instructional TV	1	0	1
		<u>15</u>	<u>10</u>	<u>18</u>

**THIRD QUARTER**

RTV	0116	Broadcasting Announcing	3	2	4
RTV	0207	TV Production I	2	10	7
MAT	0102	Finite Mathematics II	4	0	4
		Elective/Social Science	<u>3</u>	<u>0</u>	<u>3</u>
			12	12	18

**FOURTH QUARTER**

RTV	0120	Radio Control Room Procedures	3	2	4
RTV	0209	Television Production II	2	10	7
RTV	0205	Broadcast Programming	3	0	3
		Elective/Social Science	<u>3</u>	<u>0</u>	<u>3</u>
			11	12	17

**FIFTH QUARTER**

RTV	0222	Industrial Television Applications	3	0	3
RTV	0211	Broadcast Journalism	5	4	7
EDU	0118	Computer Applications	2	3	3
CMG	0210	Advertising, Sales and Promotion	<u>3</u>	<u>0</u>	<u>3</u>
			13	7	16

**SIXTH QUARTER**

ENG	0160	Public Speaking	3	0	3
RTV	0226	Supervised Work Experience	3	30	6
		Elective/Humanities	3	0	3
ELC	0205	Applied Electricity	<u>3</u>	<u>3</u>	<u>4</u>
			12	33	16

**SEVENTH QUARTER**

RTV	0220	Introduction to TV Systems	5	4	7
RTV	0221	Troubleshooting Broadcasting Equipment	3	2	4
RTV	0212	Broadcasting Management	3	0	3
RTV	0218	Broadcast Law	<u>3</u>	<u>2</u>	<u>4</u>
			14	8	18

TOTAL CREDIT HOURS

121



## REAL ESTATE T-127 (DAY)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0230	Real Estate Fundamentals I & II	6	0	6
BUS	0210	Principles of Accounting	3	2	4
BUS	0107	Business Mathematics	3	2	4
			<u>17</u>	<u>4</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0238	Real Estate Law	3	0	3
BUS	0231	Real Estate Finance and Investment	3	0	3
BUS	0211	Principles of Accounting	3	2	4
PSY	0201	Industrial Psychology	3	0	3
			<u>17</u>	<u>2</u>	<u>16</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0120	Real Estate Construction	3	0	3
BUS	0121	Real Estate Math	3	0	3
BUS	0101	Beginning Typewriting	2	3	3
			<u>4</u>	<u>0</u>	<u>4</u>
			<u>15</u>	<u>3</u>	<u>16</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0233	Real Estate Appraisal	6	0	6
BUS	0225	Business Law	3	0	3
DMK	0120	Marketing	3	2	4
			<u>3</u>	<u>0</u>	<u>3</u>
			<u>18</u>	<u>2</u>	<u>19</u>
<b>FIFTH QUARTER</b>					
BUS	0235	Real Estate Property Management	3	0	3
BUS	0122	Real Estate Brokerage	3	0	3
BUS	0226	Business Law	3	0	3
DMK	0243	Advertising	3	2	4
BUS	0239	Business Math	3	2	4
			<u>3</u>	<u>0</u>	<u>3</u>
			<u>18</u>	<u>4</u>	<u>20</u>
<b>SIXTH QUARTER</b>					
BUS	0123	Real Estate Merchandising	3	0	3
BUS	0242	Real Estate Investments and Taxation	3	0	3
BUS	0227	Business Law	3	0	3
EDP	0101	Computer Concepts	3	0	3
DMK	0132	Sales Development	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			<u>18</u>	<u>0</u>	<u>18</u>
<b>TOTAL CREDIT HOURS</b>					<b>106</b>

## REAL ESTATE T-127 (NIGHT)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
BUS	0230	Real Estate Fundamentals I & II	6	0	6
			<u>11</u>	<u>0</u>	<u>9</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
BUS	0238	Real Estate Law	3	0	3
BUS	0231	Real Estate Finance and Investment	3	0	3
			<u>11</u>	<u>0</u>	<u>9</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
BUS	0120	Real Estate Construction	3	0	3
BUS	0121	Real Estate Math	3	0	3
EDP	0101	Computer Concepts	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
<b>FOURTH QUARTER</b>					
ENG	0160	Public Speaking	3	0	3
BUS	0233	Real Estate Appraisal Elective - Major	6	0	6
			<u>3</u>	<u>0</u>	<u>3</u>
			<u>12</u>	<u>0</u>	<u>12</u>
<b>FIFTH QUARTER</b>					
BUS	0235	Real Estate Property Management	3	0	3
BUS	0122	Real Estate Brokerage	3	0	3
BUS	0225	Business Law	3	0	3
DMK	0120	Marketing	3	2	4
			<u>12</u>	<u>2</u>	<u>13</u>
<b>SIXTH QUARTER</b>					
BUS	0123	Real Estate Merchandising	3	0	3
BUS	0242	Real Estate Investments and Taxation	3	0	3
BUS	0226	Business Law	3	0	3
DMK	0243	Advertising	3	2	4
			<u>12</u>	<u>2</u>	<u>13</u>
<b>SEVENTH QUARTER</b>					
BUS	0210	Principles of Accounting	3	2	4
BUS	0227	Business Law	3	0	3
BUS	0107	Business Mathematics	3	2	4
DMK	0132	Sales Development	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
<b>EIGHTH QUARTER</b>					
BUS	0211	Principles of Accounting	3	2	4
BUS	0101	Beginning Typewriting	2	3	3
BUS	0239	Business Law	3	2	4
PSY	0201	Industrial Psychology	3	0	3
			<u>11</u>	<u>7</u>	<u>14</u>
<b>NINTH QUARTER</b>					
Electives - (4 hrs. Major), (3 hrs. Related), (3 hrs. General)			10	0	10
<b>TOTAL CREDIT HOURS</b>					<b>106</b>

## RECREATION ASSOCIATE T-094

Outdoor Recreational Technology is designed to prepare students for entry level staff and administrative positions in a variety of public and private recreational facilities. The program will provide for the development of leadership and administrative skills required for planning, operating, and maintaining recreational facilities and programs. Students will be prepared to lead various recreational activities such as backpacking, sports and games, canoeing, arts and crafts, sailing, camping, swimming, etc. Major emphasis is placed on the wilderness and outdoor recreation areas, however, attention is given to basic recreation principles and practices applicable to other private and public recreational facilities and programs.

### RECREATION ASSOCIATE

	<b>Course Title</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>	
<b>FIRST QUARTER</b>					
ENG	0101	Freshman Composition I	5	0	3
REC	0101	Introduction to Recreation	3	0	3
REC	0102	Recreational Activities I	2	3	3
REC	0109	Group Sports and Games	2	3	3
*PED	0130	Beginning Swimming	0	3	1
REC	0113	Camping and Backpacking	2	3	3
			<u>14</u>	<u>12</u>	<u>16</u>
<b>SECOND QUARTER</b>					
ENG	0102	Freshman Composition II	5	0	3
REC	0103	Recreational Activities II	2	3	3
REC	0120	Group Leadership and Supervision	3	0	3
HEA	0112	Personal and Community Health	5	0	5
PED	0131	Advanced Beginning Swimming (or PED Elective)	0	3	1
PED	0101	Concepts in Physical Education	1	2	2
BUS	0239	Business Mathematics	3	2	4
			<u>19</u>	<u>10</u>	<u>21</u>
<b>THIRD QUARTER</b>					
ENG	0104	Business Communications	3	0	3
REC	0104	Recreational Activities III	2	3	2
REC	0106	Small Craft Operation I	3	3	4
PED	0132	Swimming Techniques (or PED Elective)	0	3	1
REC	0115	Anatomy and Physiology of Exercise	3	0	3
PSY	0117	Human Growth and Development	3	0	3
REC	0114	Wilderness Experience	2	3	3
			<u>16</u>	<u>12</u>	<u>20</u>
<b>FOURTH QUARTER</b>					
REC	0130	Field Experience	1	30	4

**FIFTH QUARTER**

REC	0111	Outdoor Recreation	3	3	4
REC	0123	Camp Management	3	0	3
PED	0133	Basic Rescue and Water Survival	0	3	1
SOC	0160	Introduction to Sociology	3	0	3
REC	0110	Individual Sports and Games	2	3	3
ECO	0260	Consumer Economics	3	2	3
			<u>14</u>	<u>11</u>	<u>17</u>

**SIXTH QUARTER**

REC	0117	Psychology of Sports and Recreation	3	0	3
REC	0121	Program Planning	3	0	3
PED	0134	Advanced Lifesaving (or PED Elective)	0	3	1
EDU	0162	Job Seeking Skills	1	0	1
REC	0105	Arts and Crafts	1	3	2
		Humanities Requirement	3	0	3
REC	0116	First Aid and Safety in Recreation	4	0	4
			<u>15</u>	<u>6</u>	<u>17</u>

**SEVENTH QUARTER**

REC	0112	Outdoor Recreational Activities	2	3	3
REC	0107	Small Craft Operation II	3	3	4
REC	0122	Facility Planning	3	0	3
PED	130	Water Safety Instructor Training (or PED Elective)	0	3	1
REC	0100	Aquatic Activities	1	3	2
REC	0124	Facility and Grounds Maintenance	2	3	3
CPS	0101	Computer Concepts	3	0	3
			<u>14</u>	<u>15</u>	<u>19</u>
		<b>TOTAL HOURS</b>	89	96	114

Students, upon recommendation of the department, may fulfill the requirements of REC 0130 by approved cooperative work experience.

**\*SWIMMING REQUIREMENT:** All Recreation Technology Students must meet the following criteria:

1. Take the swimming competency test.
2. Successfully complete one approved swimming course. An approved swimming course will be determined on the basis of the Swimming Competency Test results.



## VOCATIONAL PROGRAMS

### Vocational Programs

Isothermal Community College offers various programs in the professions and trades which require from one to four quarters to complete. Students may earn either a diploma or certificate depending upon their choice of program. All students, regardless of program, must complete the following requirements for graduation:

1. A minimum of 2.0 grade point average.
2. All specifically designated courses in each program must be taken. These may be found in the program outlines in the following section.
3. A Certificate of Achievement may be obtained through the *day and/or evening* programs by completing the designated courses in the outlines in the certificate section. *The student must apply to the Registrar's Office for this certificate.*

The Vocational Programs offered are:

Automotive Body Repair  
Automotive Mechanics  
Child Care Worker  
Cosmetology  
Electrical Installation  
and Maintenance  
Electronic Servicing

Geriatric Care Specialist  
Industrial Mechanics  
Machinist  
Nurse Assistant  
Practical Nursing  
Welding



## AUTOMOTIVE BODY REPAIR

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing, and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairman, automotive painter, and frame and chassis repairman. Students may enter this program any quarter.

### AUTO BODY REPAIR V-001

Course Title			Class	Lab	Credit
FIRST QUARTER			Hours	Hours	Hours
AUB	1101	Auto Body Repair I	5	12	9
AUB	1118	Auto Body Problems I	1	3	2
WLD	1111	Basic Gas Welding	1	3	2
MAT	1101	Math Fundamentals	3	0	3
AUT	1101	Panel Installation	1	3	2
			<u>11</u>	<u>21</u>	<u>18</u>
SECOND QUARTER					
AUB	1102	Auto Body Repair II	5	12	9
AUB	1119	Auto Body Problems II	1	3	2
WLD	1112	Basic Arc Welding	0	3	1
ENG	1101	Communications	3	0	3
AUT	1102	Auto Renewal	1	3	2
			<u>10</u>	<u>21</u>	<u>17</u>
THIRD QUARTER					
AUB	1103	Auto Body Repair III	5	12	9
AUB	1120	Auto Body Problems III	1	3	2
PSY	1100	Human Relations	3	0	3
AUT	1103	Radiator/Heat Exchanger	5	3	6
			<u>14</u>	<u>18</u>	<u>20</u>
FOURTH QUARTER					
AUB	1104	Auto Body Repair IV	5	12	9
AUB	1121	Auto Body Problems IV	0	3	1
**		Elective	1	0	1
AUT	1104	Trim and Glass	5	0	5
			<u>11</u>	<u>15</u>	<u>16</u>
TOTAL CREDIT HOURS					<u>71</u>

\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.

### **AUTOMOTIVE MECHANICS V003**

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

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-power equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Students may enter this program any quarter.



## AUTOMOTIVE MECHANICS

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
AUM	1101	Automotive Engine Electrical Fuel Systems	5	12	9
AUM	1111	Automotive Schematics and Diagrams	1	3	2
AUM	1118	Automotive Problems	3	3	4
MAT	1101	Math Fundamentals	3	0	3
			<u>12</u>	<u>18</u>	<u>18</u>
<b>SECOND QUARTER</b>					
AUM	1102	Automotive Brakes Chassis & Suspension	5	12	9
AUM	1112	Automotive Schematics & Diagrams	1	3	2
AUM	1125	Automotive Air Conditioning	3	3	4
MAT	1102	Measurements	3	0	3
			<u>12</u>	<u>18</u>	<u>18</u>
<b>THIRD QUARTER</b>					
AUM	1103	Automotive Internal Combustion Engines	5	12	9
AUM	1113	Automotive Schematics & Diagrams	1	3	2
BUS	1100	Small Business Operations	2	0	2
AUT	1105	Automotive Inspection	3	3	4
**		Elective	1	0	1
			<u>12</u>	<u>18</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
AUM	1104	Automotive Power Train Systems	5	12	9
AUM	1126	Auto Servicing	1	3	2
ENG	1101	Communications	3	0	3
PSY	1100	Human Relations	3	0	3
			<u>12</u>	<u>15</u>	<u>17</u>
<b>TOTAL CREDIT HOURS</b>					<b>71</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.

## CHILD CARE WORKER V-067

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
EDU	0107	Administration, Supervision & Standards	3	0	3
EDU	0101	Introduction to Education	3	0	3
EDU	0208	Art and Music	1	3	2
**		Elective	2	0	2
EDU	0240	Practicum	0	15	5
EDU	0241	Seminar	1	0	1
NUT	0101	Nutrition and Diet Therapy	3	0	3
			<u>13</u>	<u>18</u>	<u>19</u>
<b>SECOND QUARTER</b>					
PSY	0115	Human Growth & Development	3	0	3
EDU	0109	Learning Activities	2	3	3
EDU	0203	Exceptional Child	3	0	3
MAT	0111	Technical Math	3	0	3
EDU	0242	Practicum	0	15	5
EDU	0243	Seminar	1	0	1
			<u>12</u>	<u>18</u>	<u>18</u>
<b>THIRD QUARTER</b>					
PSY	0116	Human Growth & Development II	3	0	3
HEA	0104	First Aid	3	0	3
PEE	0241	Children's Physical Education	2	6	4
EDU	0108	Math & Science	3	0	3
EDU	0244	Practicum	0	15	5
EDU	0245	Seminar	1	0	1
			<u>12</u>	<u>21</u>	<u>19</u>
<b>FOURTH QUARTER</b>					
ENG	0101	Freshman Composition I	3	0	3
EDU	0115	Language Arts	1	3	2
EDU	0213	Children's Literature	3	0	3
EDU	0246	Practicum	0	15	5
EDU	0247	Seminar	1	0	1
			<u>8</u>	<u>18</u>	<u>14</u>
<b>TOTAL CREDIT HOURS</b>					<b>70</b>

\*\*Cooperative Education Internship (0108-0108) (0201-0202) may be used for credit toward degree requirements.

## COSMETOLOGY V-009

Modern Cosmetology is a highly specialized career field involving the use of cosmetics based on scientific principles. The Cosmetologist performs a variety of functions in providing beauty services for customers. He or she is called upon to advise and provide services to men and women concerning make-up, care and treatment of the hair, skin, and hands, including the nails, and also in matters of diet. Accordingly, the Cosmetology curriculum is designed to prepare the student to enter employment and progress in this field. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, hair pressing, massages, scalp treatments, hair cutting, coloring, and styling. The Cosmetology student is also involved in a continuous program of related study which includes grooming, hygiene, professional ethics, anatomy, related chemistry, skin and scalp disorders, and the other phases of cosmetic art.

The curriculum is approved by the North Carolina State Board of Cosmetic Art examiners.

The Cosmetology Program provides 1400 hours of supervised instruction and practice. However, an additional quarter(s) is available to those students who wish to obtain 1500 hours in lieu of serving an apprenticeship.

All students desiring to graduate from the cosmetology program must successfully complete the program of studies, attaining approximately 1400 hours of instruction and not less than 1200 hours of instruction in addition to the College's Graduation Requirements. Students may enter this program any quarter.

Students registering for Cosmetology are required to take the following courses listed in the curriculum before graduation. Six hours of general courses, Music, Art, and English; six hours of related courses, Small Business Management and Trichology and Hair Chemistry; and 56 credit hours of major courses for day and afternoon students and 54 credit hours of major courses for evening students are required and included in the curricula below.



## COSMETOLOGY V-009 (DAY AND AFTERNOON)

		Hours Per Week		Qtr.	
Course Title		Class	Clinical	Hours Credit	
<b>FIRST QUARTER</b>					
COS	1101	Theory I	5	0	5
COS	1011	Lab I	0	25	8
COS	1110	Professional Esthetics	2	0	2
MUS	1100	Music Awareness	2	0	2
			<u>9</u>	<u>25</u>	<u>17</u>
<b>SECOND QUARTER</b>					
COS	1102	Theory II	5	0	5
COS	1022	Lab II	0	25	8
COS	1120	Professional Haircoloring	2	0	2
ART	1100	Art Awareness	2	0	2
			<u>9</u>	<u>25</u>	<u>17</u>
<b>THIRD QUARTER</b>					
COS	1103	Theory III	5	0	5
COS	1033	Lab III	0	25	8
CHM	1130	Trichology & Chemistry for Cosmetologists I	2	0	2
ENG	1100	Communications Skills	2	0	2
			<u>9</u>	<u>25</u>	<u>17</u>
<b>FOURTH QUARTER</b>					
COS	1104	Theory IV	5	0	5
COS	1044	Lab IV	0	25	8
CHM	1140	Trichology & Chemistry for Cosmetologists II	2	0	2
BUS	1100	Small Business Operations	2	0	2
			<u>9</u>	<u>25</u>	<u>17</u>
Total Required Credit Hours					68
<b>FIFTH QUARTER (Optional)</b>					
COS	1105	Theory V	5	0	5
COS	1055	Lab V	0	25	8
COS	1150	Advanced Haircutting	2	0	2
PSY	1102	Self Awareness	2	0	2
			<u>9</u>	<u>25</u>	<u>17</u>

## COSMETOLOGY V-009 (EVENING)

		Hours Per Week		Qtr.	
Course Title		Class	Clinical	Hours Credit	
<b>FIRST QUARTER</b>					
COS	2101	Theory I	4	0	4
COS	2011	Lab I	0	16	5
ART	1100	Art Awareness	2	0	2
			<u>6</u>	<u>16</u>	<u>11</u>
<b>SECOND QUARTER</b>					
COS	2102	Theory II	4	0	4
COS	2022	Lab II	0	16	5
MUS	1100	Music Awareness	2	0	2
			<u>6</u>	<u>16</u>	<u>11</u>

**THIRD QUARTER**

COS	2103	Theory III	4	0	4
COS	2033	Lab III	0	16	5
ENG	1100	Communication Skills	<u>2</u>	<u>0</u>	<u>2</u>
			6	16	11

**FOURTH QUARTER**

COS	2104	Theory IV	4	0	4
COS	2044	Lab IV	0	16	5
BUS	1100	Small Business Operations	<u>2</u>	<u>0</u>	<u>2</u>
			6	16	11

**FIFTH QUARTER**

COS	2105	Theory V	2	0	2
COS	2055	Lab V	0	16	5
CHM	2150	Trichology & Chemistry for Cosmetologists I	<u>2</u>	<u>0</u>	<u>2</u>
COS	2110	Professional Esthetics	<u>2</u>	<u>0</u>	<u>2</u>
			6	16	11

**SIXTH QUARTER**

COS	2106	Theory VI	2	0	2
COS	2066	Lab VI	0	16	5
CHM	2160	Trichology & Chemistry for Cosmetologists II	<u>2</u>	<u>0</u>	<u>2</u>
COS	2120	Professional Haircoloring	<u>2</u>	<u>0</u>	<u>2</u>
			6	16	11
		Total Required Credit Hours			66

**SEVENTH QUARTER (Optional)**

COS	2107	Theory VII	2	0	2
COS	2077	Lab VII	0	16	5
COS	2170	Advanced Haircutting	<u>2</u>	<u>0</u>	<u>2</u>
PSY	1102	Self Awareness	<u>2</u>	<u>0</u>	<u>2</u>
			6	16	11

## ELECTRICAL INSTALLATION AND MAINTENANCE V-018

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

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. Students may enter this program any quarter.

## ELECTRICAL INSTALLATION AND MAINTENANCE V018

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
ELC	1101	Fundamentals of Electricity	5	12	9
ELC	1118	Basic Electronics	2	3	3
DFT	1111	Blueprints—Electrical	0	3	1
MAT	1103	Electrical Math I	5	0	5
			<u>12</u>	<u>18</u>	<u>18</u>
<b>SECOND QUARTER</b>					
ELC	1102	Residential Wiring	5	12	9
ELC	1119	National Electrical Codes	5	0	5
DFT	1112	Advanced Electrical Blueprint Reading	0	3	1
MAT	1104	Electrical Math II	5	0	5
			<u>15</u>	<u>15</u>	<u>20</u>
<b>THIRD QUARTER</b>					
ELC	1103	AC-DC Machines	5	12	9
ELC	1120	Troubleshooting Methods	4	3	5
PSY	1100	Human Relations	3	0	3
BUS	1100	Small Business Operations	2	0	2
**		Elective	1	0	1
			<u>15</u>	<u>15</u>	<u>20</u>
<b>FOURTH QUARTER</b>					
ELC	1104	Controls of AC-DC Machines	5	12	9
ELC	1121	Industrial Wiring	2	3	3
ENG	1101	Communications	3	0	3
EDU	0118	Computer Applications	2	3	3
			<u>12</u>	<u>18</u>	<u>18</u>
<b>TOTAL CREDIT HOURS</b>					<b>76</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.

## ELECTRONIC SERVICING—RADIO/T.V. REPAIR V-042

The curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; intercommunications, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory. Students may enter this program fall and spring quarters only.

## ELECTRONIC SERVICING—RADIO/T.V. REPAIR V-042

### ELECTRONIC SERVICING V-042

	Course Title	Class Hours	Lab Hours	Credit Hours	
<b>FIRST QUARTER</b>					
ELN	1101	Fundamentals of Electronics	7	18	13
MAT	1103	Electrical Math I	5	0	5
			<u>12</u>	<u>18</u>	<u>18</u>
<b>SECOND QUARTER</b>					
ELN	1102	Tubes/Transistors	7	18	13
MAT	1104	Electrical Math II	5	0	5
**		Elective	1	0	1
			<u>13</u>	<u>18</u>	<u>19</u>
<b>THIRD QUARTER</b>					
BUS	1100	Small Business Operations	2	0	2
PSY	1100	Human Relations	3	0	3
ELN	1103	Radio Receiver Servicing	7	18	13
			<u>12</u>	<u>18</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
ELN	1104	TV Receiver Servicing	3	18	9
PHY	1100	Applied Science	3	3	4
ENG	1101	Communications	3	0	3
			<u>9</u>	<u>21</u>	<u>16</u>
		<b>TOTAL CREDIT HOURS</b>			<b>71</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirement.

## ELECTRONIC SERVICING V-042 (NIGHT)

	Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>				
ELN 1111	Basic Electronics	5	12	9
<b>SECOND QUARTER</b>				
ELN 1112	Tubes/Transistors	5	12	9
<b>THIRD QUARTER</b>				
ELN 1113	Radio Receiver Servicing	5	12	9
<b>FOURTH QUARTER</b>				
ELN 1114	TV Receiver Servicing	5	12	9

## GERIATRIC CARE SPECIALIST V-111

### Day - Certificate

The Geriatric Care Specialist curriculum prepares graduates to provide basic health and personal care for the older adult(s). The aging process, communication skills; nutritional, social, spiritual, diversional and recreational needs; comfort and safety needs; household, environment and equipment management are also included.

Graduates may qualify for Red Cross Home Nursing Certification.

Graduates may be employed in private homes, adult day care homes and/or centers, nursing homes, extended care facilities, hospitals, retirement centers, volunteer organizations and social agencies which provide assistance for older adults.

## GERIATRIC CARE SPECIALIST V-111 (DAY)

	Course Title	Class Hours	Lab Hours	Clinic Hours	Credit Hours
<b>FIRST QUARTER</b>					
NUR 1115	Basic Nursing Assistant Procedures I	6	9	0	9
HEA 1104	Nurse Assistant Practicum	0	0	15	5
HEA 1101	Geriatric Care I	3	0	0	3
		<u>9</u>	<u>9</u>	<u>15</u>	<u>17</u>
<b>SECOND QUARTER**</b>					
NUR 1116	Basic Nursing Assistant Procedures II	4	3	0	5
HEA 1105	Geriatric Care II	3	0	0	3
HEA 1103	Recreation & Activities for the Elderly Patient	3	0	0	3
HEA 1106	Geriatric Care Practicum I	0	0	15	5
PSY 1101	Human Relations	3	0	0	3
		<u>13</u>	<u>3</u>	<u>15</u>	<u>19</u>

\*\*Second Quarter is only offered if there is adequate enrollment carried over from the first quarter.



## INDUSTRIAL MECHANICS V-033

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
MEC	0101	Manufacturing Process I	3	9	6
MAT	1101	Math Fundamentals	3	0	3
MEC	0111	Industrial Safety	3	0	3
DFT	1101	Blueprint Reading	0	3	1
PLU	1110	Plumbing Pipework	2	6	4
			<u>11</u>	<u>18</u>	<u>17</u>
<b>SECOND QUARTER</b>					
ELC	1131	Basic Electricity Controls	2	3	3
MEC	1136	Industrial Water	3	0	3
DFT	1111	Blueprint Reading—Electrical	0	3	1
MEC	1137	Sheet Metal Layout	2	3	3
MEC	1124	Fundamentals of Hydraulics	3	0	3
MEC	1126	Metallurgy	3	0	3
		Elective	1	0	1
			<u>14</u>	<u>9</u>	<u>17</u>
<b>THIRD QUARTER</b>					
MEC	1133	Machine Maintenance I	3	6	5
ELC	1120	Troubleshooting Methods	4	3	5
PSY	1100	Human Relations	3	0	3
WLD	1112	Arc Welding	0	3	1
ELC	1122	Industrial Electricity	3	3	4
			<u>13</u>	<u>15</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
MEC	1134	Machine Maintenance II	3	6	5
DFT	0209	Industrial Systems Schematics	2	3	3
WLD	1135	Basic Gas Welding	2	3	3
ENG	1101	Communications	3	0	3
PHY	1100	Applied Science	3	3	4
			<u>13</u>	<u>15</u>	<u>18</u>
TOTAL CREDIT HOURS					70

## INDUSTRIAL MECHANICS V-033 (EVENING)

		Course Title	Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
MEC	0101	Manufacturing Process I	3	9	6
MAT	1101	Math Fundamentals	3	0	3
			<u>6</u>	<u>9</u>	<u>9</u>
<b>SECOND QUARTER</b>					
PLU	1110	Plumbing Pipework	2	6	4
MEC	0111	Industrial Safety	3	0	3
DFT	1101	Blueprint Reading	0	3	1
		Elective	1	0	1
			<u>6</u>	<u>9</u>	<u>9</u>

**THIRD QUARTER**

ELC	1131	Basic Electricity Controls	2	3	3
MEC	1136	Industrial Water	3	0	3
DFT	1111	Blueprint Reading—Electrical	0	3	1
MEC	1124	Fundamentals of Hydraulics	<u>3</u>	<u>0</u>	<u>3</u>
			6	6	10

**FOURTH QUARTER**

MEC	1137	Sheet Metal Layout	2	3	3
MEC	1126	Metallurgy	3	0	3
ELC	1122	Industrial Electricity	3	3	4
WLD	1112	Arc Welding	<u>0</u>	<u>3</u>	<u>1</u>
			8	9	11

**FIFTH QUARTER**

MEC	1133	Machine Maintenance I	3	6	5
ELC	1120	Troubleshooting Methods	<u>4</u>	<u>3</u>	<u>5</u>
			7	9	10

**SIXTH QUARTER**

MEC	1134	Machine Maintenance II	3	6	5
PSY	1100	Human Relations	3	0	3
DFT	0209	Industrial Systems Schematics	<u>2</u>	<u>3</u>	<u>3</u>
			8	9	11

**SEVENTH QUARTER**

WLD	1135	Basic Gas Welding	2	3	3
ENG	1101	Communications	3	0	3
PHY	1100	Applied Science	<u>3</u>	<u>3</u>	<u>4</u>
			8	6	10
		<b>TOTAL CREDIT HOURS</b>			<b>70</b>



## MACHINIST V-032

This curriculum was prepared to meet the need for trained machinists. Existing industries in North Carolina and new industries moving into the state express the need for skilled craftsmen who have the background, knowledge, and potential to advance in the machine trades. This curriculum is designed to prepare the individual, through theory and practice of various machining operations and related courses, to obtain paid employment in the metal machining occupations.

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His knowledge enables him to turn a block of metal into an intricate, precise part.

The machinist may start in one or more of the following areas: machine operator, machine setup operator, machinist apprentice, tool/die/mold apprentice, maintenance helper, machine tool technician, machine and tool salesman, or quality control technician. Advanced jobs in the field include: production foreman, tool/die/mold maker, general machinist, maintenance machinist, tape control programmer, or self-employment in one of the above fields. Students can enter this program fall quarter only.

## MACHINIST V-032

	Course Title	Hours Per Week		Qtr.
		Class	Clinical	Hours
<b>FIRST QUARTER</b>				
MEC 1101	Machine Shop Theory & Practice	4	12	8
MAT 1101	Fundamentals of Math	3	0	3
DFT 1101	Blueprint Reading	0	3	1
MEC 0111	Industrial Safety	3	0	3
		<u>10</u>	<u>15</u>	<u>15</u>
<b>SECOND QUARTER</b>				
MEC 1102	Machine Shop Theory & Practice	4	12	8
DFT 1105	Blueprint Reading: Mechanical	0	3	1
MAT 0111	Technical Math	3	0	3
ENG 1101	Communications	3	0	3
MEC 0118	Introduction to Metals	3	3	4
		<u>13</u>	<u>18</u>	<u>19</u>
<b>THIRD QUARTER</b>				
MEC 1103	Machine Shop Theory & Practice	4	12	8
MAT 1123	Machinist Math	3	0	3
MEC 0119	Applied Metallurgy	3	3	4
DFT 1106	Advanced Mechanical Blueprint Reading	0	3	1
**	Elective	1	0	1
		<u>11</u>	<u>18</u>	<u>17</u>
<b>FOURTH QUARTER</b>				
MEC 1104	Machine Shop Theory & Practice	4	12	8
PHY 1100	Applied Science	3	3	4
PSY 1100	Human Relations	3	0	3
WLD 1135	Basic Gas Welding & Cutting	2	3	3
		<u>12</u>	<u>18</u>	<u>18</u>
	<b>TOTAL CREDIT HOURS</b>			<b>69</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirements.

**NURSE ASSISTANT V-072  
(Day—Certificate)**

A three-month program (1 quarter) designed to prepare qualified individuals to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital and nursing home setting.

**NURSE ASSISTANT V-072 (DAY)**

		Course Title	Class Hours	Lab Hours	Clinic Hours	Credit Hours
<b>FIRST QUARTER</b>						
NUR	1115	Basic Nursing Assistant Procedures I	6	9	0	9
HEA	1104	Nurse Assistant Practicum	0	0	15	5
HEA	1101	Geriatric Care I	3	0	0	3
			<u>9</u>	<u>9</u>	<u>15</u>	<u>17</u>





## PRACTICAL NURSE EDUCATION V-038

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

This one year curriculum is devoted to skills, knowledge, and appreciations needed in Practical Nursing.

Upon successful completion of the 12 month curriculum the graduate is eligible to take the North Carolina Licensing Examination given by the North Carolina State Board of Nursing. Successful completion of the examinations licenses an individual as a Practical Nurse. Students may enter this program fall quarter only.

## PRACTICAL NURSE EDUCATION V-038

	Course Title	Hours Per Week		Qtr. Clinical	Hours Credit	
		Class	Lab			
<b>FIRST QUARTER (Fall)</b>						
BIO	1102	Anatomy/Physiology	3	3	0	4
NUT	0101	Nutrition & Diet Therapy	3	0	0	3
NUR	1101	Nursing Fundamentals	6	6	3	9
NUR	1105	Pharmacology I	3	0	0	3
ENG	0101	Freshman Composition I	5	0	0	3
			20	9	3	22
Contact: 29						
<b>SECOND QUARTER (Winter)</b>						
BIO	1103	Anatomy & Physiology	3	3	0	4
NUR	1102	Med-Surg I	9	0	12	13
NUR	1107	Pharmacology II	1	0	0	1
PSY	0260	General Psychology	3	0	0	3
			16	3	12	21
Contact: 30						
<b>THIRD QUARTER (Spring)</b>						
NUR	1103	Maternity Nursing	5	0	9	8
NUR	1108	Pediatrics	5	0	9	8
PSY	0117	Human Growth & Development	3	0	0	3
			13	0	18	19
Contact: 31						
<b>FOURTH QUARTER (Summer)</b>						
NUR	1104	Med-Surg II	8	0	18	14
NUR	1106	Voc-Adjustment I	3	0	0	3
			11	0	18	17
Contact: 29						
<b>TOTAL CREDIT HOURS</b>						<b>79</b>

## WELDING V-050

The Welding 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. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting sections.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production ship, job shop, and many others. Students may enter this program any quarter.

## WELDING V-050

Course Title			Class Hours	Lab Hours	Credit Hours
<b>FIRST QUARTER</b>					
WLD	1101	Welding I	5	12	9
WLD	1118	Welding Problems I	1	6	3
DFT	1101	Blueprint Reading	0	3	1
MAT	1101	Math Fundamentals	3	0	3
			<hr/>	<hr/>	<hr/>
			9	21	16
<b>SECOND QUARTER</b>					
WLD	1102	Welding II	5	12	9
WLD	1119	Welding Problems II	1	6	3
MEC	1140	Metallurgy for Welders	3	0	3
MAT	1102	Measurements	3	0	3
**		Elective	1	0	1
			<hr/>	<hr/>	<hr/>
			13	18	19
<b>THIRD QUARTER</b>					
WLD	1103	Welding III	5	12	9
WLD	1120	Welding Problems III	1	6	3
DFT	1103	Blueprint Reading & Pattern Sketching	1	3	2
PSY	1100	Human Relations	3	0	3
			<hr/>	<hr/>	<hr/>
			10	21	17
<b>FOURTH QUARTER</b>					
WLD	1104	Welding IV	5	12	9
WLD	1121	Welding Problems IV	1	6	3
ENG	1101	Communications	3	0	3
PHY	0100	Applied Science	3	3	4
			<hr/>	<hr/>	<hr/>
			12	21	19
<b>TOTAL CREDIT HOURS</b>					<b>71</b>

\*\*Cooperative Education Internship (0100-0106) (0201-0202) may be used for credit toward degree requirement.

## VOCATIONAL CERTIFICATE PROGRAMS

Upon the recommendation of the Division Dean to the Vice President of Faculty and Programs a Certificate of Achievement may be awarded to a student who meets the prescribed requirements in Automotive Body Repair, Automotive Mechanics, Electrical Installation and Maintenance, Electronic Servicing, Nurse Assistant, Welding, Industrial Mechanics, or Machinists.

(Division Dean will specify course requirements for each area.)

### AUTO BODY REPAIR CERTIFICATE PROGRAM V-001

Course Title			Hours Per Week		Qtr.
			Class	Lab	Hours Credit
<b>FIRST QUARTER</b>					
AUB	1101	Auto Body Repair I	5	12	9
<b>SECOND QUARTER</b>					
AUB	1102	Auto Body Repair II	5	12	9
<b>THIRD QUARTER</b>					
AUB	1103	Auto Body Repair III	5	12	9
<b>FOURTH QUARTER</b>					
AUB	1104	Auto Body Repair IV	5	12	9

### AUTOMOTIVE MECHANICS CERTIFICATE PROGRAM V-003

Course Title			Hours Per Week		Qtr.
			Class	Lab	Hours Credit
<b>FIRST QUARTER</b>					
AUM	1101	Automotive Engine Electrical Fuel Systems	5	12	9
<b>SECOND QUARTER</b>					
AUM	1102	Automotive Brakes Chassis & Suspension	5	12	9
<b>THIRD QUARTER</b>					
AUM	1103	Automotive Internal Combustion Engines	5	12	9
<b>FOURTH QUARTER</b>					
AUM	1104	Automotive Power Train Systems	5	12	9

**ELECTRICAL INSTALLATION AND MAINTENANCE  
EVENING CERTIFICATE PROGRAM  
V-018**

			Hours Per Week		Qtr.
			Class	Lab	Hours Credit
<b>FIRST QUARTER</b>					
ELC	1101	Fundamentals of Electricity	5	12	9
<b>SECOND QUARTER</b>					
ELC	1103	AC-DC Machines	5	12	9
<b>THIRD QUARTER</b>					
ELC	1102	Residential Wiring	5	12	9
<b>FOURTH QUARTER</b>					
ELC	1104	Controls of AC-DC Machines	5	12	9

**MACHINIST V-032**

			Class	Lab	Credit
			Hours	Hours	Hours
<b>FIRST QUARTER</b>					
MEC	1101	Machine Shop Theory and Practice	4	12	8
<b>SECOND QUARTER</b>					
MEC	1102	Machine Shop Theory and Practice	4	12	8
<b>THIRD QUARTER</b>					
MEC	1103	Machine Shop Theory and Practice	4	12	8
<b>FOURTH QUARTER</b>					
MEC	1104	Machine Shop Theory and Practice	4	12	8

**WELDING  
CERTIFICATE PROGRAM  
V-050**

			Hours Per Week		Qtr.
			Class	Lab	Hours Credit
<b>FIRST QUARTER</b>					
WLD	1101	Welding I	5	12	9
<b>SECOND QUARTER</b>					
WLD	1102	Welding II	5	12	9
<b>THIRD QUARTER</b>					
WLD	1103	Welding III	5	12	9
<b>FOURTH QUARTER</b>					
WLD	1104	Welding IV	5	12	9

## INDIVIDUALIZED INSTRUCTION CENTER

The Individualized Instruction Center provides the opportunity for you to take college credit courses through the use of individualized and/or audio-visual-tutorial materials. These courses cover the same material as the traditional classroom courses, and they carry the same number of credit hours. This instructional method features self-paced learning materials, flexible hours, and personalized instruction.

The Individualized Instruction Center is located in the Business Education Building and is open from 8 a.m. until 3 p.m. Monday through Friday and from 5:30 p.m. until 9:30 p.m. Monday through Thursday evenings. Weekend classes are also available when there is sufficient enrollment.

Registration procedures for individualized instruction courses are the same as for any other course. All courses in the Center may be taken for college credit or audit. Senior Citizens may take courses for credit or audit tuition free.

Specific course requirements for these courses are available in the Individualized Instruction Center. Feel free to drop by at any time during the quarter and examine any course materials in which you might be interested.

### ICC CAMPUS OFFERINGS

BUS	0101	Beginning Typewriting
BUS	0102	Typewriting II
BUS	0103	Typewriting III
BUS	0107	Business Machines
BUS	0108	Records Management
BUS	0109	Terminology & Vocabulary
BUS	0165	Office Applications/IBM PC
BUS	0200	Word Processing Applications
BUS	0201	Word Processing Files
BUS	0205	Machine Transcription
BUS	0207	Medical Terminology
BUS	0208	Stenoscrypt
BUS	0210	Principles of Accounting
BUS	0211	Principles of Accounting
BUS	0212	Principles of Accounting
BUS	0213	Secretarial Procedures
BUS	0219	Legal Terminology
BUS	0239	Business Math
BUS	0290	Medical Transcription



- BUS 0291 Legal Transcription
- COE 0100 Cooperative Education
- \*HIS 0101 Western Civilization
- \*HIS 0102 Western Civilization
- \*HIS 0103 Western Civilization
- \*HIS 0260 History of United States
- \*HIS 0261 History of United States
- \*HIS 0262 History of United States
- \*PSY 0260 General Psychology
- \*RED 0260 Speed Reading
- \*SOC 0160 Introduction to Sociology

\*These courses are also available in the traditional classroom.



## COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an alternative college program in which students are employed for specific periods of off-campus work as an integral part of their academic program. This employment is related as closely as possible to each student's course of study and individual interest. The blend of classroom theory and practical on-the-job training adds a vital dimension to learning experiences. Numerous advantages accrue from the Cooperative Education approach to learning, such as career direction and financial assistance for participating students, a source of manpower for employers, and an avenue to better relate the college to the community.

A student may earn a maximum of 12 elective hours credit depending on his/her major. There is a one hour Cooperative Education Seminar required of all students desiring to participate in the Cooperative Education program. Students enrolled in the following curricula may participate in Cooperative Education:

### College Parallel

- C004 - Pre-Business Administration
- C026 - Pre-Business Education
- C035 - Pre-Teaching Early Childhood
- C020 - Pre-Teaching Elementary
- C028 - Pre-Teaching Secondary

### Technical

- T109 - Associate Degree for Vocational Instructors
- T018 - Business Administration
- T022 - Business Computer Programming
- T073 - Early Childhood Specialist
- T045 - Electronics Engineering Technology
- T030 - Executive Secretarial Science
- T074 - Foodservice Management
- T033 - General Office Technology
- T068 - Graphics Arts
- T049 - Industrial Supervision and Management
- T128 - Insurance
- T020 - Marketing and Retailing
- T043 - Mechanical Drafting and Design
- T051 - Mechanical Engineering Technology
- T179 - Radio and TV Broadcasting Technology
- T127 - Real Estate
- T088 - Teacher Associate
- T034 - Traffic and Transportation

### **Vocational**

V024 - Air Conditioning, Heating & Refrigeration

V001 - Automotive Body Repair

V003 - Automotive Mechanics

V067 - Child Care Worker

V018 - Electrical Installation & Maintenance

V042 - Electronic Servicing

V111 - Geriatric Care Specialist

V033 - Industrial Mechanics

V029 - Light Construction

V032 - Machinist

V050 - Welding

In order to be eligible for the Co-Op program, the student **should**:

1. Be enrolled in one of the preceding programs, carrying a minimum of 6 credit hours.
2. Have been at Isothermal for at least 1 quarter.
3. Have at least a 2.0 GPA.

Any student meeting these eligibility requirements who wishes to be placed in a part-time or full-time job related to his/her academic major should contact the Director of Cooperative Education in Building 6 (Business Education) and make application to the program.

### **DEFINITION AND EXPLANATION OF SPECIAL SERVICES**

Special Services is a college level educational support program designed to help students complete their chosen curriculum by increasing options for academic success.

Students will participate in exciting self-paced, teacher assisted instruction. Each student's strengths and weaknesses are diagnosed in the areas of English, Reading, and Mathematics. The instructor prescribes an individual program to assist the student in improving those skills which would afford him/her the greatest degree of satisfaction, competency and success.

Both day and evening classes are available to full and part time students.

#### **Academic Services Available:**

- |     |      |                        |
|-----|------|------------------------|
| DSE | 0090 | Enrichment English     |
| DSE | 0091 | Spelling Improvement   |
| DSE | 0092 | Vocabulary Improvement |

DSE	0108	Advanced College Vocabulary
ENG	0163	Study Skills
DSM	0090	Basic Math I
DSM	0095	Basic Math II
DSR	0090	Reading Proficiency
DSR	0101	Computer Rapid Reading

### Special Support Services Available:

Computer Assisted Instruction  
 Personal, Career, and Financial Counseling  
 Free Tutorial Assistance  
 Biofeedback  
 Stress Management  
 Math Anxiety Workshops  
 Human Potential Seminar  
 Standardized Test Preparation

## COURSE DESCRIPTIONS

### ISOTHERMAL COMMUNITY COLLEGE

The courses listed on the following pages represent the current curriculum offerings in the College Transfer, Technical, and Vocational programs.

- The courses are listed in alphabetical order by name (example—Air Conditioning, Heating and Refrigeration; Anthropology).
- The courses are numbered as follows: (example—PSY 0201).
  - All are 4 digit
  - Those beginning with "0" are college transfer and technical courses
  - Those beginning with "1" are vocational courses
- Any course number less than 0100 will not give credit hours for graduation.
- The course title follows the number (example—PSY 0201 Industrial Psychology).
- The number of contact and credit hours follow the title (example—PSY 0201 Industrial Psychology 3-0-3).
  - The *first* number represents the number of *lecture* hours per week.
  - The *second* number represents the number of *lab, shop, clinical, or practicum* hours per week.



C. The *third* represents the number of *credit* hours assigned to the course.

6. Indicated at the end of the course description is the quarter the course is normally offered. This is subject to change. The following are abbreviations for the quarters—Fall (F), Winter (W), Spring (Sp), Summer (Su).

Full example:

**PSY 0201 Industrial Psychology**

3-0-3

A study of the principles of psychology that will be of assistance in the understanding of ---- on the job. Attention is also given to ---- the general community. (W, Su)

## COURSE DESCRIPTIONS

### AIR CONDITIONING, HEATING AND REFRIGERATION

**AHR 1121 Fundamentals of Refrigeration: Domestic**

5-12-9

Terminology, laws of refrigeration, absolute pressure, and absolute temperature, energy conversion units; specific heat, latent heat, and sensible heat; measurement of heat in quantity and intensity; ton of refrigeration, pressure temperature relationships; transfer of heat by conduction, convection, and radiation; elementary refrigeration, refrigeration cycle and domestic refrigeration circuits and controls. Tools, materials, and methods applicable to refrigeration; bending, and joining tubing. Safety practices will be stressed. Emphasis will be placed on domestic equipment because of its basic nature.

**AHR 1122 Fundamentals of Refrigeration: Commercial**

5-12-9

Commercial refrigeration installation and servicing of display cabinets, walk in coolers and freezer units and mobile refrigeration systems are studied. The use of catalogues are used to calculate heat loads, sizing, and matching system components and a study of circuits and controls, refrigerants, oils, and methods are made. The American Standard Safety Code for refrigeration is studied and its principles practiced.

**AHR 1123 Principles of Air Conditioning**

4-3-5

An introduction to the principles of air conditioning, the use and care of tools and equipment and the identification and function of the component parts of a system. Practical work includes leak detecting with various leak detecting devices. Making electrical checks on Hermetic Compressors. Disassembling and reassembling air conditioning equipment. Standard procedures and safety measures are stressed in the use of air conditioning equipment and the handling of refrigerants.

**AHR 1124 Principles of Heating: Fuels and Burners**

5-9-8

Fuels and burners used in supplying heat for various types of heating systems—coal, oil, natural gas, manufactured gas, liquified petroleum gas, and electricity. Experiments in equipment selection, installation, adjustments, and servicing will be conducted. Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment—registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.



**AHR 1126 All-year Comfort Systems and AC Servicing** 4-9-7  
Auxiliary equipment used in conjunction with refrigeration system to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.

**AHR 1127 Duct Construction & Maintenance** 3-3-4  
Study of various duct materials including sheet steel, aluminum, fiberglass, and plastic. Safety, sheet metal hand tools, cutting and shaping machines, fasteners, and fabrication practices, layout methods, and development of duct systems. The student will study and service various duct systems and perform repairs including ducts made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.

## **ANTHROPOLOGY**

**ANT 0160 Celtic Culture** 2-0-2  
This course will study the culture of the Celts, their origin, and their impact upon humanity at large. We will emphasize all facets of the celtic world from religion to music culminating the course with an excursion to a Scottish-Irish gathering appropriate to our localized area. (Su)

**ANT 0260 Introduction to General Anthropology** 3-0-3  
A survey of the major fields and basic principles in the comparative study of mankind, human development, fossil evidence and cultural origins. (F, Su)

**ANT 0261 Introduction to Cultural Anthropology** 3-0-3  
The evolution of culture is emphasized in the areas of cultural innovations, language, mores, customs, and anthroarchaeological techniques. (W, Su)

**ANT 0262 Comparative Cultures and World Development** 3-0-3  
Comparison of selected primitive, pre-literate or nonindustrial cultures from different regions of the world. (Sp)

**ANT 0263 Archaeological Methodology** 1-3-2  
This course focuses on those aspects of Archaeology that promote practical application of field techniques. The training will consist of proven methodology utilized by professional archaeologists from the time a site is selected to its final usefulness as a source of cultural material. Mapping, photography, surveying, proper excavating techniques, cataloging are but a few of the areas to be covered in this unique approach to the study of mankind. There will be a special emphasis placed upon this immediate Western North Carolina section, both from a pre-historic and historic viewpoint. (Su, F, Sp)

## **ART**

\*Denotes required courses for AFA degree.

\*\*Two of these three must be taken.

**\*ART 0101 Fundamentals of Two-Dimensional Design** 2-4-4  
Exploration of basic studio problems in the visual arts through a variety of art media with emphasis on the elements and principles of art as they relate to two-dimensional space. (F)

- \*ART 0102 Fundamentals of Three-Dimensional Design** 2-4-4  
Study and application of the elements and principles of art as they relate to three-dimensional space. (W)
- \*ART 0103 Drawing and Composition I** 2-4-4  
Introduction to and exploration of the drawing process through improvisational, perceptual, and conceptual experiences. Emphasis on the structural elements and organizational principles of art as they relate to the drawing process. (5p)
- \*ART 0104 Ancient and Medieval Art History** 3-0-3  
A study of prehistoric art, Egyptian art, Middle Eastern art, Greek, Etruscan, Roman, early Christian and Byzantine, and Medieval art, with emphasis on styles, media, methods, purposes and accomplishments. (F)
- \*ART 0105 Renaissance Art History** 3-0-3  
Survey of Western art from the Romanesque through the Baroque periods with emphasis on the art of the Renaissance in Italy and northern Europe. (W)
- \*ART 0106 History of Modern Art** 3-0-3  
Study of nineteenth and twentieth-century art. (5p)
- ART 0160 Survey of Art** 3-0-3  
Introduction to principles of art, including media, style, technique. Emphasis on Egyptian, Greek, Roman, Byzantine, Medieval, Renaissance, Baroque, Neo-Classical, Romantic, Impressionistic and Modern art. (May not be taken as an AFA degree professional art course.) (F, 5p)
- ART 0161 Art in the Elementary School** 2-4-4  
Development of a sensory awareness/conceptual teaching approach to exploring art with children. Perceptual growth of the child, aesthetic content in art, concepts from art elements and principles, and art media will be studied in relation to the elementary classroom. (May not be taken as an AFA degree professional art course.) (On demand)
- \*ART 0201 Drawing and Composition II** 2-4-4  
Confrontation of the figure, landscape, and still life through a variety of drawing concepts and media. Prerequisite: ART 0101 or ART 0103. (F)
- \*ART 0202 Painting I** 1-4-3  
Introduction to the painting experience through exploration of various painting media. (W)
- \*ART 0203 Printmaking** 1-4-3  
Introduction to the printmaking process through exploration of various printmaking techniques. Prerequisite: ART 0101 or ART 0103. (5p)
- \*\*ART 0204 Introduction to Sculpture** 1-4-3  
Exploration of three-dimensional form through the application of diverse sculpture media. Prerequisite: ART 0102. (F)
- \*\*ART 0205 Constructive Design: Clay** 1-4-3  
Exploration of clay as a sculptural medium. Prerequisite: ART 0102. (W)
- \*\*ART 0206 Life Drawing** 1-4-3  
Study of the human form by drawing the model in various media. (5p)
- ART 0207 Painting II** 1-4-3  
Development of original work in various painting media through an individual problem-solving approach. Prerequisites: ART 0101, 0103 or 0202. (5p)

**ART 0208 Presentation Techniques for the Visual Artist** 0-2-1  
Development of basic skills related to visual art presentation: framing, matting, portfolio presentation, etc. (F, Su)

**ART 0209 Painting III** 1-4-3  
Further involvement with the painting process. Emphasis on individual exploration, technical understanding, and compositional resolutions. Prerequisite: ART 0207 (W, Sp)

**ART 0250 Selected Topics in Art** variable  
This course is designed to deal with any heretofore uncatalogued topics which are of timely and/or special interest. Prerequisites and credit hours will vary with each of the numerous art topics which may be offered under this description. (On demand)

**ART 1100 Art Awareness** 2-0-2  
Designed for cosmetology students, this course emphasizes art fundamentals including line, color, and form.

## **AUTO BODY REPAIR**

**AUB 1101 Auto Body I** 2-15-7  
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. (F)

**AUB 1102 Auto Body II** 2-15-7  
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. (W)

**AUB 1103 Auto Body III** 2-15-7  
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation. (Sp)

**AUB 1104 Auto Body IV** 2-15-7  
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of the frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with adjuster. (Su)

**AUB 1118 Auto Body Problems I** 1-6-3  
This course is designed to give the student more practical applications in reforming automotive body styling lines. Shaping and forming techniques are stressed.

**AUB 1119 Auto Body Problems II** 1-3-2  
Frame straightening will be emphasized. The student will be introduced to various techniques and equipment used to straighten auto frames including the Damage Dozer.

**AUB 1120 Auto Body Problems III** 1-3-2  
Techniques of metal shrinking will be studied. The student will be given ample opportunity to develop these techniques.



**AUB 1121 Auto Body Problems IV** 6-3-1  
Special emphasis will be given to the procedures of estimating damage. Also studied will be the operation of a body shop; ordering parts and materials, making repair orders, etc.

#### **AUTOMOTIVE**

**AUT 1101 Panel Installation** 1-3-2  
The basic principles of panel installation will be taught and a thorough study of how individual panels are held in place.

**AUT 1102 Auto Renewal** 1-3-2  
The basic principles of protecting the finish of an auto from the elements.

**AUT 1103 Radiator/Heat Exchanger** 5-3-6  
The primary function of a radiator and heat exchanger.

**AUT 1104 Trim and Glass** 5-0-5  
Basic principles of cleaning trim and glass.

**AUT 1105 Automotive Inspection** 3-3-4  
This course is designed to teach the student how the North Carolina Inspection is performed. Through lecture and slides the student will learn all areas that are to be covered in the inspection process.

#### **AUTOMOTIVE MECHANICS**

**AUM 1101 Automotive Engine, Electrical, and Fuel System** 5-12-9  
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

**AUM 1102 Automotive Brake, Chassis, and Suspension** 5-12-9  
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.

**AUM 1103 Automotive Internal Combustion Engine** 5-12-9  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

**AUM 1104 Automotive Power Train Systems** 5-12-9  
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

**AUM 1111 Automotive Schematics and Diagrams** 1-3-2  
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

- AUM 1112 Automotive Schematics and Diagrams: Power Mechanics (Electrical and Fuel Systems)** 1-3-2  
 Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.
- AUM 1113 Automotive Schematics and Diagrams** 1-3-2  
 Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies.
- AUM 1118 Automotive Problems** 3-3-4  
 The purpose of this course is to broaden the students' experiences in the areas of mechanics. Problems involving experimentation, investigation and writing of a research report involving automobiles, mechanical operations and general maintenance and repair required for machinery may be basis for investigation.
- AUM 1125 Automotive Air Conditioning** 3-3-4  
 General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.
- AUM 1126 Auto Servicing** 1-3-2  
 Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.
- AUM 1226 Automobile Servicing II** 2-6-4  
 Emphasis is placed on "trouble-shooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.
- AUM 1230 Small Engine Repair** 2-6-4  
 This course will study the various specifications and parts of the four-cycle engine. Overhaul and maintenance will be emphasized.
- AUM 1231 Motorcycle Engine Repair** 2-6-4  
 This course will study the various specifications and parts of the basic motorcycle engine. Various makes of motorcycle engines will be studied on an individual basis. Overhaul and maintenance will be emphasized.
- AUM 1232 Marine Engine Repair** 2-6-4  
 This course will study the various specifications and parts of the basic outboard marine engine. Various makes of outboard marine engines will be studied on an individual basis. Maintenance will be emphasized.
- AUM 1233 Chain Saw Engine Repair** 2-6-4  
 This course will study the various specifications and parts of the basic two-cycle engine (chain saw engines). Various makes of the two-cycle engine will be studied on an individual basis. Maintenance will be emphasized.



## BIOLOGY

**BIO 0101 Principles of Biology** 3-3-4  
Principles, problems and basic similarities of all living organisms with emphasis on the chemistry of living organisms, metabolism, cytology, and genetics. Three laboratory hours per week. (F, W, Su)

**BIO 0102 Principles of Biology** 3-3-4  
Principles of reproduction, development, organic maintenance, organization and integration, and behavior in plants and animals. A study of the principles of evolution and the concept of species. Three laboratory hours per week. (W, Sp, Su)

**BIO 0103 Principles of Biology** 3-3-4  
A systematic study of living organisms with emphasis on the vertebrates and angiosperms. The principles of ecology and taxonomy will be included as they relate to the study of living organisms. Three laboratory hours per week. (Sp, Su)

**BIO 0161 Field Botany** 3-0-3  
This course is designed to acquaint the student with the various types of plants found in North Carolina (specifically Rutherford County). The main area of concentration will be the flowering plants, but algae, fungi, lichens, mosses, liverworts, and ferns will also be studied. The making and use of simple tree "keys" will give a background for understanding some of the problems of classification. The geographic distribution and diversity of flowering plants will be emphasized throughout the course. The majority of the classes will be local field trips with identification occurring in the field. (Su)

**BIO 0162 Local Flora** 2-0-2  
This is a short course designed to acquaint the student with the wide variety of seasonal blooming native plants. Native trees and ferns will also be studied. (F, Sp)

**BIO 0165 Special Topics in Biology** variable  
This course is designed to deal with any heretofore uncatalogued topics which are of timely and/or special interest. Prerequisites and credit hours will vary with each of the numerous biological topics which may be offered under this "Special Topics in Biology" description.

**BIO 0260 and 0261 General Zoology** 3-3-4 each  
These courses survey the many topics concerned with the biology of invertebrates and vertebrates. The classification and outstanding characteristics of the major phyla as well as the anatomy and physiology are considered. Prerequisites: BIO 0101, 0102, 0103. (F, W)

**BIO 0262 General Botany** 4-6-6  
The principles of cytology, physiology, phylogeny, anatomy and ecology of plants. Special emphasis will be given to the seed plants. (Sp)

**BIO 0270 Anatomy and Physiology I** 3-3-4  
The first quarter considers basic chemistry, cells and tissues with a strong emphasis on the structure and physiology of the skeletal and muscular systems. The nervous system is introduced by covering nerve cell structure. (F)

**BIO 0271 Anatomy and Physiology II** 3-3-4  
This quarter covers the nervous system's organization along with the structure and physiology of the sense organs. The endocrine system, blood and cardiovascular physiology is also covered. Emphasis is given to the nervous system's organization and the cardiovascular system. (W)

**BIO 0272 Anatomy and Physiology III** 3-3-4

The final quarter deals with the respiratory, digestive and urogenital systems. Emphasis is placed on metabolism, excretion, fluid and electrolyte balance. (5p)

**BIO 0280, 0281 Microbiology** 2-3-3 each

A general introduction to the morphology, physiology and pathogenicity of viruses, bacteria, algae, fungi and protozoa. The fundamentals of laboratory techniques concerning isolation, reproduction, metabolism and taxonomy are included. Prerequisite: BIO 0101 or 0270; Prerequisite for BIO 0281 is BIO 0280. (5u)

**BIO 1102 Anatomy/Physiology** 3-3-4

Anatomy/Physiology provides the student with a thorough understanding of the general plan of the body and six of its systems. A knowledge of how the body moves, provides transportation for the nutrients it absorbs and removes waste are necessary to understand disease processes and the nursing care of patients.

**BIO 1103 Anatomy/Physiology** 3-3-4

A continuation of BIO 1102 with a thorough study of the systems that provide communication and control, provide immunity, provide nutrients, provide the reproductive ability, and maintain hydration and homeostasis for the body.

**BUSINESS**

**BUS 0100 Introduction to Business** 5-0-5

An introductory course in the organization, functions, operations, controls, and problems of business enterprises. (F, W)

**BUS 0101 Beginning Typewriting** 2-3-3

Students who have had no previous typewriting experience or those students who cannot prove competency on a typewriting placement test should take this course. This course is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence and tabulation. The student should, at the end of the course, be able to type 30 words per minute for three minutes with no more than five errors. (F, W, 5p, 5u)

**BUS 0102 Typewriting** 3-2-4

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, correspondence, manuscripts, and business forms. The student should, at the end of the course, be able to type 40 words per minute for five minutes with no more than five errors. Prerequisite: BUS 0101 or proof of competency on a typewriting placement test. (F, W, 5p, 5u)

**BUS 0103 Typewriting** 3-2-4

Instruction emphasizes production typing problems and speed building. Attention is given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, business letters, memos, telegrams, and legal documents. Fundamental skills are developed on the duplicating machines. The student should, at the end of this course, be able to type 50 words per minute for five minutes with no more than five errors. Prerequisite: BUS 0102. (F, W, 5p, 5u)

**BUS 0104 Shorthand** 5-0-5

Instruction is based on Gregg shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases. It is designed for students who have had no previous shorthand or those who cannot prove competency on a shorthand placement test. (F)

- BUS 0105 Shorthand** 5-0-5  
 This course is a review of fundamental principles, followed by assignments which stress speed, accuracy, fluency, and vocabulary and introduces transcription. Prerequisite: BUS 0104 or proof of competency on a shorthand placement test. (W)
- BUS 0106 Shorthand** 5-0-5  
 This course is a further study of shorthand theory, acquisition of ability to take rapid dictation, ability to transcribe accurately and an introduction to office style dictation. Prerequisite: BUS 0105. (Sp)
- BUS 0107 Business Machines** 3-2-4  
 Electronic calculators and office machines with business math applications designed to assist students in acquiring competence with calculators and office machines used in business. Prerequisite: Satisfactory placement test score in arithmetic or DSM 0100. (F, W, Sp, Su)
- BUS 0108 Records Management** 3-0-3  
 A course designed to teach the principles of filing and records management. The five methods of organizing records—alphabetic, geographic, subject, numeric, and chronological will be covered. (F, W, Sp, Su)
- BUS 0109 Terminology & Transcription** 3-2-4  
 A course designed to build transcription and vocabulary skills. Course offers study of language skills in the area of word choice, spelling, capitalization, and punctuation. Prerequisite: None. (F, W, Sp, Su)
- BUS 0112 Business Finance** 3-0-3  
 A study of the monetary and credit systems and policies in relation to the financing of sole proprietorships, corporations, and governments and a detailed study of short-term, long-term, and consumer financing. (W, Su)
- BUS 0120 Real Estate Construction** 3-0-3  
 This course is designed for the student enrolled in the Real Estate Curriculum. The fundamentals of construction according to the type and quality of construction in buildings are given adequate consideration in both the classroom and at construction sites. An understanding of the material used, design, and site location are required of each student. Terminology used in construction, materials, and methods must be demonstrated by the student in order to complete this course. (Sp)
- BUS 0121 Real Estate Math** 3-0-3  
 A review of formulas for calculating the area of squares, rectangles, circles, triangles, trapezoids, and volumes applied to house size or land area. Calculations of commissions, percentages, proration, capitalization, interest, depreciation, appreciation, and taxes. (Sp)
- BUS 0122 Real Estate Brokerage** 3-0-3  
 This course covers the organization and conduct of real estate brokerage, business and professional activities; social, economic, legal licensing and ethical responsibilities of the real estate broker. (F)
- BUS 0123 Real Estate Merchandising** 3-0-3  
 A study of the current sales techniques in the real estate industry, including problems in selling as well as emphasis on consumer motivation and reactions. Particular emphasis is placed on morals and ethics related to the sale of real property. Other topics include the methods of securing property listings and prospective customers, bringing the prospect and property together, the use of advertising in the selling function, the basic development of a sales plan and sales presentation.



- BUS 0163 Office Applications/IBM PC** 3-2-4  
This course is designed to provide specific instruction in how to use word processing software packages on the IBM PC. Each student will be required to become proficient with the operation of three software packages. (F, W, Sp, Su)
- BUS 0190 Word Processing Concepts** 3-0-3  
This course is an overview of all aspects of word and information processing, including concepts, equipment and procedures. It integrates management techniques and procedures with operative and administrative procedures necessary to function in a word processing environment. (F, Sp)
- BUS 0197 Small Business Management** 3-0-3  
An introduction to the operation of a small business. Problems concerning personnel, equipment/office layout, finance, bookkeeping, inventory control and basic business law will be addressed. Special problems concerning specific businesses will also be covered.
- BUS 0200 Word Processing Applications** 3-2-4  
This course is designed to teach the student to efficiently operate a word processor. Emphasis is placed on using a menu, creating and storing documents, making changes and corrections on documents, and retrieval and printing of documents. Prerequisite: BUS 0102. (F, W, Sp, Su)
- BUS 0201 Word Processing Files** 3-2-4  
This course is intended to teach the Files Processing function of a word processing system starting with basic concepts and going to the full capabilities of the system. Prerequisite: BUS 0200. (F, W, Sp, Su)
- BUS 0205 Machine Transcription** 3-2-4  
Course offers the opportunity for students to acquire employable skills in transcribing various forms of dictated material. Emphasis is placed on proficiency in using the dictaphone, word usage, correct grammar, letter styles, and general neatness. Prerequisites: BUS 0109 and BUS 0103 or the ability to type 50 w.p.m. with no more than 5 errors. (F, W, Sp, Su)
- BUS 0207 Medical Terminology** 3-0-3  
This is designed to teach the student the meanings of 350 Latin and Greek elements, or word parts. The knowledge of the 350 elements will enable the student to interpret and understand more than ten thousand medical terms. (F, W, Sp, Su)
- BUS 0208 Stenocript I** 3-2-4  
A course offering the theory and practice for ABC Shorthand. Emphasis on speed in taking dictation as well as accuracy in transcription. Minimum dictation rate of 60 words a minute required. (F, W, Sp, Su)
- BUS 0210 Principles of Accounting** 3-2-4  
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 applications. (F, W, Sp, Su)
- BUS 0211 Principles of Accounting** 3-2-4  
Further study of accounting principles, techniques, and tools of accounting including a study of payrolls, voucher system, depreciation, inventory, notes, deferrals, and accruals; includes practical applications. Prerequisite: BUS 0210. (F, W, Sp, Su)

- BUS 0212 Principles of Accounting** 3-2-4  
Partnership and corporation accounting with emphasis on the recording, summarizing and interpreting of data for management control. Accounting services shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 0211. (F, W, Sp, Su)
- BUS 0213 Secretarial Procedures** 3-2-4  
A course designed to acquaint students with practical applications of secretarial responsibilities. These duties include receptionist duties, mail handling, telephone technique, travel information, telegrams, office records, supplies purchasing, office organization, and time management. Prerequisite: BUS 0103. (F, W, Sp, Su)
- BUS 0214 Principles of Management** 3-0-3  
Principles of business management includes an overview of the 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. (Sp)
- BUS 0215 Office Management** 3-0-3  
Presents the fundamental principles of office management with emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating the office.
- BUS 0216 Principles of Supervision** 3-0-3  
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates with emphasis on securing an effective work force and the role of the supervisor. Emphasis on methods of supervision. (Sp)
- BUS 0217 Taxes - Federal** 3-2-4  
Concepts and methods of determining federal tax liability of individuals. Topics include ordinary income, capital gains and losses, and net operating loss. The student will also be introduced to estate, gift and partnership taxation. (W)
- BUS 0219 Legal Terminology** 3-2-3  
Student learns legal terminology and procedures related transactions. General legal terminology and specialized terms and phrases are covered. Student also acquires a knowledge of the structure of the American Court System. Prerequisite: None.
- BUS 0223 Credit Procedures and Problems** 3-0-3  
Principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. (Sp)
- BUS 0224 Personnel Management** 3-0-3  
A study of basic personnel policies, practices, objectives, functions and the organization of personnel programs. Emphasis is placed on recruiting, selection, placement, training and development, and employee evaluation. (W, Sp)
- BUS 0225 Business Law** 3-0-3  
A general course designed to acquaint the student with law, the court system, and certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. In addition to the Uniform Commercial Code, the General Statutes of North Carolina are considered. (F)
- BUS 0226 Business Law** 3-0-3  
Legal principles pertaining to personal property and bailments, sales, commercial paper, wills and estates, and property rights. Prerequisite: BUS 0225 recommended. (W)



<b>BUS 0227 Business Law</b>	<b>3-0-3</b>
Legal principles concerning creditor's and debtor's rights, insurance, bankruptcy, agency and employment, business organizations, and real property. Prerequisite: BUS 0226 recommended. (5p)	
<b>BUS 0230 Real Estate Fundamentals I and II</b>	<b>6-0-6</b>
A study of brokerage, fair housing, contracts, property ownership and interests, leases, and transfer of title, financing, closing transactions, property management, building construction, property valuation, land use controls, and taxation. Meets North Carolina requirement for Sales examination and partial requirement for Brokerage examination.	
<b>BUS 0231 Real Estate Finance and Investment</b>	<b>3-0-3</b>
A study of financing instruments and financial intermediaries, government insurance, guarantees, and controls, and the processing of loans. Borrowing for the purpose of investing in income properties and investment techniques are included. (W)	
<b>BUS 0233 Real Estate Appraisal</b>	<b>6-0-6</b>
An introduction to the field of appraisal, including the nature of real property and value, economic trends, residential, commercial and industrial property values, along with valuation methods.	
<b>BUS 0235 Real Estate Property Management</b>	<b>3-0-3</b>
A study of the nature of property management, the types of property, lease preparation, protection of property and property maintenance. Additional topics include fair housing, tenant selection, advertising, ethics, and budgeting.	
<b>BUS 0238 Real Estate Law</b>	<b>3-0-3</b>
A comprehensive study of real property law as it relates to land, types of estates, easements, appurtenances, leases, types of tenancies, wills and deeds. (W)	
<b>BUS 0239 Business Mathematics</b>	<b>3-2-4</b>
This course is designed to provide business students with practical mathematical competencies applicable to business while learning the use of the electronic calculator. Topics will include percentage, trade and cash discounts, mark-up and mark-down. Prerequisite: BUS 0107 or permission of instructor. (F, W, 5p, 5u)	
<b>BUS 0249 Intermediate Accounting</b>	<b>3-0-3</b>
Emphasis is placed on accounting theory and concepts and on analysis of the problems that arise in applying these underlying concepts to financial accounting. Prerequisite: BUS 0212.	
<b>BUS 0250 Cost Accounting</b>	<b>3-0-3</b>
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 0212.	
<b>BUS 0251 Estate Planning</b>	<b>1-0-1</b>
The emphasis is upon the importance of estate planning and the need for a will. Real and personal property, estate planning, wills, and trusts are considered.	
<b>BUS 0252 Bookkeeping</b>	<b>3-0-3</b>
Emphasis is placed upon the art of record keeping in the business world. The student will learn the proper techniques and application of bookkeeping in the business world.	
<b>BUS 0253 Local Government Accounting</b>	<b>3-0-3</b>
Emphasis is placed upon the accounting theory used in local government. The student is given an inside look at the practice of accounting in local government.	

<b>BUS 0263 Business Insurance</b>	<b>3-2-3</b>
A presentation of the basic principles of risk insurance and their application including a survey of the various types of insurance.	
<b>BUS 0265 Management Practicum</b>	<b>1-10-3</b>
On the job experience relevant to area of concentration.	
<b>BUS 0266 Basic Economics</b>	<b>3-0-3</b>
This course is designed to review basic economic concepts and preview economic games that may be used at the elementary school level.	
<b>BUS 0267 Income Tax</b>	<b>3-0-3</b>
Application of federal and state taxes with emphasis on special categories.	
<b>BUS 0270 Commercial Property Insurance</b>	<b>3-0-3</b>
This course is designed to aid in the development of analyzing and evaluating exposures and selecting coverages for those exposures for commercial property.	
<b>BUS 0272 Introduction to Insurance</b>	<b>2-0-2</b>
Topics covered in this course include the history of insurance, introduction to risk, the field of insurance, and insurance law. Approved by the N.C. Dept. of Insurance for licensing.	
<b>BUS 0273 Life, Accident, and Health Insurance</b>	<b>2-0-2</b>
This course includes a study of life insurance from the following points of view: life exposure, types of life insurance, and life policy provisions. Health insurance will be discussed on the following points: health exposure, types of health insurance, and health policy provisions. Social insurance topics will cover social security, unemployment compensation, and disability insurance. Prerequisite: BUS 0272. Approved by the N.C. Dept. of Insurance for licensing.	
<b>BUS 0274 Property and Liability Insurance</b>	<b>2-0-2</b>
This course includes a study of property insurance, types of automobile insurance, general liability, commercial fire, homeowners, crime insurance, and government fire and casualty insurance. Prerequisite: BUS 0272. Approved by the N.C. Dept. of Insurance for licensing.	
<b>BUS 0280 Income Taxation</b>	<b>4-0-3</b>
The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. The way income tax laws apply to transactions of individuals and businesses is important to financial services professionals in planning that can result in minimization or deferral of taxation.	
<b>BUS 0281 Financial Services: Environment and Professions</b>	<b>3-1-4</b>
This introductory course sets the stage for the CLU and Chartered Financial Consultant programs by providing an overview of the environment in which financial services professionals assist clients in meeting their financial counseling and planning needs.	
<b>BUS 0282 Economics</b>	<b>4-0-3</b>
Basic economics concepts with emphasis on such macroeconomic and microeconomic topics as the price system and the market economy, the circular flow of national income and product, the determinants of national income, multiplier theory and fiscal policy, money and monetary policy, unemployment and inflation, and stabilization policy.	
<b>BUS 0283 Financial Statement Analysis/Individual Insurance Benefits</b>	<b>4-0-3</b>
This is the first course in the CLU and Chartered Financial Consultant programs provid-	

ing coverage of products, tools, and techniques. Topics covered are personal and business financial statements, including the basic concepts of accounting, the format and contents of key financial statements, the techniques of financial statement analysis, and personal budgeting.

**BUS 0204 Insurance Environment and Operations** 4-0-3

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, disposition of life insurance proceeds, and life insurance agency. Also covered are insurance company types, organization, operations, and regulation.

**BUS 0205 Group Benefits and Social Insurance** 4-0-3

Analysis of group insurance benefits, including the regulatory environment, contract provisions, marketing, underwriting, ratemaking, plan design, and alternative funding methods. Also, various governmental programs related to the economic problems of death, old age, unemployment and disability.

**BUS 0206 Pensions and Other Retirement Plans** 4-0-3

Introduction to qualified and nonqualified deferred compensation, design of qualified pension, profit-sharing and other qualified plans; cost factors and funding instruments for qualified plans, income and estate tax aspects. Also, individual retirement plans, income and estate tax aspects. Also, individual retirement plans, tax-deferred annuities and nonqualified deferred-compensation plans. The course emphasizes planning for retirement income and for maximum tax benefits for employees and business owners.

**BUS 0207 Investments** 4-0-3

Various aspects of investment principles and their application to personal finance. Yields, limited income securities, investment markets, valuation of common stock, real estate, debt and credit, mutual funds, variable annuities, tax-sheltered investments, and principles of personal portfolio management. The significance of this course is highlighted by the growing importance of money management to individuals.

**BUS 0208 Estate and Gift Tax Planning** 4-0-3

Estate and gift tax planning including the nature, valuation, transfer, administration and taxation of property. Particular emphasis will be given to a basic understanding of the unified estate and gift tax system. The course covers gratuitous transfers of property outright or in trust, wills, powers of appointment, federal estate and gift taxation, the marital deduction, uses of life insurance in estate planning, and other estate planning devices. Also, covered is the estate planning process including the client interview, fact finding, and development of appropriate personal estate plans using various estate planning devices.

**BUS 0209 Planning for Business Owners and Professionals** 4-0-3

Tax and legal aspects of organizing a business; problems in continuing a business after an owner's death and the insured buy-sell agreement; retirement of a business owner, including estate planning and "estate freezing" techniques; stock dividends, corporate recapitalizations, stock redemptions, and other techniques; lifetime disposition of a business interest—taxable and tax-free dispositions and the use of the installment sale and other methods, business uses of life and health insurance for the benefit of business owners; disability buy-sell agreements, key employee life and health insurance plans, and split-dollar life insurance plans; and business uses of property and liability insurance. The course also covers special problems of professional corporations.

**BUS 0290 Medical Transcription** 3-2-3

A course in which the student transcribes from cassette dictation medical reports,



letters, etc., dealing with the various branches of medicine. Prerequisite: BUS 0207. (F, W, Sp, Su)

**BUS 0291 Legal Transcription** 3-2-3

Student acquires employable skills in transcribing dictation of legal instruments and documents. Prerequisites: BUS 0102, BUS 0109.

**BUS 0295-0297 Selected Topics (1-3)** 3-0-3

A study of current business topics. Emphasis will be placed upon subjects which have particular applications for participants. Prerequisite: Permission of instructor. (On demand)

**BUS 1100 Small Business Operations** 2-0-2

An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. (Sp)

### CAREER PLANNING

**EDU 0161 Career Decision Making and Life Planning** 3-0-3

This course will provide a structure for students to assess their work related interests, values, and aptitudes and teach them useful decision-making skills for the purpose of developing realistic career plans. Students move through four phases: self-assessment, occupational exploration, career decision-making, and goal planning. The course encourages students to take charge of their lives by learning the skills of self-assessment, alternative development/appraisal and decision-making all of which will assist them throughout their life. (F, W, Sp, Su)

**EDU 0162 Job Seeking Skills** 1-0-1

Students first will identify their best and most enjoyed skills, aptitude-related natural talents, and discover the kinds of careers for which they are best suited. Then, they will learn how to develop a job qualifications brief (resume), an effective job search strategy, and effective interviewing skills. (F, W, Sp, Su)

### CARPENTRY

**CAR 1011, 1012 Carpentry I and II** 2-6-4 each

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's handtools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

**CAR 1114 Building Codes** 3-0-3

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the N.C. State Code.

### CHEMISTRY

**CHM 0101 General Chemistry** 3-3-4

An intensive treatment of basic principles with emphasis upon atomic and molecular theory. Special attention is given to quantitative topics. Three laboratory hours per week. Prerequisites: Completion of MAT 0101 and 0102 or currently taking MAT 0121 or higher. (F)

- CHM 0102 General Chemistry** 3-3-4  
A continued study of basic principles with emphasis on solutions, the solid and liquid states of matter, and oxidation-reduction reactions. The laboratory considers the separation and identification of the more common cations and anions. Three laboratory hours per week. Prerequisite: CHM 0101, (W)
- CHM 0103 General Chemistry** 3-3-4  
A continuation of general chemistry with major emphasis on stoichiometric chemistry, equilibrium reactions, electro-chemistry, acid-base reactions, and a brief introduction to organic chemistry. Three laboratory hours per week. Prerequisite: CHM 0102. (5p)
- CHM 0160 General Chemistry for the Health Sciences** 3-3-4  
This is a brief presentation of the basic principles of chemistry. Emphasis will be on application of these principles to the Allied Health fields. Topics covered will include the following: systems of measurement, structure of matter, chemical bonding, stoichiometry, reactions, solutions, chemical equilibrium, and basic organic chemistry. (5u)
- CHM 0162 Introduction to Chemistry** 3-3-4  
Study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. Introduction to organic chemistry is included. Three laboratory hours per week.
- CHM 0220 Organic Chemistry I** 4-5-6  
A study of the properties and reactions of aliphatic and aromatic hydrocarbon compounds with emphasis on mechanisms and structural influences. Laboratory exercises will deal with extraction/purification and synthesis. Prerequisite: 1 year of General Chemistry. (5u, Upon request)
- CHM 0221 Organic Chemistry II** 4-5-6  
Deals with the major functional group compounds, their synthesis and reactions. Laboratory will consider major reaction types. Prerequisite: CHM 0220. (5u, Upon request)
- CHM 1130/2150 Trichology and Hair Chemistry I** 2-0-2  
A classroom study of hair composition and how it is affected by various products used in the salon. This course provides the cosmetology student with an understanding of not only "why" certain techniques are performed but also which chemical actions and reactions may be expected from the cosmetic products employed.
- CHM 1140/2160 Trichology and Hair Chemistry II** 2-0-2  
A continued classroom study of hair composition and how its chemistry is affected by various products used in the salon.

## COMMERCIAL GRAPHICS

- CMG 0101 Introduction to Photography** 2-3-3  
Introduces students to photography. Begins with history of photography, different types of photography and uses for photography. Study basic camera operations, and films.
- CMG 0102 Graphic Layout & Design (Des 2)** 3-3-4  
Application of the elements and principles of two-dimensional design problems. Will become familiar with basic steps in producing a design layout, including the thumbnail, rough, and comprehensive. Also become familiar with design equipment such as drafting tools, and type gauges, introduction to offset printing.



- CMG 0103 Typesetting & Typography** 2-3-3  
 This course will provide instruction in the use of an electronic phototypesetter. The student will become familiar with selecting typefaces to be used in a design and then how to set type, edit, and correct errors before type is generated. Will learn to specify type and determine the space needed for the type or how to fit type into a given space.
- CMG 0104 Creative Visual Design (Des 3)** 3-3-4  
 Begin to deal with more complex visual design problems using techniques learned in the graphic layout and design class. Will begin to direct designs toward advertising, poster, brochure and logo design. Offset printing will be utilized with designs. Prerequisite: CMG 0102.
- CMG 0105 Black-and-White Photography** 3-3-4  
 Will study black-and-white photography theory and techniques. Explore the zone-system, develop film and produce prints. Use 35mm camera.
- CMG 0106 Commercial Art I** 5-3-6  
 Continuation of the design series with emphasis on individual development of ideas. Student will be given assignments based upon actual design problems. Will carry a concept through all the stages of a design to the camera ready art work. Prerequisites: CMG 0102, 0104.
- CMG 0107 Graphic Arts** 2-3-3  
 Will learn the skills and techniques necessary to prepare a design for printing. Covered will be copy camera operation, halftones, screen tints, line art, preparing negatives to mask (stripping) paste-up and plate-making.
- CMG 0108 Color Photography** 3-3-4  
 The use of color transparencies (slides) will be emphasized. Process slide film and produce color prints from the slides. Study color theory and trends in color photography. Prerequisite: CMG 0105.
- CMG 0201 Commercial Art II** 5-3-6  
 Refine skills of design and layout. Students will work individually on entire projects and as part of a group on large projects. Begin to look at the responsibilities of an art director. Prerequisite: CMG 0106
- CMG 0202 Studio Photography** 3-3-4  
 Using color as well as black-and-white films, the students will experiment with photography under controlled conditions using products and models both in the studio and on location. Prerequisites: CMG 0105, 0108.
- CMG 0203 Portfolio Preparation** 2-3-3  
 This course will guide students in the selection of their best work and arrangement of it in their portfolio. Will include interview techniques and preparation of a resume. Prerequisites: CMG 0102, 0104, 0105, 0106, 0108, 0201, 0202.
- CMG 0204 Commercial Art III** 5-3-6  
 Emphasis on the development of professional skills and attitudes and the ability to meet deadlines. Will allow students to explore areas of interest further such as, typography, photography, illustration, and printing. Prerequisites: CMG 0106, 0201.
- CMG 0205 Offset Printing I** 2-3-3  
 Students will be given time to become more familiar with press operation and begin producing more complex assignments with the press.

**CMG 0206 Advertising Photography** 3-3-4

An advanced course in photography which emphasizes the photography in advertising, will include special effects such as posterization, solarization, slide sandwiching, multiple exposures and infrared photography. Prerequisites: CMG 0105, 0108, 0202.

**CMG 0207 Commercial Art IV** 5-3-6

By the time the commercial graphics students reach this class, they should be able to complete design and preparation for printing as well as actual printing. Must be able to demonstrate competency in development of design, preparation for printing and printing of design work. Prerequisites: CMG 0102, 0104, 0106, 0201, 0204.

**CMG 0208 Offset Printing II** 2-3-3

Continuation of Offset Printing I which will allow students additional time on operating the offset press, and producing various types of work. Prerequisite: CMG 0205.

**CMG 0209 Silkscreen Printing** 2-3-3

Basic serigraphy or color stencil printing. Designs are created and prepared for production, using various techniques including cut-stencil, direct, and photo emulsion.

### COOPERATIVE EDUCATION

**COE 0100 Cooperative Education Seminar**

A career planning and development course designed to help the student make the transition from school to the world of work. The Cooperative Education Program is explained with emphasis on employee responsibilities and employer expectations in a job situation. The student receives instruction in interview techniques and develops a resume.

Credit	1 Quarter Hour
Contact	1 Quarter Hour

**COE 0101-0106 Co-Op Part-Time Work Experience (Parallel Plan)**

Through the Cooperative Education Program, the student works on a part-time basis in a position related to his or her program of study and for an employer selected and/or approved by the College. Grades will be determined by the evaluations by employers, students, and the Co-op office.

Credit	1-3 Hours/Quarter
Contact	10-30 Hours/Quarter
Prerequisite	Full Admission to the Co-op Program; a minimum of one quarter at ICC with minimum G.P.A. of 2.0.

\*Course numbers designation for registration:

- COE 0101 - 1st quarter student has parallel work assignment
- COE 0102 - 2nd quarter of parallel work assignment, etc.

**COE 0201-0202 Co-Op Full-Time Work Experience I**

Through the Cooperative Education Program the student works in a full-time position directly related to his or her program of study and for an employer selected and/or approved by the College. Grades will be based primarily on evaluation of the student's progress on the job by the employer, the student, and the Co-op office.

Credit	4 Quarter Hours
Contact	40 Quarter Hours
Prerequisite	Full admission to the Co-op Program

## **COSMETOLOGY**

Courses in the 1000 and 1100 series are designed for day and afternoon students, whereas, courses in the 2000 and 2100 series are designed for evening students. Courses in all series are also offered in modular form.

### **Beginners' Department**

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to scientific study and mannequin practice. Manicuring practice in this department shall be done on the students enrolled in the school during the first 300 hours.

#### **COS 1011 Lab I 0-25-8**

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

#### **COS 1101 Theory I 5-0-5**

This is a course for beginners in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetology Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scalp and skin.

#### **COS 2011 Lab I 0-16-5**

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

#### **COS 2101 Theory I 4-0-4**

This is a course for beginners in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetic Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scalp and skin.

### **Advanced Department**

The hours earned in the Advanced Department shall be devoted to the following study and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

#### **COS 1022 Lab II 0-25-8**

A study of live model performance. This course is designed to develop skills and understanding of techniques and application in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.

#### **COS 1033 Lab III 0-25-8**

A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.

#### **COS 1044 Lab IV 0-25-8**

A continued study of laboratory practices in Chemistry, Sterilization, Sanitation, Safety Measures, the proper use of a Curling Iron, Marcelling, and Speed in all areas of Beauty Salon Service.



- COS 1055 Lab V** 0-25-8  
A continued study of laboratory practices in speed and efficiency in all subjects is emphasized. In addition, the students are taught advanced styling and the latest techniques of blow drying and iron curling. Safety and care of equipment are studied.
- COS 1102 Theory II** 5-0-5  
A classroom study of Skin, Scalp, Hair, Nails, and their Disorders, Salesmanship, Permanent Waving, Marcelling, Relaxing, Hairdressing, Wigs, and Hair Coloring.
- COS 1103 Theory III** 5-0-5  
A classroom study of Anatomy, Manicuring, Chemistry, Cosmetic Facials, Hair Styling, Theory of Massage, Scalp Treatments, Superfluous Hair Removal, Grooming and Hygiene.
- COS 1104 Theory IV** 5-0-5  
A classroom study of Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.
- COS 1105 Theory V** 5-0-5  
A classroom study of beauty salon management, shop operations, business ethics, salesmanship, record keeping, receptionist training, and beauty charm and poise.
- COS 1110 Professional Esthetics** 2-0-2  
A classroom study of skin disorders, procedures for correcting disorders, skin analysis, corrective and maintenance facial treatments, color analysis, and professional make-up application.
- COS 1120 Professional Haircoloring** 2-0-2  
A classroom study of the theory of haircoloring, the pH scale, the structure of the hair in relation to haircoloring, the three classifications of haircoloring, the use of haircoloring to create special effects, and common problems encountered in haircoloring.
- COS 1150 Advanced Haircutting** 2-0-2  
This course is designed for the advanced student. The seven elements of design: form, line, movement, texture, size, value, and color, will be introduced to the student with emphasis on form. This system of haircutting will enable the student to convert their creative ideas into actual designs by applying the techniques presented.
- COS 2022 Lab II** 0-16-5  
A study of live model performance. This course is designed to develop skills and understanding of techniques and application in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Chemical Relaxing, Safety Measures, and Wigs, Manicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.
- COS 2033 Lab III** 0-16-5  
This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Cosmetics-facials, Hair Styling, Color Rinses, Hair Tinting, and Scalp Treatments.
- COS 2044 Lab IV** 0-16-5  
A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.
- COS 2055 Lab V** 0-16-5  
A continued study of laboratory practice in relation to Hair Styling, Tinting, Bleaching,

Special Effects with Color and Lightness, Safety measures with Electrical Equipment, and Hair Shaping.

**COS 2066 Lab VI** 0-16-3

A continued laboratory practice in relation to Chemistry, safety measures, and speed and efficiency in Hair Styling.

**COS 2077 Lab VII** 0-16-3

A continued laboratory practice of all subjects emphasized. This course is designed for advanced study and completion of requirements.

**COS 2102 Theory II** 4-0-4

A classroom study of Skin, Scalp, Hair, Nails, and their Disorders, Salesmanship, Permanent Waving, Marcelling, Relaxing, Hairdressing, Wigs and Hair Coloring.

**COS 2103 Theory III** 4-0-4

A classroom study of Anatomy, Manicuring, Chemistry, Cosmetic Facials, Hair Styling, Theory of Massage, Salesmanship, Cold Waving, and Superfluous Hair Removal.

**COS 2104 Theory IV** 4-0-4

A classroom study of Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.

**COS 2105 Theory V** 4-0-4

A study of Hair Styling, Hair Tinting and Bleaching, Special effects in Hair Coloring, Beauty Salon Management, Safety measures, the proper use of Curling and Marcell Irons, and Hair Shaping.

**COS 2106 Theory VI** 4-0-4

A continued study of Chemistry, Safety Measures, Beauty Salon Management, and Advanced Hair Styling techniques.

**COS 2107 Theory VII** 4-0-4

An advanced study of Scientific principles and cosmetic application as presented in COS 2101-2105.

**COS 2110 Professional Esthetics** 2-0-2

A classroom study of skin disorders, procedures for correcting disorders, skin analysis, corrective and maintenance facial treatments, color analysis, and professional make-up application.

**COS 2120 Professional Hair Coloring** 2-0-2

A classroom study of the theory of hair coloring, the pH scale, the structure of the hair in relation to hair coloring, the three classifications of hair coloring, the use of hair coloring to create special effects, and common problems encountered in hair coloring.

**COS 2150 Trichology and Hair Chemistry I** 2-0-2

A classroom study of the study of hair and how it is affected by various products used in the salon. This course provides the cosmetology student with complete knowledge and understanding not only "why" certain techniques are performed but also the chemical actions and reactions which may be expected from the cosmetic products employed.

**COS 2160 Trichology and Hair Chemistry II** 2-0-2

A continued classroom study of hair and how it is affected by various products used in the salon.



**COS 2170 Advanced Haircutting** 2-0-2

This course is designed for the advanced student. The seven elements of design: form, line, movement, texture, size, value, and color, will be introduced to the student with emphasis on form. This system of haircutting will enable the student to convert their creative ideas into actual designs by applying the techniques presented.

**CRIMINAL JUSTICE**

**CJC 0101 Nature and History of Law** 5-0-5

The study of pre-political organizations of society; pre-legal means of social control; beginnings of potentially organized society; and beginnings and development of law as a man of social control in politically organized society.

**CJC 0102 Introduction to Criminal Justice** 5-0-5

A survey designed to familiarize the student with the criminal justice system; history of law enforcement, its legal limitations in a democratic republic, the court system from incident to final disposition, principles of constitutional law and an evaluation of the current status of law enforcement with orientation to law enforcement as a vocation.

**CJC 0103 Law Enforcement Officer's Function in Criminal Justice** 5-0-5

History of law enforcement officers in criminal justice system. The military's early role, the sheriff, police departments, state and federal agencies. Review of current issues in police officers' duties and functions.

**CJC 0104 Function of the Judicial Process** 3-0-3

This course familiarizes the student with the structure of the Federal and State Court systems and criminal process. The course includes the role of the court personnel—judge, bailiff, court clerk, prosecutor and defense counsel. Emphasis is placed on the judicial process from initial appearance to post conviction remedies; jurisdiction, venue, bail, release on recognizance, preliminary hearings, grand jury, plea negotiations, arraignment, pretrial motions, discovery, jury trial, sentencing, appeal, and juvenile court and process are discussed.

**CJC 0105 Corrections Function in Criminal Justice** 3-0-3

History of punishments; development of prisons; development of ideas relating to purposes of criminal sentences, punishment, safety, example and rehabilitation.

**CJC 0106 Juvenile Justice** 5-0-5

A review of history of law regarding juveniles and current developments distinguishing abused and neglected juveniles from delinquent juveniles. An overview of the Juvenile Delinquency phenomenon and the process involved in its causation, prevention, and control. Emphasis is placed on a multi-disciplinary approach to the problem, variables related to delinquency, and duties responsibilities, and functions of the agencies in the Juvenile Justice System that deal with the juvenile delinquents.

**CJC 0107 Introduction to Criminology** 5-0-5

The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. The course examines the theories behind the "whys" of criminal behavior and seeks to find solution for criminal behavior of groups and individuals in society.

**CJC 0108 N.C. Juvenile Code** 3-0-3

A study of N.C. juvenile code, and procedures to be followed in handling juvenile cases in North Carolina.

<b>CJC 0201 Criminal Law I</b>	<b>3-0-3</b>
An introduction to study of sources of defined crimes, mental states of mind involved, and defenses to crime.	
<b>CJC 0202 Criminal Law II</b>	<b>3-0-3</b>
A study of elements of crimes with particular emphasis on N.C. crimes.	
<b>CJC 0203 Motor Vehicle Laws of North Carolina</b>	<b>5-0-5</b>
A study of current North Carolina Motor Vehicle law, the organization and administration of the laws by DMV and the courts, and review of crime and criminal loss of motor vehicle privilege for motor vehicle violators.	
<b>CJC 0204 Criminal Evidence</b>	<b>3-0-3</b>
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.	
<b>CJC 0205 Criminal Investigation</b>	<b>5-0-5</b>
This course introduces the student to fundamentals of investigation; crime scene search, recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.	
<b>CJC 0206 Introduction to Criminalistics</b>	<b>4-2-5</b>
Continuation of the study of criminal investigation including a general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.	
<b>CJC 0207 Law of Arrest, Search and Seizure</b>	<b>3-0-3</b>
A review of law governing jurisdiction of law enforcement officers; requirements for probable cause to arrest; arrest with and without a warrant; probable cause for searches both with and without warrants; and rule on "pat downs."	
<b>CJC 0208 Use of Deadly Force</b>	<b>3-0-3</b>
Review of rules of law governing use by law enforcement and correctional officers in applying deadly force to: protect self; protect others; consummate arrests; effect searches and prevent escapes.	
<b>CJC 0209 Law Enforcement Organization and Administration</b>	<b>3-0-3</b>
Introduction principles of organization and administration; discussion of departmentalized functions, e.g., personal management, administrative management training, communications, records, property maintenance and miscellaneous services.	
<b>CJC 0210 Officer Survival I</b>	<b>2-3-3</b>
This course is a practical introduction to the essence of survival as it applies to crises situations in law enforcement. The student will be introduced to the survival state of mind, survival tactics and maneuvers, etc. Areas covered will be felony vehicle stops, pr-27 baton certification, robbery-in-progress responses, etc.	
<b>CJC 0211 Officer Survival II</b>	<b>2-3-3</b>
This course will be a continuation of Officer Survival I with expanded and increased emphasis on survival tactics and dealing with the pressure of handling crisis situations.	

## COMPUTER SCIENCE

- CPS 0101 Computer Concepts** 3-0-3  
Fundamental concepts and operational principles of data processing systems as an aid in developing a basic knowledge of computers. Prerequisite to detailed study of the particular computer problems and programming courses. (F)
- CPS 0102 Introduction to Computer Programming** 3-2-4  
This study includes computer solutions of numerical and non-numerical problems using the BASIC (Beginners All-purpose Symbolic Instruction Code) programming language with emphasis on programming concepts; program logic; flowcharting; writing, debugging, and verification of programs; and data representation. Assignments include programs containing calculations, print editing, predetermined loops, and one-dimensional arrays. The student must sign up for a microcomputer lab. Prerequisite: CPS 0101. (W)
- CPS 0103 Advanced Programming Concepts** 3-2-3  
This study includes advanced programming techniques and operations. Topics include tables, arrays, defined functions, sequential and direct access files, and BASIC on the IBM/36 computer. The student is expected to develop good programming habits by writing a variety of non-numerical application programs. Prerequisite: CPS 0102. (Sp)
- CPS 0201 Introduction to Data Structures** 3-2-3  
Basic concepts of data structures such as queues, stacks, and lists. This course includes the study of algorithms for the manipulation of data structures, the implementation of these algorithms in existing programming languages, and applications such as storage allocation and garbage collection. Prerequisite: CPS 0103. (F)
- CPS 0202 Assembly Language Programming** 3-2-3  
This course is designed to provide the student with an introduction to and an appreciation of concepts elemental to programming of the Z80 and 6808 microprocessors and CPU's in general through assembly language. These concepts include binary, octal, and hexadecimal math and operations, microprocessor architecture and function, operation codes, memory addressing techniques and input/output techniques. Prerequisite: CPS 0103. (W)
- CPS 0203 Concepts and Facilities of Operating Systems** 3-2-3  
This course covers the history of operating systems, basic macro concepts, program management services, interrupt handling, memory addressing and allocation, input/output devices, data set characteristics and identification, data set access techniques, error handling, processing of data sets, space allocation for data sets, data set control and disposition and the basic characteristics and use of time sharing facilities. Prerequisite: CPS 0202. (Sp)
- CPS 0210 COBOL Programming** 3-2-3  
The COmmon Business Oriented Language (COBOL) is presented in detail, including structured programming concepts, report writing, editing, calculations and comparisons, if-then-else structures, nested if-then-else structures, control breaks, and multiple control breaks. A variety of business and commercial applications are programmed and tested on the IBM S/36. Prerequisite: CPS 0102. (W)
- CPS 0211 FORTRAN Programming** 3-2-3  
The student will learn the fundamental programming rules of the FORTRAN (FORmula TRANslation) language, and its applications to numerical computation and file manipulation. Emphasis will be placed on developing programming techniques to translate



problem statements into workable programs. A variety of business and scientific problems will be programmed and tested on the IBM S/36 computer or the TR5-80 micro-computer. Prerequisite: CPS 0102. (Sp)

## **DATA PROCESSING**

### **EDP 0101 Computer Concepts 3-0-3**

Fundamental concepts and operational principles of data processing systems as an aid in developing a basic knowledge of computers. (F, W, Sp, Su)

### **EDP 0103 Data Entry 3-2-3**

This course is designed to acquaint the student with the terminology of data entry and its place in the data processing cycle. A variety of laboratory exercises are performed to gain practical experience in using typical data entry devices and techniques. Prerequisite: EDP 0101 or permission of instructor. (W)

### **EDP 0200 Computer Operations 3-2-3**

This course is designed to introduce the student to the operation and control of a computer system with computer-assisted-training software and laboratory exercises demonstrating system utilities and file management. Prerequisite: EDP 0101 or equivalent. (Sp)

### **EDP 0201 Advanced Computer Operations 3-2-3**

This course is designed to explore in detail the use of a computer system language, advanced concepts of computer system utilities and file handling techniques. Computer-assisted-training is augmented with a series of related data processing problems to be solved on a typical computer system. Prerequisite: EDP 0200. (F, Su)

### **EDP 0204 Computer Operations for Management 3-2-3**

This course is designed to familiarize the student with the characteristics of an operating system. The student will study use of the console, work station, source entry and data file utilities for entry and update, and installation of a computer system. Practical application problems will be performed on the IBM S/36, IBM PC, and TR5-80. Prerequisite: EDP 0101 or equivalent. (Sp)

### **EDP 0205 Software Applications 4-2-4**

This course is designed to introduce the student to a variety of software packages for microcomputers. The student will learn to install and use word processing, spread sheet, file manipulation, integrated, communications, accounts receivable, and graphics software packages. Practical applications will be provided on the IBM PC and the TR5-80. Prerequisite: EDP 0160 or permission of instructor.

### **EDP 0210 BASIC Programming 3-2-4**

The student will study the BASIC (Beginners All-purpose Symbolic Instruction Code) programming language with emphasis on structured programming concepts, program logic, flowcharting, and writing and debugging programs. Assignments include programs containing calculations, print editing, predetermined loops, and one-dimensional arrays. Prerequisite: EDP 0160 or permission of instructor. (F, W, Sp, Su)

### **EDP 0160 Microcomputer Operations 2-2-2**

This course is designed to provide the student with operational skills needed to use the keyboard, cassette recorder, printer, disk drives, and software packages. In addition, Disk Operating Systems (DOS) and Job Control Language (JCL) will be introduced. Practical applications will provide hands-on experience. Prerequisite: BUS 0101 or equivalent.

- EDP 0211 Advanced BASIC Programming** 3-2-4  
 This is a continuation of EDP 0210 BASIC Programming and includes advanced programming techniques such as tables, arrays, defined functions, and sequential and direct access disk files. Prerequisite: EDP 0210. (W, Sp)
- EDP 0218 Pascal Programming** 3-2-4  
 This course is designed as an introduction to structured programming techniques using the high-level programming language Pascal. Topics covered will include financial reports and analysis, input/output techniques and report formatting. Work will be done on the IBM Personal Computer. Prerequisite: EDP 0210 or equivalent. (W)
- EDP 0220 RPG II Programming** 5-2-5  
 This course is designed as an intensive study of the RPG II (Report Program Generator) programming language. Emphasis will be placed on the study of RPG II fixed logic, editing, calculations, control breaks, multiple record types, tables, matching records, and files. Applications will include the writing and debugging of business-related programs. Prerequisite: EDP 0211 or permission of instructor. (Sp, F)
- EDP 0225 Assembly Language Programming** 3-2-4  
 This course serves as an introduction to programming of the Intel 8088 microprocessor and CPUs in general through assembler and machine languages. Concepts presented include binary and hexadecimal numbering systems, chip architecture and function, operation codes and programming. The IBM PC and the IBM macro-assembler software will be used. Prerequisites: EDP 0101, and 0210 or equivalents. (F)
- EDP 0230 COBOL Programming** 3-4-5  
 The COmmon Business Oriented Language (COBOL) is presented in detail, including structured programming concepts, report writing, editing, calculations and comparisons, if-then-else structures, nested if-then-else structures, control breaks, and multiple control breaks. A variety of business and commercial applications are programmed and tested by the students on the IBM S/36. Prerequisites: EDP 0101 and EDP 0220. (W)
- EDP 0231 Advanced COBOL Programming** 3-4-5  
 As continuation of EDP 0230, this course will present more complex techniques and features of the COBOL programming language including sorting, file handling, tables, edit programs, and report writer concepts. Prerequisite: EDP 0230. (Sp)
- EDP 0235 FORTRAN Programming** 3-2-4  
 The student will learn the fundamental rules of the FORTRAN (FORmula TRANslation) language and apply these rules to the solution of typical statistical problems, including formula development and solutions. A variety of laboratory exercises will be performed and are designed to acquaint the student with capabilities and typical usages of the FORTRAN language. Prerequisite: EDP 0211. (Sp)
- EDP 0237-0239 Selected Programming Projects (1-3)** 3-0-3  
 These courses are designed to permit the student to complete major independent programming assignments in a selected language. The student will meet the instructor for consultations and progress checks throughout the quarter but will have the responsibility of writing, testing, and debugging the program(s) for a typical applications system. Languages may include BASIC, COBOL, FORTRAN, RPG II, Assembly, Pascal, or additional languages as they are offered. Prerequisites: Completion of all available quarters of instruction in the selected language and permission of instructor.
- EDP 0240 Systems Analysis** 3-2-4  
 A study of the concepts and steps involved in conducting a major systems project. A case



study will be closely followed through all phases of a project with emphasis on the solutions to advanced data processing situations. Prerequisite: EDP 0210 or EDP 0220. (F)

**EDP 0242 Computerized Accounting 4-2-4**

This course is designed to provide the student with the operational skills needed to implement and use account software packages to provide accounts receivable, accounts payable, payroll, and general ledger services in a business. Software preview and selection will also be included. Prerequisites: EDP 0160 and BUS 0211. (BUS 0211 may be taken simultaneously with this course.)

**EDP 0245-0249 Selected Topics (1-4) 4-0-4**

Selected Topics provides for study of current Data Processing topics, including operation and programming of currently marketed software and related DP topics. Prerequisite: Permission of instructor. (On demand)

**EDP 0252 Database Processing I 3-2-4**

This course will present the concepts and applications of database design, maintenance, and processing. Student will utilize Database software on IBM PC and Radio Shack Model IV. Prerequisites: EDP 0240 and (EDP 0220 or EDP 0211).

**EDP 0253 Database Processing II 3-2-4**

This course is a continuation of EDP 0252 and provides experience in database work on the IBM 5/36 using the IBM 5/36 Retrieval software package for database management. Prerequisite: EDP 0252. (Sp)

**EDP 0258 Computer Operations Internship 2-8-4**

The student will be required to work independently as directed by the instructor. The required work will include production data entry, computer operations assistance, and a selection of other tasks as may be assigned. The student will be evaluated in a closely simulated work environment. Prerequisites: EDP 0103, EDP 0160, and EDP 0200. (Sp, Su)

**EDP 0260 Data Processing Internship I 2-8-4**

Study of work needs and on the job experience for a practical application of skills and knowledge previously learned. Work experience is permitted in the following areas: programming, systems analysis, computer operations, and data entry. Prerequisite: Permission of instructor.

**EDP 0261 Data Processing Internship II 2-8-4**

Continued on the job experience as related to electronic data processing with group study of work needs. Prerequisite: EDP 0260 and permission of instructor.

**EDP 0270 Robotics Concepts 3-1-3**

Introduction to Robotic Systems includes important information on the role and use of robots in industry. An educational robot is used as an example in various phases of manufacturing applications.

## DEVELOPMENTAL STUDIES

**DSE 0090, DSM 0090, 0091, DSR 0090** cannot be taken for credit if a more advanced course in a respective area has been satisfactorily completed.

**DSE 0090 Enrichment English 5-0-3\***

This course provides basic English skills identified as necessary to succeed in the Freshman Composition sequence. It includes a study of major structural errors, grammar, mechanics, punctuation, spelling and diction. This course is oriented toward student success. Everyone with an unacceptable score on the English portion of the entrance test will be required to complete this course before s/he can graduate. (F, W, Sp, Su)

- DSE 0091 Spelling Improvement** 3-0-2\*  
 This audio-tutorial program of Educulture is a practical, see, hear, and write approach to spelling words of a basic, everyday vocabulary. Its emphasis is on the world of words; its method is based on programmed learning techniques assisted by audio coaching. The goal of the program is to make the student aware of and able to use the sounds and patterns by which our English words are spelled. Students proceed through the program at their own pace. (W, Sp)
- DSE 0092 Vocabulary Improvement** 3-0-2\*  
 This course is designed to be a practical teaching/learning tool combining individualized study and classroom participation. It provides fundamental vocabulary skills for any student who needs to read, study, interpret, and communicate. Vocabulary is built in sequential steps through the use of rudimentary prefixes, roots, suffices—Anglo-Saxon, Latin, and Greek. The objective of this course is to help a student build a foundation for successful communication skills. (Sp)
- DSE 0108 Advanced College Vocabulary** 2-0-2  
 Advanced College Vocabulary is designed to be a practical course, which will allow the student to think about a wide range of ideas and words and to communicate them with exactness. Classroom, tape/workbooks, and computerized instruction will be used to teach essential words that appear frequently in college textbooks. Use of context clues, word memory techniques, dictionary skills, words parts, and thesaurus usage will teach students how to improve their vocabularies on their own.
- DSM 0090 Basic Math I** 5-0-3\*  
 This is a course designed to provide a strong background in the fundamental arithmetic skills necessary for further study in any area of mathematics. Detailed attention is given to addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Percentage, ratio, proportion, and applications of these skills are also covered. (F, W, Sp, Su)
- DSM 0095 Basic Math II** 5-0-3\*  
 This course is designed to provide background in the fundamental of algebra required of students planning to take MAT 0120 or MAT 0111. Topics include intergers and rational numbers, operations on polynomials, the solution and graphing of linear equations and inequalities, and factoring. This course carries elective credit. A student who has received credit (with at least a "C") for any other math course other than DSM 0100 or BUS 0239 may not take DSM 0101 for credit. Prerequisite: DSM 0100 or satisfactory placement test score. (F, W, Sp, Su)
- DSR 0090 Reading Proficiency** 5-0-3\*  
 Reading Proficiency is designed to help students acquire reading comprehension, inference, and vocabulary skills that will be necessary for successful competition in most college parallel and technical programs. Those persons with unsatisfactory scores on the reading portion of the college entrance test will be required to complete this course. (F, W, Sp, Su)
- DSR 0091 Standardized Test Preparation** 1-0-1\*  
 The course is designed to better prepare individuals to take standardized tests and teacher made tests through computer assisted learning and classroom exposure. Emphasis will be placed on test taking strategies and overcoming of test anxiety so as to improve test scores and provide higher individual confidence in test-taking situations.
- DSR 0101 Computer Rapid Reading** 1-2-2  
 Computer Rapid Reading is a six part reading program designed to help you become a

faster, more efficient reader through computerized instruction. This course will sharpen your perception, increase your eye span, and improve your eye movements. The exercises will incorporate these new techniques into your everyday reading.

\*These credits are institutional credits only and cannot be used for graduation. They are used for determining hour load for payment, eligibility for financial aid, or basically whether a student is a full-time student.

## **DIESEL MECHANICS**

### **DIE 1101 Diesel Engines I** 2-6-4

The trainees will be taught the design and operating principles of the diesel engines; how to disassemble the engine; how to clean, check, and test the components for serviceability; and how to store engine components properly. They should also learn the purpose, design, and servicing of the engine's supporting systems (fuel-injection systems intake, exhaust, cooling and lubrication). Training in why specific tests, checks, and adjustments are required will be provided, and trainees will be given the opportunity to perform them during and after assembly. Trainees will be taught the design and operating principles of the major fuel systems.

### **DIE 1102 Diesel Engines II** 2-6-4

A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls.

## **DRAFTING**

### **DFT 0101 Blueprint Reading** 0-3-1

Interpretation and reading of blueprints. Information on the basic principles of the blueprints; Lines; Dimensions, Tolerances, Views, Symbols and Notes.

### **DFT 0107 Surveying and Mapping** 2-3-3

A general overview of surveying will be presented. How to locate information about property will be discussed. How to read deeds and lay-out property on paper will be presented. Demonstration of surveying equipment and an actual survey will be done by the class.

### **DFT 0110 Introduction to Commercial Graphics** 2-3-3

A class covering the basic procedures of commercial graphics such as design, typesetting, photography and offset printing. Allows students to become familiar with the various aspects of commercial graphics and how they are related.

### **DFT 0120 Basic House Plan Layout** 1-3-2

A study is made of architectural drawing. Included is basic layout, types of drawings, dimensions, and schedules. A student will be able to draw a complete set of simple plans.

### **DFT 0203 Architectural Drafting** 1-6-3

Complete set of working drawings, plot plan, floor plan, elevations, wall sections, details, electrical plan, plumbing, foundation, dimensioning practice, symbols and materials schedule. Prerequisite: EGR 0103.

### **DFT 0205 Design Drafting** 2-6-4

Charts and graphs, design layouts and working drawings of gears, gear train drives, belt and pulley drives, and chain and sprocket drives. Prerequisite: EGR 0103.



- DFT 0206 Design Drafting II** 2-6-4  
Assignment of mechanical design requiring use of research; application of basic engineering principles, calculations, and use of various manuals, catalogues, and periodicals. Preliminary design sketches layout drawings, detail drawings, sub-assembly drawings, assembly drawings specifications, patent drawings and simplified drawing practices will be required. Prerequisite: DFT 0205.
- DFT 0209 Industrial Systems Schematics** 2-3-3  
The student will read and draw schematic representations of water and gas plumbing, hydraulic and pneumatic circuits and electrical circuits. A brief overview of each area will be given to provide the student with a basic knowledge of the physical phenomena associated with each of these energy transport systems.
- DFT 0211 Mechanisms** 3-3-4  
Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and acceleration of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears and gear trains.
- DFT 0212 Jig and Fixture Design** 3-3-4  
Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jig and fixtures and their design. Prerequisites: DFT 0205 and DFT 0206.
- DFT 0220 Introduction to Computer Aided Drafting** 2-3-3  
A study of the basic concepts that a drafter or potential drafter needs to know about cad. The course will address several areas pertaining to cad, such as: why computer aided drafter is used? Types of cad equipment; why cad is used, techniques used in the operations of cad equipment.
- DFT 1101 Blueprint Reading** 0-3-1  
Interpreting and reading shop drawings and sketches. What to expect in a drawing: lines, views, dimensions, tolerances, symbols, and notes. (F)
- DFT 1102 Blueprints: Welding** 0-3-1  
Understanding drawings on which welding is directed. Exercise in reading welding symbols, abbreviations, notes and specifications. Estimating job cost including materials, labor, and overhead expense. (W)
- DFT 1103 Pattern Sketching** 0-3-1  
Study of sheet metal layout techniques; sketching and modeling; pipe and angle layouts; pattern and template applications; and jigs and fixtures applications. (Sp)
- DFT 1105 Blueprint Reading: Mechanical** 0-3-1  
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.
- DFT 1106 Advanced Mechanical Blueprint Reading** 0-3-1  
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.
- DFT 1111 Blueprints: Electrical** 0-3-1  
Study and exercise in reading and interpreting drawings and specifications used in the building trades. Applications of sketching to construction detail and to deviations from existing specifications. (F)

- DFT 1112 Advanced Electrical Blueprint Reading** 0-3-1  
Reading and interpreting drawings, diagrams, and schematics applicable to all electrical installations. Sketching as an aid in installation and maintenance including application of symbols, notes and applicable codes. Estimating job cost including materials, overhead. (W)
- DFT 1115 Structural Drawing** 2-3-3  
This course will dwell on the structure of buildings. Roof design, wall sections (both masonry and wood), kitchen details, bath details, and any special type of construction will be studied. (Su)
- DFT 1116 Blueprint Reading: Air Conditioning** 0-3-1  
Reading of working prints, exploded drawings, wiring schematics, equipment layouts, shop sketches, building codes, heat systems, standards and symbols.

## ECONOMICS

- ECO 0201 Principles of Economics** 3-2-3  
An introduction to economic principles, problems, and policies, the nature of economic concepts, the principles and problems involved in national incomes, employment and prices, and aggregate demand. (F)
- ECO 0202 Principles of Economics** 3-2-3  
A continuation of Economics 0201 with emphasis on the market and price system, the allocation of resources, business cycles, monetary and fiscal policy. (W)
- ECO 0203 Principles of Economics** 3-2-3  
A continuation of Economics 0202 with emphasis on a study of the international economy and perspectives on economic change and comparative systems. (Sp)
- ECO 0204 Free Enterprise Economics** 3-0-3  
This course will include a study of basic micro-economics, economic principles and legislation that affects the natural levels of unemployment, income and prices. (F)
- ECO 0260 Consumer Economics** 3-0-3  
A study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit and insurance. (F)
- ECO 0261 Labor Economics** 3-0-3  
Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and management, the shift in the means of public control, and the factors of income and economic security. (Sp)

## EDUCATION

- EDU 0101 Introduction to Child Education** 3-0-3  
An introduction to the philosophy, history, nature, and aims of Early Childhood Education. Attention will be given to philosophical foundation, cultural differences, routine activities, records, and parent-teacher relationships. (F)
- EDU 0107 Administration, Supervision, and Standards** 3-0-3  
The student will learn skills necessary to supervise and organize an effective day care center. Licensing procedures and program planning will be emphasized. This course is designed for students completing the programs of Child Care Worker or Early Childhood Specialist. (Su)



- EDU 0108 Math and Science for Children** 3-0-3  
 Students will learn how to incorporate science and math activities into everyday curriculum. Methods, materials, and concepts essential for the young child will be stressed. This course is designed for students completing the programs of Child Care Worker or Early Childhood Specialist. (Su)
- EDU 0109 Learning Activities** 3-0-3  
 The use of art media, music puppetry, and creative drama will be emphasized. The student will learn how to incorporate the creative process in the total curriculum. Designed for students completing the Child Care Worker or Early Childhood Specialist Program. (Su)
- EDU 0110 Introduction to Trade & Industrial Education** 3-0-3  
 The primary purpose of this course is to give students an overview of the history and philosophy of vocational education.
- EDU 0111 Occupational Analysis and Course Development** 3-0-3  
 Principles and techniques of selecting and analyzing suitable teaching activities and arranging such material into a functional instructional order. Instructional units prepared will be based on an analysis of vocational occupation or activity.
- EDU 0112 Instructional Methods** 3-0-3  
 This course includes the various instructional methods in vocational education with emphasis on behavioral objectives and individualized instruction.
- EDU 0113 Shop Organization and Planning** 3-0-3  
 A study of problems related to vocational shop layout, planning and management, supplies and equipment handling, textbooks, and sources of materials, will be made. The study will be required to design a shop or lab for his/her particular vocation.
- EDU 0114 Shop Safety** 3-0-3  
 Basic principles of school shop safety will be studied. The OSHA regulations pertaining to educational institutions will be emphasized. Good housekeeping and fire prevention will be studied as well as machine guarding and personal protective equipment for various types of school shops. The importance of safety planning will be stressed.
- EDU 0115 Language Arts** 3-0-3  
 A study of content, method, and materials of language arts skills. The student will collect a resource file of games and activities designed to strengthen the Language Arts Program. (F)
- EDU 0117 Instructional TV** 1-0-1  
 This course is designed to teach the use of color portable cameras in educational and industrial settings. Students will learn the use of the equipment and the development of informational video tapes. Students will learn how to use storyboards and script writing in order to give direction and meaning to their video programs.
- EDU 0118 Computer Applications** 2-3-3  
 This course is designed to acquaint the Vocational/Technical student with some of the applications of the microcomputer, both in and out of the classroom. It introduces basic microcomputer architecture, general operating procedures, word processing, spread sheets and data base. "Hands-on" laboratory experiences are emphasized.
- EDU 0161 Career Decision Making and Life Planning** 3-0-3  
 This course will provide a structure for students to assess their work related interests, values, and aptitudes and teach them useful decision-making skills for the purpose of

developing realistic career plans. Students most through four phases: self-assessment, occupational exploration, career decision making, and goal planning. The course encourages students to take charge of their lives by learning the skills of self-assessment, alternative development/appraisal and decision-making all of which will assist them throughout their life. (F, W, Sp, Su)

**EDU 0162 Job Seeking Skills 1-0-1**

Students first will identify their best and most enjoyed skills, aptitude-related natural talents, and discover the kinds of careers for which they are best suited. Then, they will learn how to develop a job qualifications brief (resume), an effective job search strategy, and effective interviewing skills. (F, W, Sp, Su)

**EDU 0203 Exceptional Child 3-0-3**

The study of children with developmental variations who needs modifications in various areas of education. Special emphasis is given to the mental, emotional, and physical development of the child. (Sp)

**EDU 0204 Parent Education 3-0-3**

Students will study the influences of the family in classroom and home settings. The importance of values, parent-school relationships, individual rights, and family life styles will be studied. (W)

**EDU 0208 Art and Music for Children 1-3-2**

The student will have the opportunity to work in a variety of art and music media and develop skills in instructional techniques suitable for working with young children. (W)

**EDU 0209 Social Studies for Children 3-0-3**

A study of content, method, and materials of social studies for use in the Early Childhood Curriculum. Students will write a social studies unit and teach a lesson from the resource unit. (W)

**EDU 0213 Children's Literature 3-0-3**

A critical study of classical and current books and materials used with young children on the K-3 level. A study of dramatics, reading styles, poetry and prose will be included. (S)

**EDU 0214 Instructional Resources 3-0-3**

The student will study the resources available in the community and school. Testing, report writing, and roles of school personnel will be studied. (F)

**EDU 0215 Individualized Instruction 3-0-3**

The student will study how to assess pupils' needs and plan materials, games, and activities for individual needs. (F)

**EDU 0221 Administration, Supervision and Standards 3-0-3**

The student will study record keeping, school policies, organization of classroom, supervision of children and professional ethics. (Sp)

**EDU 0231 Creative Activities 3-0-3**

The student will create games, materials, and training activities appropriate for the young child. Cooking, woodworking, serving, art, puppetry, drama, etc., will be included. (Sp)

**EDU 0234 AV Materials/Equipment 3-0-3**

Instruction in the use of AV equipment and materials. Emphasis is given to the selection, integration, and evaluation of materials used. Special attention is given to the variety of materials available. (W)

**EDU 0240/0242/0244/0246 Practicum** **0-15-5**  
The student will observe and develop skills working with children in classroom and day care situations. This course is designed for students completing the Child Care Worker Program or Early Childhood Specialist Program. (Sp, Su)

**EDU 0241/0243/0245/0247 Seminar** **1-0-1**  
Theories, techniques, and methods observed in day care centers and classroom settings will be discussed. Students will integrate ideas related in course work and practicum situations. This course is designed for students completing the Child Care Worker or Early Childhood Specialist Program. (Sp, Su)

**EDU 0260 Professional Grooming for the Total Look** **1-0-1**  
This course is designed to help the career bound male or female coordinate clothing, hairstyle, and make-up (for the female) for a total, professional look. The student will study the colors which are best suited for his/her skin, eye, and hair color. The male and female will be introduced to the latest styles in hair and clothes and will be advised on how to select and style the hair according to facial type, profile, lifestyle, height, weight, and the profession that he/she has chosen. The student will also learn how to coordinate clothing with emphasis on color, style, and individual characteristics.

**EDU 0261 Professional Grooming—Make-Up Application** **1-0-1**  
This course is designed to introduce the techniques used by professional make-up artists to the professional or career bound individual. The student will learn how to select colors that coordinate with skin, eyes, and hair color and proper application to compliment the bone structure of the face, to diminish imperfections, and emphasize the most attractive features.

**EDU 0262 Professional Grooming: Color Coordination** **1-0-1**  
This course is designed to help the professional or career bound individual select colors in clothing and make-up that coordinate with the individual's skin, eyes, and hair color. Wearing the right color does make a difference!

**EDU 0263 Professional Grooming: Clothing** **1-0-1**  
This course is designed to help the professional or career bound individual select clothing that suit the individual's personal physique and get him/her up-to-date with the latest fashions. The student will learn how to make the most of a wardrobe by selecting colors that coordinate with the individual's season and how to combine garments to create an ensemble.

**EDU 0264 Professional Grooming: Hair** **1-0-1**  
This course is designed to help the student learn how to select the proper hairstyle according to his/her lifestyle, facial features, height, weight, and personal tastes. He/she will also learn techniques used by professional hairstylists to style their hair at home. The student will be introduced to the latest in hair fashions and styling techniques.

## **ELECTRICITY**

**ELC 0101 Electrical Fundamentals I** **5-3-6**  
An introduction to the theory of circuit analysis. Equilibrium equations for direct-current circuits with resistance and methods for their solution. Special emphasis on inductance, capacitance, and electrical measuring instruments.

**ELC 0102 Electrical Fundamentals II** **5-3-6**  
Elementary A-C circuits; effective and average values of current and emf, instantaneous and average power. Complex algebra, analysis of R-L, R-C, R-L-C series and parallel circuits; complex power; A-C instruments.



- ELC 1011, 1012 Basic Electricity I and II** 2-6-4  
Provides instruction and application in the fundamentals of electricity. A study of the National Electrical Code in actual building mock-ups will be emphasized. Residential and commercial wiring will be studied.
- ELC 1101 Fundamentals of Electricity** 5-12-9  
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the courses of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance.
- ELC 1102 Residential Wiring** 5-12-9  
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1101, DFT 1111, or permission from the instructor.
- ELC 1103 AC/DC Machines** 5-12-9  
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis.
- ELC 1104 Controls of AC/DC Machines** 5-12-9  
Provides instructions and applications in basic controls of AC/DC machines including various push-button stations, float switches, timers, sequencing switches, pressure switches and thermostats.
- ELC 1118 Basic Electronics** 2-3-3  
An introduction to semiconductor diodes and transistors. A study will be made of their operation, characteristics, testing procedures, and applications.
- ELC 1119 National Electrical Code** 5-0-5  
A study of the National Electrical Code and its relationship to state and local electrical codes that deal with residential wiring.
- ELC 1120 Troubleshooting Methods** 4-3-5  
Provides instruction and application in various methods of troubleshooting both single phase, three-phase and DC motors and generators.
- ELC 1121 Industrial Wiring** 2-3-3  
A study of layout, planning, and installation of wiring systems in commercial and industrial complexes. Also, a study of various raceways used in industry, including types of conduit and the preparation and installation of each type.
- ELC 1131 Basic Electricity & Controls** 2-3-3  
This course covers the elementary principles of electricity, including units and terms, Ohm's Law, power, and types of electricity with specific application to the operation of electrical controls.

## **ELECTRONICS**

- ELN 0101 Electronics I** 3-3-4  
This course is designed to provide instruction in the basics of semiconductor physics, junction and special diodes and diode applications. An introduction to bipolar junction transistors, characteristic curves, and biasing will be included.

- ELN 0102 Electronics II** 5-3-6  
 An introduction to common emitter, common collector and common base small signal amplifiers. Additional topics include H parameters, Class A, B, and C power amplifiers and field effect transistors and biasing.
- ELN 0103 Electronics III** 5-3-6  
 Provides instruction in the areas of amplifier gain, frequency response, and feedback. Additional topics include oscillators, frequency mixing circuits, and breakdown devices.
- ELN 0202 Digital Fundamentals I** 5-3-6  
 Provides instruction in the fundamental concepts of digital circuits and applications. Topics include the binary number system, boolean algebra, truth tables, logic symbols, digital integrated circuits.
- ELN 0204 Microprocessor Applications** 5-3-6  
 Provides instruction in microprocessor terminology, architecture, programming, and interfacing. Topics include terminology definitions, hardware familiarization, assembly language programming, branching and programming loops, and interfacing.
- ELN 0205 Electronics Systems Project** 2-6-4  
 This course emphasizes the practical application of electronic theories. The student will select an electronic design and construction project subject to approval by the instructor. The student will perform independent research and create an original design. The student will complete the project by building and testing a working model of the circuit.
- ELN 0206 Electrical Machines** 5-3-6  
 A study of the construction, principles, regulation, characteristics, efficiency and application of direct-current motors and generators, and an introduction to the transformers, alternators, and induction motors.
- ELN 0213 Digital Fundamentals II** 5-3-6  
 Provides instruction in the application of the basic logic gates to construct practical combinational and sequential circuits. Topics include MSI digital integrated circuits, design of digital circuits emphasizing the use of Karnaugh Maps and an introduction to digital computers.
- ELN 0215 Industrial Electronics** 5-3-6  
 Provides instruction in the selection and application of electronic devices and circuits to control industrial equipment. Topics include Transducers, power control circuits, control devices, interfacing and industrial schematics.
- ELN 0217 Linear Integrated Circuits** 5-3-6  
 A study of linear integrated circuits using the basic operational amplifier as a building block. Emphasis will be placed on the use of linear integrated circuits in regulators, timers, oscillators, filters and signal processing circuits.
- ELN 1111 Basic Electronics** 5-12-9  
 A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.
- ELN 1112 Transistors/Tubes** 5-12-9  
 An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, Transistor



theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices.

**ELN 1113 Radio Receiver Servicing** 5-12-9

Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faculty stages and components and the alignment of AM and FM receivers.

**ELN 1114 TV Receiver Servicing** 5-12-9

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Special emphasis is placed on solid state and transistor equipment in both black and white and color.

**ELN 1118 Special Electronics Problems** 5-3-6

Special emphasis will be given to troubleshooting and problem solving of electronic circuits consisting of resistors, inductors.

**ELN 1119 Modular Components** 5-3-6

Introduction to integrated circuits and modular components. A study of their applications to audio frequency, radio frequency, and electronic switching will be stressed.

**ELN 1120 Amplifier Systems** 5-2-6

An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied. Prerequisites: ELN 1101, ELN 1102, or permission from the instructor.

**ELN 1121 Special TV Problems** 2-3-3

The study of techniques involved in diagnosing special malfunctions in TV video, audio, sweep, and synchronized circuits.

## ENGINEERING DRAWING

**EGR 0101 Engineering Drawing I** 0-6-3

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting are included and use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. This course may be taken in a regular class or as an independent study.

**EGR 0102 Engineering Drawing II** 0-6-3

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. This course may be taken in a regular class or as an independent study. Prerequisite: EGR 0101.

**EGR 0103 Engineering Drawing III** 0-6-3

This course is a continuation of EGR 0102. Design and working drawings, isometric drawings, and perspectives will be studied. A special emphasis will be given to the specific interest of the student. Prerequisites: EGR 0101 and EGR 0102.

**ENGLISH**

**ENG 0101 Freshman Composition I** 5-0-3

Emphasizes composition, language study, critical reading, and use of the library. Includes a writing practicum. Prerequisite: DSE 0100 and/or DSR 0100 or satisfactory scores on placement tests. (F, W, Sp, Su)

**ENG 0102 Freshman Composition II** 5-0-3

Emphasizes writing a variety of longer compositions, studying language structure, and reading critically. Includes a writing practicum. Prerequisite: ENG 0101. (W, Sp, Su)

**ENG 0103 Freshman Composition III** 5-0-3

Introduction to the research paper and introduction to literature with a writing practicum. Following a study of correct research procedures, students write a research paper on a selected topic. The second part of the course is a study of three genres of literature: the short story, poetry, and drama, with selected samples from each genre. Prerequisite: ENG 0102. (F, Sp, Su)

**ENG 0104 Business Communications** 3-0-3

A course designed to develop competence in business communications; effective business letter writing, report writing, listening, speaking and reading. Prerequisite: ENG 0102. (Sp, Su)

**ENG 0105 Technical Communications** 2-0-2

This 2 quarter hour credit course is designed to assist people in business and industry in building confidence and competence in handling written and oral communications. Since effective writing and speaking are essential for success, the course will concentrate on strategies for improving communication skills.

**ENG 0111 Honors English I** 3-0-3

For freshman College Parallel honor students. Emphasizes language study, techniques of library research, critical reading, and essay writing. Prerequisite: above satisfactory score on placement test and/or recommendation by an English instructor. (F)

**ENG 0112 Honors English II** 3-0-3

For freshman College Parallel honor students. Emphasizes writing longer essays according to rhetorical strategies, studying language and reading critically. Students are instructed in the process of writing and are required to read selected essays and other works of non-fiction. Prerequisite: ENG 0111 or recommendation by an English instructor. (W)

**ENG 0113 Honors English III** 3-0-3

For freshman College Parallel honor students. An introduction to the research paper and to literature. Following a study of correct research procedures, students write an extended research paper on a selected topic in their intended major. The second part of the course is a study of the short story, poetry and drama with selected samples from each genre. Prerequisite: ENG 0112 or recommendation by an English instructor. (Sp)

**ENG 0160 Public Speaking** 3-0-3

Instruction and practice in effective public speaking; listening to and evaluating speeches; preparation and presentation of speeches for various occasions such as

impromptu, extempore, after dinner, introduction of speaker, presiding at meetings, etc. (F, Sp, Su)

**ENG 0161 Journalism 3-0-3**

This course is to study the techniques of identifying news, gathering information, writing effective accurate news and feature stories. (F, W, Sp)

**ENG 0162 Journalism Practice 0-2-1**

This course is for learning how to prepare news copy for the press and is primarily for the preparation of the school newspaper. This course can be taken as many as six times. (F, W, Sp)

**ENG 0163 Study Skills 3-0-3**

A course designed to improve the student's ability to study more efficiently. The following topics will be included: practical methods in studying for and in taking tests; principles of notetaking, outlining, and other study skills designed to aid students during their college days. (W, Sp)

**ENG 0201 English Literature I 3-0-3**

A survey of English literature from *Beowulf* through Boswell with emphasis on representative writers and their works, the English language, and historical events which influenced the writers. Term papers, projects, and reports may be assigned at the discretion of the instructor. Prerequisites: Successful completion of freshman English courses. (F, Sp, Su)

**ENG 0202 English Literature II 3-0-3**

A survey of English literature from the pre-Romantics to the Modern Age with emphasis on representative writers and their works, the English language, and historical events and philosophical movements which influenced the writers. Term papers, book reviews, projects and reports may be assigned at the discretion of the instructor. Prerequisites: Successful completion of freshman English courses. (W, Su)

**ENG 0203 American Literature I 3-0-3**

Survey of American literature through the 19th Century. Presents representative works and types selected by the instructor. Term papers and projects, optional. Prerequisite: Successful completion of freshman English courses. (Sp, Su)

**ENG 0204 American Literature II 3-0-3**

Survey of American literature of the 20th Century. Presents representative works and genres by a wide variety of modern American authors. Term papers and projects, optional. Prerequisite: Successful completion of freshman English courses. (Su)

**ENG 0260 Creative Writing I 3-0-3**

A course designed to develop the student's potential as a creative writer, consisting of a study of basic fundamentals, selected contemporary models, and a variety of practical classroom exercises. The student will experiment in three types of original composition: poetry, the short story, and the personal essay. (Sp)

**ENG 0262 Creative Writing II 3-0-3**

Continued guidance and experiment in producing various forms of literary expression—poetry, short fiction, the essay—including the procedures involved in getting published. Prerequisite: Eng 0260

**ENG 0263 Advanced Public Speaking 3-0-3**

This course gives students of public speaking added opportunities to develop greater skills in a variety of public speaking experiences, concentrating on speeches to inform, to persuade, and to entertain. Training includes preparation of speeches, delivery



techniques, oral interpretation, research for speech planning, recording the voice, using a microphone, analysis of speeches, and participation in group speaking activities. Prerequisite: ENG 0160.

**ENG 0265 Special Topics in Literature** **variable**

The course will deal with timely and/or special interest topics in literature. The credit hours and the quarter in which the course will be offered will vary depending upon the situation.

**ENG 0270 Classical Literature** **3-0-3**

A study of some of the principal authors and literary works of ancient Greece and Rome. In addition to the literary works themselves, various elements of classical literature, such as epic, tragedy, comedy, etc. will be emphasized, along with historical background of the classical period. Prerequisites: ENG 0101, 0102, 0103.

**ENG 1100 Communication Skills** **2-0-2**

Designed to promote the practical application of effective communication in speaking, listening and writing. (F, W, 5p)

**ENG 1101 Communication Skills** **3-0-3**

Designed to promote the practical application of effective communication in speaking, listening and writing. (F, W)

#### **ESTIMATING**

**EST 1101 Estimating I** **2-3-3**

This is a practical course in quantity "Take-off" from prints of jobs done by carpenters and electricians. Figuring quantities of materials needed and costs of building various components and structures will be included.

**EST 1102 Estimating II** **3-3-4**

This is a continuation of Estimating I. Emphasis will be given to masonry estimating and plumbing estimating. A special emphasis will be placed on total cost estimating.

**EST 1111 Estimating** **3-0-3**

In this course a study will be made of the various techniques of estimating air conditioning and refrigeration work. Also a study will be made of the various codes pertaining to heating, air conditioning and refrigeration.

#### **FOOD SERVICE MANAGEMENT**

**FSO 0101 Introduction to Food Services** **3-0-3**

Introduction to and history of food service and the job opportunities available within the industry.

**FSO 0102 Food Preparation I** **2-9-5**

Basic food preparation fundamentals (equipment, skills, cooking techniques, and products necessary to all areas of food preparation) are covered in this course. Standard weights and measures and learned and manual skills are developed. Soup, salads, stocks, sauces, and gravies will be prepared in lab classes.

**FSO 0103 Equipment—Use and Care** **3-0-3**

Designed to teach the student to operate and care for most standard kitchen equipment. Particular emphasis will be placed on proper operating and cleaning procedures.



<b>FSO 0104 Sanitation and Safety</b>	<b>3-0-3</b>
A study of sanitation standards and safety precautions as related to food storage, preparation, and service.	
<b>FSO 0105 Food Preparation II</b>	<b>2-9-5</b>
Emphasis in this course is placed on meal preparation, specifically beef preparations. The use of standardized recipes and portions control is stressed because meals prepared in the lab are served in the dining room.	
<b>FSO 0106 Baking I</b>	<b>2-6-4</b>
A study of the basic tools, appliances, and equipment necessary for baking as well as typical baking measurements and terms. Students will actually prepare quick breads and yeast-raised products.	
<b>FSO 0107 Dining Room Service I</b>	<b>3-0-3</b>
This course focuses on various forms of dining room service. American, French, Russian and buffet service techniques and procedures will be applied. Practical skill is developed through actual table service in the "Tar Heel Room" of the College. The student will be given an opportunity to perform, on a rotating basis, the role maitre d'hotel, water/waitress. This program will also cover, when applicable, gueridon service. French menu terminology, dining equipment utilization and merchandising of the dining room will be stressed.	
<b>FSO 0108 Food Preparation III</b>	<b>2-9-5</b>
Meal preparation is continued in this course, particularly pork and poultry preparation. Meals are served in the dining room.	
<b>FSO 0109 Baking II</b>	<b>2-6-4</b>
Emphasis in this baking course is placed on dessert preparations. Students prepare assorted pies and cakes.	
<b>FSO 0110 Nutrition</b>	<b>1-6-3</b>
Designed to teach students to write different types of menus, depending on seasons, clientele, employee skills, and food costs.	
<b>FSO 0201 Food Preparation IV</b>	<b>2-9-5</b>
Students plan their menus and serve meals based on the preparations learned in Food Preparation II and III. Students work more independently than in the first three quarters.	
<b>FSO 0202 Food &amp; Labor Cost Control</b>	<b>3-0-3</b>
Designed to give the student practical experience in costing, ordering, receiving, storage, inventory-taking, and record keeping.	
<b>FSO 0203 Food Preparation V</b>	<b>2-9-5</b>
Institutional cooking is introduced during this course. Field experience is gained in a university and hospital cafeteria.	
<b>FSO 0204 Baking III</b>	<b>2-6-4</b>
Upon successful completion of the course the student should be able to decorate cakes; identify ingredients used in French and Danish pastries and various icings; and create flaming desserts.	
<b>FSO 0205 Food Service Management</b>	<b>3-0-3</b>
Designed to teach a student how to operate a commercial operation.	
<b>FSO 0206 Food Merchandising</b>	<b>2-3-3</b>
A basic look at the principles involved in retail food merchandising. All principles	

including buying, pricing, display, computerized ordering, and inventory control will be covered.

**FSO 0207 Specialty Cooking** 2-3-3  
Designed to expose the student to different international cuisines—Italian, German, Chinese, Mexican.

**FSO 0208 Production Management** 3-0-3  
Designed to teach the student how to prepare production schedules from preparation to service.

## FOREIGN LANGUAGES

**FRE 0120 Travel French** 2-0-2  
For the person who wishes to travel in French speaking countries. The part of the language needed to communicate basic needs will be emphasized. (Su)

**FRE 0160, 0161, 0162 Fundamentals of French I, II, III** 2-3-3 (each)  
This is a program of study designed to teach understanding, speaking, reading and writing of French and to grant an awareness of France and its people. Prerequisite: Must be taken in sequence. (F, W, Sp)

**FRE 0260, 0261, 0262 Intermediate French I, II, III** 2-3-3 (each)  
In this course of study, the fundamentals of French are used as the background for a basic study of the culture, civilization, and literature of France with a further development of language skills. Prerequisite: Fundamentals of French I, II, III or two years of high school French. (F, W, Sp)

**GER 0120 Travel German** 2-0-2  
For the person who wishes to travel in German speaking countries. The part of the language needed to communicate basic needs will be emphasized. (Su)

**GER 0160, 0161, 0162 Fundamentals of German I, II, III** 2-3-3 (each)  
This is a program of study designed to teach understanding, speaking, reading and writing of German and to grant an awareness of Germany and its people. Prerequisite: Must be taken in sequence. (F, W, Sp)

**GRE 0160, 0161, 0162 Fundamental Greek I, II, III** 2-3-3 (each)  
This series of courses will give a thorough understanding and grasp of the fundamentals of Koine Greek grammar, also a basic vocabulary with the understanding of the principal parts of speech needed to begin reading the Greek New Testament should be acquired. (F, W, Sp respectively)

**LAT 0160, 0161, 0162 Fundamental Latin I, II, III** 2-3-3 (each)  
These courses cover the basic Latin grammar with reading selections and consideration given to Roman culture. (F, W, Sp respectively)

**SPA 0160, 0161, 0162 Fundamentals of Spanish I, II, III** 2-3-3 (each)  
This is a program of study designed to teach understanding, speaking, reading, and writing of Spanish and to grant an awareness of Spain and its people. An audio-visual method is used. Prerequisite: Must be taken in sequence. (F, W, Sp)

**SPA 0260, 0261, 0262 Intermediate Spanish I, II, III** 2-3-3 (each)  
In this course of study, the fundamentals of Spanish are used as the background for a basic study of the culture, civilization and literature of Spain with a further development of language skills. Prerequisite: Fundamentals of Spanish I, II, III or two years of high school Spanish. (F, W, Sp)

## **GEOGRAPHY**

- GEG 0160 Physical Geography** 3-2-4  
The earth's astronomical relations, factors of weather and climate, and physiographic features. Two lab hours per week. (F)
- GEG 0161 Economic Geography** 3-0-3  
Geographic factors involved in production, distribution, consumption, and conservation of the major crops, minerals, and industries of the world. (W)
- GEG 0162 World Regions** 3-0-3  
Relation of human activities to the larger geographic regions of the world. (Sp)

## **GEOLOGY**

- GEL 0101 Physical Geology I** 3-3-4  
The nature and occurrence of rocks and minerals, together with crustal features of the earth's surface. Laboratory work devoted to a study of rocks and minerals and their structure and occurrence. (F)
- GEL 0102 Physical Geology II** 3-3-4  
A continuation of Geology 0101 with major emphasis upon glaciation and glacial deposits, deserts, oceans, mountains and mountain building, and the earth's interior. Laboratory work will consist of topographic map interpretation. (W)
- GEL 0103 Historical Geology** 3-3-4  
Emphasis in this course is on the stratigraphic and fossil history of the earth as found in the earth's crust together with the necessary information on both plant and animal kingdoms to trace the evolution of life down through the ages. Laboratory work will be devoted to experience with fossils, geologic maps, and aerial photographs. (Sp)
- GEL 0160 Topics in Geology** 3-0-3  
This course is designed to acquaint elementary and high school teachers with some of the major concepts in geology and to study some of the common minerals and rocks found in Rutherford and surrounding counties. A portion of the course will be devoted to working with minerals, rock types, and fossils.

## **HEALTH**

- HEA 0103 First Aid** 3-0-3  
A study of accident and emergency situations; causes, prevention, and appropriate first aid treatment. A course of instruction, designed to develop competency in recognition of the symptoms of common injuries and illnesses, and the performance of first aid skills. Certification in American Red Cross *Standard First Aid and Personal Safety* is available through this course of instruction. (W, Sp)
- HEA 0105 Fundamental First Aid** 1-0-1  
A course of instruction designed to develop first aid knowledge and skills in the common injuries and sudden illnesses. American Red Cross certification in Fundamental First Aid is available through this course of instruction.
- HEA 0112 Personal and Community Health** 5-0-5  
A study of physical, emotional, mental, and environmental health problems as they relate to man's internal environment and his relationship with the community. Emphasis is placed on current health problems.



- HEA 0201 Health, Safety and Nutrition** 3-0-3  
 A study of personal health in relation to the emotional, physical, and mental self of the child. Special attention is given to nutrition, accidents, anatomy, physiology, disease, and effects of the community upon health. (5p)
- HEA 1101 Geriatric Care I** 3-0-0-3  
 Study of the physical aspects of the aging process and the aged. Topics covered include nutritional needs of the aged, observing the aged for changes in condition, protection of the aged, safe practices related to medications, continuity of care for the aged, and developing competency in working with senior citizens. Prerequisites: None.
- HEA 1104 Nurse Assistant Practicum I** 0-15-0-5  
 Practical application of classroom knowledge will be presented in extended care units, retirement centers, and rest and nursing homes. All training in these centers will be under the direct supervision of the clinical instructor. Prerequisites: None.
- HEA 1105 Geriatric Care II** 3-0-0-3  
 Study of the placement of geriatric patients and agencies concerned with care of the elderly. Also covered are the aging process, behavior patterns among the aged, methods of providing for socio-psychological needs of the aged, and physical needs resulting from aging. Prerequisite: HEA 1102 or discretion of division chairman.
- HEA 1106 Geriatric Care Practicum I** 0-0-15-5  
 A continuation of HEA 1104 in which the student receives advanced skills for basic care of patients including CPR and first aid.

## HISTORY

- HIS 0101, 0102, 0103 Western Civilization** 3-0-3 (each)  
 A survey of world history with special emphasis on European background and development in three time periods: ancient and early medieval, later medieval Western and early modern, and the modern period. (F-Su, W-Su, Sp-Su)
- HIS 0160 Special Topics** variable  
 This course deals with any history topics which are of timely and/or special interest. Prerequisites and credit hours will vary depending on the nature of the course. Various areas of study have been offered under this course title. Examples are History via Drama and Southern Afro-Americans Since Reconstruction. These or others will be given as the need or interest develops.
- HIS 0170 Black History** 3-0-3  
 A study of the history of the American Negro from his ancient African beginnings to the present. In addition to essential historical facts, the course will emphasize a critical interpretation of the forces which have influenced the Negro's interaction with his American environment.
- HIS 0260, 0261, 0262 History of the United States** 3-0-3 (each)  
 A survey of the history of the United States: 1492-1840; 1840-1896; 1896-current date. (F-Su, W-Su, Sp-Su)
- HIS 0265 History of North Carolina** 3-0-3  
 This course is designed to acquaint the students with the history of North Carolina from its inception to the modern day. It is designed for the student who has an interest in how North Carolina came about and what problems it has faced down through the years since its settlement. Students will be involved in classroom discussions and group and written projects during the quarter. (Sp, Su)



## HUMANITIES

The following courses in addition to specific humanities courses can be taken to fulfill the humanities requirements for the A.A., A.F.A., A.G.E., A.S. and A.A.S. degrees. If a specific course is required for a college parallel degree, then it cannot be used to satisfy the humanities requirement.

ENG 0160, 0201, 0202, 0203, 0260, 0262, 0265, 0270

ART 0104, 0105, 0106, 0160

MUS 0101, 0102, 0103, 0161, 0162, 0201, 0202, 0203

PHI 0260, 0261, 0262

REL 0160, 0161, 0162, 0170

### **HUM 0160 Introduction to the Humanities** 3-0-3

Introduction to the humanities is a course designed to acquaint students with those disciplines which are ordinarily associated with the humanities—art, music, literature, philosophy and religion—but more importantly it is a course designed to explore what makes life good, enriched, ennobled—in short what makes life worth living. It will deal with the “art of being human” and will emphasize an appreciation for human accomplishments in the humanities. (F, W, Sp, Su)

### **HUM 0161 Special Topics in the Humanities** variable

The course will deal with timely and/or special interest topics in the humanities. The credit hours and the time in which the course will be offered will vary depending upon the situation.

## INDUSTRIAL SCIENCE

### **ISC 0100 Principles of Industrial Management** 3-0-3

The basic managerial decisions; organizational structure including plant location, building requirements and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments. (W)

### **ISC 0111 Industrial Safety** 3-2-3

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program. (W)

### **ISC 0113 Quality Control I** 3-0-3

An introduction to probability, statistics, and quality control techniques. Include graphs, measures of central tendency, grouped and ungrouped data, and problem solving. Prerequisite: MAT 0100 or permission of instructor. (F)

### **ISC 0121 Industrial Engineering Application** 3-0-3

To give Supervisors, Department Heads, and Staff Managers an appreciation of the value of time study principles and methods engineering in a company, the approaches used, and likely applications. (Sp)

### **ISC 0122 Basic Electricity and Electronics** 3-0-3

Study of relationship between voltage, current and resistance in series parallel and

series parallel circuits. A study will be made of semi conductor diodes and transistors. This course will give the student a basic understanding of electricity and electronics. (5)

**ISC 0216 Job Analysis and Evaluation 3-0-3**

This study is an integral part of Wage and Salary Administration. The job as well as the person performing the job are analyzed and evaluated in order to determine a job's relative worth to a company.

**ISC 0217 Work Compensation 3-0-3**

Basic systems and plans of compensating employees. Wages and salaries, structures, incentive plans, and fringe benefits such as holiday pay, pension, sick leave, life and hospitalization insurance are included.

**ISC 0221 Production Planning/Value Analysis 3-2-4**

Modern concept in the control of manufacturing production. Students will have an opportunity to study a production system with the specific purpose of identifying unnecessary costs. Making sound decisions through a common sense approach. Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed and actual layouts are utilized for planning and control.

**ISC 0225/0232 Selected Topics in Industrial Management (1-8) 8-0-8**

A study of current topics. Emphasis will be placed upon subjects which have particular applications for participants. Prerequisite: Permission of instructor. (On demand)

## MANAGEMENT

**MDP 0186 Personal Awareness 3-0-3**

This course reflects the concern for the development of successful work habits and personality traits in all workers. Learning about oneself, dealing with attitudes, coping and communicating at work.

**MDP 0190 Leadership Development 3-0-3**

Leadership Development deals with winning commitment and cooperation. A leader can learn how to focus the interests and expectations of his followers effectively as he uses a successful leadership style. The course involves looking at leadership characteristics and developing one's own style.

**MDP 0193 Communication in Organizations 3-0-3**

This course is designed to encourage participants to be aware of the basic elements of perception and how these affect their communication and relations with other people. (F)

**MDP 0194 Employee Problem Solving 3-0-3**

This course presents special knowledge, techniques, and skills for coaching your employees on the job. It is based on the learn-by-doing principle. Exercises in problem solving will be conducted and also role playing.

## MARKETING

**DMK 0101 Retailing 3-2-4**

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

**DMK 0120 Marketing 3-2-4**

A general survey of the field of marketing, with a detailed study of the function, policies,

and instructions involved in the marketing process. Emphasis on marketing management. (F)

**DMK 0132 Sales Development** 3-0-3

A study of retail, wholesale and specialty selling with emphasis placed upon mastering and applying the fundamentals of selling. Preparation for an execution of sales demonstration required. (Sp)

**DMK 0243 Advertising** 3-2-4

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, selection of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. (W)

**DMK 0249 Buying and Merchandising** 3-2-4

A course dealing with the changes of opportunities apparent in retailing today. Many aspects of the business recession of the early 70's including inflation, curtailed buying by consumers, and uncertainty in fashion are discussed. Also emphasized are the new techniques and managerial measures required for successful retail operation in today's business environment. (W)

**DMK 0260 Commercial Display and Design** 3-2-4

Internal—An introduction to basic layout and design and commercial displays, retail store, and service institutions. (Sp)

**DMK 0275-0277 Selected Topics in Marketing (1-3)** 3-0-3

A study of current topics related to marketing and retailing. Emphasis will be placed upon subjects which have particular applications for participants. Prerequisite: Permission of instructor. (On demand)

## MASONRY

**MAS 1011, 1012 Basic Bricklaying I and II** 2-6-4

The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

## MATHEMATICS

**MAT 0101 Finite Mathematics I** 4-0-4

A non-rigorous approach to the study of sets and set algebra, introductory logic and proofs, topics from the real number systems and some consumer mathematics. This course is primarily intended for the student in liberal arts and other non-technical fields. Prerequisite: DSM 0090 or satisfactory placement score. (F, W, Sp, Su)

**MAT 0102 Finite Mathematics II** 4-0-4

A continuation of MAT 0101. Topics include mathematical systems, introductory algebra, elementary combinatorics, probability, and introductory statistics. Prerequisite: MAT 0101. (W, Sp, Su)

**MAT 0111 Technical Mathematics** 3-0-3

A course in basic applied geometry and right triangle trigonometry for students in management, police science, and other technical areas. Topics include: angles, triangles and other plane figures, solid figures, areas, volumes, trigonometric ratios, triangle



solving, and vectors. Prerequisite: DSM 0091 or satisfactory placement test score in algebra. (W, Sp)

**MAT 0115 Elementary Statistics** 3-0-3

This course introduces the student to basic descriptive statistics including group frequency distributions, percentiles, measures of central tendency and dispersion, and elementary probability. The normal curve and introductory sampling theory are covered along with linear regression and correlation.

**MAT 0120 Intermediate Algebra** 5-0-5

A course designed for students who plan to take College Algebra and Trigonometry (MAT 0121) but who do not have an adequate background in algebra. The course includes a detailed study of: factoring; rational expressions; graphing; linear, quadratics, and linear absolute value equations; linear and quadratic inequalities; rational exponents and radicals. MAT 0120 is developmental in nature and carries elective credit only. A student who has received credit (with at least a "C") for MAT 0121 or MAT 0122 may not take MAT 0120 for credit. Prerequisite: Satisfactory placement test scores in arithmetic (or DSM 0090) and algebra (or DSM 0091). (F, W, Sp, Su)

**MAT 0121 College Algebra and Trigonometry I** 5-0-5

The first in a two-quarter sequence of courses in algebra and trigonometry designed to provide thorough preparation for study in calculus, physics, chemistry, and other areas of technology. Topics include: polynomials, exponents, radicals, equations and inequalities, relations and functions, systems of equations and inequalities, exponential and logarithmic functions, and an introduction to trigonometry. A student who has received credit (with at least a "C") for MAT 0131 (Calculus) may not take MAT 0121 for credit except by special permission. Prerequisite: Satisfactory placement test scores or MAT 0120. (F, Sp, Su)

**MAT 0122 College Algebra and Trigonometry II** 5-0-5

A continuation of MAT 0121. Topics include: trigonometric functions and their inverses, trigonometric identities and equations, triangle solving and vectors, complex numbers, theory of equations, polynomial and rational functions, sequences and series, and an introduction to probability. Prerequisite: MAT 0121 or permission of instructor. (W, Sp, Su)

**MAT 0131 Calculus and Analytic Geometry I** 5-0-5

A first course in calculus and analytic geometry. Topics include: functions, limits and continuity, the derivative, curve sketching and other applications of the derivative, antiderivatives, and the definite integral. Prerequisite: MAT 0122 or satisfactory placement test scores. (F, Sp)

**MAT 0132 Calculus and Analytic Geometry II** 5-0-5

A second course in calculus and analytic geometry with emphasis on the calculus of transcendental functions and methods of integration. Topics include: differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential, and hyperbolic functions, methods of integration, and applications of the integral. Prerequisite: MAT 0131. (F, W)

**MAT 0133 Calculus and Analytic Geometry III** 5-0-5

A third course in calculus and analytic geometry, with emphasis on analytic geometry and series. Topics include: vectors in the plane and in space, polar coordinates, conic sections, parametric equations, indeterminate forms, and infinite series. Prerequisite: MAT 0132 (Sp)



**MAT 0140 Introductory Statistics** 5-0-5  
A course dealing with collecting, representing, analyzing, and interpreting data. Topics include: measures of central tendency and dispersion; and introduction to probability, permutations, and combinations; the binomial and normal distributions; large and small sample theory and hypothesis testing; correlation and regression; and chi-square. Problems and applications from several disciplines are included. The course is especially recommended for students who plan to major in mathematics, science, medicine, psychology, sociology, and business administration. Prerequisite: MAT 0102 or MAT 0121. (Sp, Su)

**MAT 0231 Calculus and Analytic Geometry IV** 5-0-5  
A course in solid analytic geometry and multivariate calculus. Topics include: three dimensional coordinates, vectors, directional derivatives, partial derivatives, quadric surfaces, multiple integrals, line integrals, and differential equations. Prerequisite: MAT 0133 (Su)

**MAT 1100 Basic Mathematics for Nurses** 3-0-3  
Review and practice in the arithmetic of whole numbers, fractions, decimals and percentage, and ratio and proportion. (F)

**MAT 1101 Math Fundamentals** 3-0-3  
Review and practice in the fundamental operations with whole numbers, fractions, decimals, and percentage. Formulas and practice problems are drawn from the skill areas of the vocational programs. (F)

**MAT 1102 Measurement** 3-0-3  
A study of linear measures, measuring devices, angles, perimeters, areas, volumes, and metric units. Prerequisite: Permission of advisor. (W)

**MAT 1103 Electrical Math I** 5-0-5  
Review and practice in the fundamental operations with whole numbers, fractions, decimals, and percentage. Introduction to powers and roots as they apply to the electrical trades. Practice problems are drawn from the electrical trades. (F)

**MAT 1104 Electrical Math II** 5-0-5  
This is the second course in mathematics for electricians. Topics include: equations, ratio and proportion, formulae, and basic applied trigonometry. Prerequisite: Permission of advisor. (W)

**MAT 1123 Machinist Mathematics** 3-0-3  
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.

## MECHANICAL

**MEC 0101 Manufacturing Processes I** 3-9-6  
An introduction to the machine shop as it relates to engineering operations. The student will study machine tool safety, basic hand tools, layout tools, semi-precision measuring instruments, and precision measuring instruments. Operations on engine lathes, drilling machines, grinders, and metal cutting saws will also be introduced.

**MEC 0102 Manufacturing Processes II** 3-9-6  
Continued instruction in the use of precision measuring tools, engine lathes, drilling machines and other machining tools. Also, an introduction to gauging, inspection,

machine setup, surface grinders and milling machines. Secondary operations such as assembly of parts, fits, buffing and polishing will also be covered.

**MEC 0103 Manufacturing Processes III** 3-9-6

Practice in the setup and operation of machine tools such as engine lathes, milling machines, drilling machines, and grinders will be continued. Also included will be the selection and use of work holding devices, jigs and fixtures, feeds and speeds, cutting tools and coolants.

**MEC 0104 Manufacturing Processes IV** 3-9-6

Instruction and practice in the use of precision machining operations while maintaining required tolerances. Also, an introduction to computer numerical controlled machining and other advanced machining operations.

**MEC 0110 Machine Processes** 3-3-4

A course to acquaint the student with basic machine tools of industry through lectures, demonstrations, and hands-on practice. It will include the study of safety practices; measuring instruments; characteristics of basic machine tools, materials, and cutting tools; and actual experience on lathe, drill press, milling machines, shaper and grinder.

**MEC 0111 Industrial Safety** 3-0-3

A study of the development of industrial safety; accident occurrence and prevention; safety education and training; accident reporting and records; employer/employee responsibility; safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention; safety codes; and accident statistics.

**MEC 0112 Introduction to Manufacturing** 3-3-4

A basic introduction to manufacturing, both the industry and the processes used. A good understanding of various industries, tools materials, processes and safety procedures is also necessary. Research and development, production planning industrial processes will also be covered.

**MEC 0113 Numerical Control Principles** 3-3-4

An introductory course to acquaint the student with principles and applications of numerical control. Relationships between machine tools, mathematics, and drafting practices are presented. Number system, part programming, and manuscript preparation are covered. New developments in numerical control discussed.

**MEC 0118 Introduction to Metals** 3-3-4

This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metal. The course explains the material designation system, classifications of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained.

**MEC 0119 Applied Metallurgy** 3-3-4

This course is designed to provide a working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating.

**MEC 0204 Applied Mechanics** 5-0-5

Concepts and applications of statics and dynamics. Force systems, moments and couples, equilibrium, trusses, friction, centroids, center of gravity, moments of inertia,

motion, work, energy, momentum, and impulse are covered. Applications relating to the particular technology are introduced.

**MEC 0205 Strength of Materials** 3-0-5

Study of stresses and deformation which occur within machine and structure elements subjected to various types of loads. Stress, strain, shear, torsion, bending and factors affecting these are analyzed. Stresses in thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components are also covered.

**MEC 0208 Machine Design** 3-3-4

A study of factors affecting the design of machines. Applications of the principles of mechanics, properties of materials, manufacturing processes and economics of production fundamental to the design of machine components. Empirical and theoretical equations, practical considerations, and design procedures are included.

**MEC 0235 Hydraulics and Pneumatics** 3-0-3

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulations and reservoirs.

**MEC 0236 Manufacturing Quality Control** 3-0-3

Modern concepts of the quality function in industry to maximize customer satisfaction at optimum product cost. Special attention will be given to statistical process control.

**MEC 0238 Heating, Refrigeration and Air Conditioning Systems** 3-0-3

An introduction to heating, air conditioning and refrigeration systems. Study of systems to include the characteristics and selection of equipment and their controls. Thermodynamic principles; psychometrics of air; heat gain/loss calculations; cooling loads; and steam, hot water, warm air, air conditioning, and refrigeration systems are discussed.

**MEC 0260 Introduction to Plastics** 3-0-3

A basic introduction to industrial plastics concerning both thermosets and thermoplastics. The description, classification, and properties of various plastics will be covered. Plastics testing and polymer chemistry will also be included in the first quarter.

**MEC 0261 Plastics Materials and Processes** 3-3-4

A study of the plastics industry to include various products and manufacturing processes. Processes include extension, blow molding, thermoforming, roll forming, casting and thermofusion.

**MEC 0262 Injection Molding** 3-3-4

A concentration on the injection molding process. Topics include industrial equipment, materials, mold design and troubleshooting. Lab activities will include setup and operation of a modern injection molding machine.

**MEC 1101 Machine Shop Theory and Practice** 4-12-8

An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.

**MEC 1102 Machine Shop Theory and Practice** 4-12-8

An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, setup equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.



- MEC 1103 Machine Shop Theory and Practice** 4-12-8  
 Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.
- MEC 1104 Machine Shop Theory and Practice** 4-12-8  
 The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specific tolerances.
- MEC 1124 Fundamentals of Hydraulics** 3-0-3  
 This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.
- MEC 1126 Metallurgy—Heat Treating Practice** 3-0-3  
 Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating.
- MEC 1133 Machine Maintenance I** 3-6-5  
 Basic fundamentals of installation, maintenance and repair of machines. Methods of rigging and machine installation including location, leveling and fastening are covered. A major emphasis will be placed on devising a preventative maintenance program.
- MEC 1134 Machine Maintenance II** 3-6-5  
 Study of those parts of the electrical code which affect the industrial maintenance. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating and power installations. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations on various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.
- MEC 1136 Industrial Water Treatment** 3-0-3  
 A study of the common uses and problems concerning water used in various industries. Heat dissipation and contaminants will constitute a major portion of the lectures. Field trips will illustrate how problems have been solved in industry.
- MEC 1137 Sheet Metal Layout** 2-3-3  
 An introduction to the techniques of sheet metal fabrication. The student will gain an understanding of sheet metal blueprint reading, equipment usage, and safety techniques. "Hands-on" laboratory activities will include the use of the sheet metal shears, brake and other equipment.

## MUSIC

- MUS 0101 Introduction to Music History** 3-0-3  
 A study of Western music from The Middle Ages through the contemporary period. Prerequisite to all music history courses. (F)



- MUS 0102 Medieval and Renaissance Music History** 3-0-3  
 This course deals with the development of Western music after the Dark Ages. The course covers both vocal and instrumental works, with emphasis on Medieval musical instruments. (W)
- MUS 0103 Baroque Music History** 3-0-3  
 The lives and music of such composers as Bach, Handel, and Vivaldi are studied in relationship to their environment. Development of notation, temperament, and patronage are given close attention. (Sp)
- MUS 0104 Musicianship I** 3-0-3  
 This course covers the elementary rudiments of music, specifically scales and intervals. The identification of these scales and intervals are practiced through melodic dictation. Also rhythmic dictation will be introduced.
- MUS 0105 Musicianship II** 3-0-3  
 This course is a continuation of Musicianship I, but deals with key and triads. Melodic and rhythmic dictation are continued and combined. Prerequisite: MUS 0104. (W)
- MUS 0106 Musicianship III (Basic Harmony)** 3-0-3  
 This course teaches the basic techniques of four part harmony based on the principles of 18th and 19th century composers. Prerequisite: MUS 0105. (Sp)
- Applied Music**
- |  |                     |
|--|---------------------|
| <b>MUS 0110, 0111, 0112, 0210, 0211, 0212 (Voice)</b>      | <b>1-2-1 (each)</b> |
| <b>MUS 0120, 0121, 0122, 0220, 0221, 0222 (Piano)</b>      | <b>1-2-1 (each)</b> |
| <b>MUS 0130, 0131, 0132, 0230, 0231, 0232 (Brass)</b>      | <b>1-2-1 (each)</b> |
| <b>MUS 0140, 0141, 0142, 0240, 0241, 0242 (Woodwind)</b>   | <b>1-2-1 (each)</b> |
| <b>MUS 0150, 0151, 0152, 0250, 0251, 0252 (Percussion)</b> | <b>1-2-1 (each)</b> |
- Applied Music is the term given to the study of a principal instrument. A student with a concentration in music must be able to demonstrate his skill on a musical instrument. The student may choose to study either voice, piano, brass, woodwind, or percussion, depending on prior experience or musical aptitude. Each student is required to complete six successive quarters of Applied Music. Applied Music majors and principals are required to take a jury examination before the faculty in their applied area at the end of each quarter. The jury functions as an advisory group so far as the applied music grade is concerned.
- MUS 0160 Chorus** 0-3-1  
 This study-activity course is designed to give the student a deeper understanding, appreciation, and enjoyment of choral music, its practice and performance. This choral class is open to all students in all divisions of the college who wish to continue their interest in part singing (soprano, alto, tenor, bass). This course is required of music majors. Students may take this course for six quarters for credit. (F, W, Sp)
- MUS 0161 Music Appreciation** 3-0-3  
 This course is designed to give the student an understanding of basic materials of music and to enable him to listen to the various forms of music with deeper understanding, appreciation, and pleasure. Representative works related to historical and cultural background of music from the Middle Ages to the Romantic Period are studied and compared by lectures and aural analysis. Open to all students. (F, W, Sp)

- MUS 0162 American Music of the 20th Century** 3-0-3  
 American Music in the 20th century is a survey of the various types of music of the 20th century: pop music, jazz, and the musical theater. Representative works related to the historical and cultural background are studied. (W)
- MUS 0163 Beginning Guitar** 3-0-3  
 Students enrolled in Beginning Guitar view a lesson shown on filmstrip while listening to a coordinated tape. Each lesson helps the student to develop a knowledge of forming chords, reading melodies and playing various accompaniment styles. Playing along with a combo is included in each taped lesson. Following the lesson, each student is given individual help in mastering a variety of musical skills and playing a variety of types of songs. Students must furnish their own guitars. (F, Sp)
- MUS 0164 Piano I** 1-2-2  
 The student participating in the KEYBOARD MAGIC course will, at its conclusion, be able to demonstrate his understanding of comprehensive musicianship in good keyboard performance. He/she will also demonstrate adequate motor skill in development through the performance of a variety of repertoire. Open to all students. (F, W, Sp)
- MUS 0165 Piano II** 1-2-2  
 The student participating in the Piano II course will, at its conclusion, be able to demonstrate his mastery of specific musical concepts begun in Piano I by successfully completing written assignments, tests, and performance of varied repertoire. In addition, the student will be able to demonstrate his understanding of major, minor, and varied musical styles; blues, latin rhythms, pop, hymn tunes, classics, circle of fifths, ensemble playing, and transposing. Prerequisite: Piano I or permission of instructor based on written tests and performance skills. (F, W, Sp)
- MUS 0166 Piano III** 1-2-2  
 The student participating in Piano III will, at its conclusion, be able to demonstrate his mastery of specific musical concepts begun in Piano I and Piano II by successfully completing written assignments, tests, and performance of varied repertoire. In addition, the student will be able to demonstrate his understanding of chord qualities, seventh chords, chord inversions, chord progressions, and be able to compose and harmonize single melodies. Students will demonstrate an ability to participate in ensemble playing, as well as solo performance representing varied musical styles. Prerequisite: Piano I and Piano II or permission of instructor based on written tests and performance skills. (F, W, Sp)
- MUS 0167 Piano IV** 1-2-2  
 The student participating in Piano IV will, at its conclusion, be able to demonstrate his understanding of major and relative minor scales and key signatures; seventh chords, ninth chords & augmented chords. In addition, he will be able to play all scales with correct fingering and will be able to read and play chord charts. He will be able to understand the sonata form and play a sonata. He will learn to play various styles of music, such as hymns, classics, and popular music. Prerequisite: Piano I, II, III or permission of instructor based on written tests and performance skills.
- MUS 0170 Piano Skills for Music Majors** 3-0-1  
 This course is required for all non-piano music majors. In it, the basic fundamentals of piano technique are emphasized, along with an overview of piano literature, and participation in ensembles. Successful mastery of the content of this course will be required before credit will be given. Students will be required to repeat this course each quarter until the Piano Proficiency Examination is passed. (F, W, Sp)

- MUS 0180 Choral Conducting** 0-2-1  
This is a course of instruction on basic techniques in conducting and training choral groups. It includes conducting in a variety of musical styles, improving vocal technique, and teaching sight reading and music theory to your choral group.
- MUS 0201 Eighteenth Century Music History** 3-0-3  
The lives and music of Haydn, Mozart, and Beethoven are studied in relation to their environment. The development of the symphony and sonata form are given close attention. (F)
- MUS 0202 Nineteenth Century Music History** 3-0-3  
The lives and music of Schubert, Brahms, Mendelssohn and other composers are studied in relation to their environment. The development of opera and art are studied closely. (W)
- MUS 0203 Twentieth Century Music History** 3-0-3  
The music of our century is discussed in relation to world events. Impressionistic, expressionistic, neo-classic, and twelve tone compositions are viewed in terms of origin and form.
- MUS 0204 Musicianship IV** 3-0-3  
In this advanced musicianship course, the student will learn to recognize by sight, chords and basic chord progressions. Sightsinging and dictation are continued. Prerequisite: MUS 0160. (F)
- MUS 0205 Musicianship V (Form and Analysis)** 3-0-3  
In this course the works of Western composers are studied closely in terms of harmony and content. Tonal counterpoint is also introduced. Prerequisite: MUS 204. (W)
- MUS 0206 Musicianship VI (Twentieth Century Styles & Techniques)** 3-0-3  
This course deals with the basics of modern styles and techniques of composition used by Debussy, Stravinsky, Schoenberg, and other 20th century composers. The newest trends in electronic music are also discussed. Prerequisite: MUS 0205. (Sp)
- MUS 0210 Jazz Appreciation** 3-0-3  
This course is designed to give the student new insights and general knowledge of the historical evolution of jazz in the United States and of all jazz styles. Listening will be emphasized. The course does not require previous musical training.
- MUS 0260 Opera Workshop** 0-2-1  
Each fall, an opera is presented in the local area. This course is a study of the particular opera in terms of its history and content. The class also serves as the chorus for the opera in actual performance. In the event that an opera is not produced in the fall, various opera scenes will be performed by the class. (F)
- MUS 0261 Chamber Singers** 0-2-1  
A vocal group specializing in the performance of chamber literature of all periods. Although designed primarily for music majors, the group is open to all students by permission of the instructor. (W)
- MUS 0262 Stage Band** 0-2-1  
This course is designed to provide basic experience in the performance of traditional stage band literature. Instrumentation is flexible, but includes alto sax, tenor sax, baritone sax, trumpets, trombones, and rhythm. Jazz, swing, blues, and contemporary styles will also be introduced. Prior stage band experience is not necessary, however, proficiency in playing an appropriate stage band instrument is required.



**MUS 0263 Show Choir**

0-2-1

Show choir is a performing group open by audition and/or invitation only, as class size is limited. Singing, choreography, and costumes are involved.

**MUS 1100 Music Awareness**

2-0-2

This course is designed to introduce the student to a variety of musical types, styles, and personalities. Varied musical examples will be played in class. Guest musicians from time to time will be invited to perform for the class. A primary goal of the course is that the students will broaden their knowledge of the fundamentals of music, and expand and develop their musical awareness so that they may listen to good music with greater understanding and pleasure. While this course is designed primarily for students enrolled in cosmetology, it is open to other students. (F, W, Sp)

**NURSING****NUR 1101 Nursing Fundamentals**

6-6-3-9

This course is designed to assist the student in acquiring the attitudes, knowledge, and understanding necessary to give care to patients of all ages and backgrounds. Emphasis is on consideration of the total patient and mental, emotional, and physical needs.

**NUR 1102 Medical Surgery I**

9-0-12-13

Introduces the student to the fundamentals of medical-surgical patient care with the central objective of performing assistance to patients with medical-surgical conditions. The student should be able to recognize modern concepts of nursing as applied to medical and surgical nursing, to discuss causes of disease, to describe methods of diagnosis, to apply beginning skills in assisting with diagnostic procedures, to discuss therapeutic methods commonly prescribed, and a study of the systems of the body and related nursing care. Clinical experience will reinforce classroom learning. The student is assigned to specific areas in the hospital for care of medical, surgical, obstetric and pediatric patients, as well as orthopedic, urological, obstetric, and gynecological clinics.

**NUR 1103 Maternity Nursing**

5-0-9-8

Introduces to the student the basic concepts of maternity care so that the highest level of health possible for every childbearing family be achieved in the broader sense of physical, emotional and social well-being. Knowledge of the anatomy and the physiology of the reproductive organs and of the development of the unborn child from conception to birth is also stressed. The student will apply beginning skills in nursing care during pregnancy, labor and delivery, the post partum period, normal newborns, and infants with disorders or special needs.

**NUR 1104 Medical Surgery II**

8-0-18-14

This course is designed to develop knowledge and skills in the area of care for the seriously ill patients. Emphasis is given to the principles and beginning skills of nursing as related to care of the seriously ill patients. A clinical component is included.

**NUR 1105 Pharmacology I**

3-0-0-3

A study of methods applied to calculating drug dosages by the use of the Apothecaries and Metric systems and the development of the skills in preparation and administration of medications.

**NUR 1106 Vocational-Adjustment I**

3-0-0-3

This course introduces the student to a brief history of nursing, the legal aspects of nursing, professional ethics, and varied positions available to them in the field of nursing.



**NUR 1107 Pharmacology II** 1-0-0-1  
A continuation of Pharmacology I. This course is a study of the legal aspects of drug administration and the methods of drug administration.

**NUR 1108 Pediatrics** 5-0-9-0  
Pediatrics is designed to assist the student to understand the difference between diseased children and adults. Basics of child growth and development and common disease of infants, children, and adolescents and special nursing care are included.

**NUR 1115 Basic Nursing Assistant Procedures I** 6-6-0-9  
Survey of basic health science. Introduction to role of nursing assistant, to understanding effects of illness and to learning how to perform treatment and make observations on geriatric patients. Safety measures in the care of the sick will also be covered. Prerequisite: None.

**NUR 1116 Basic Nursing Assistant Procedures II** 4-2-0-5  
A continuation of procedures covered in NUR 1115. Additional topics include measures to promote the patient's comfort, special types of patient care, and methods of becoming a successful health care employee. Prerequisite: NUR 1115 or discretion of division chairman.

## **NUTRITION**

**NUT 0101 Nutrition and Diet Therapy** 3-0-0-3  
Nutrition is designed to provide knowledge of function and sources of nutrients; mechanics of digestion, absorption, metabolism; principles of meal planning and therapeutic use of special diets.

## **PHILOSOPHY**

**PHI 0260 Introduction to Philosophy** 3-0-3  
This course is designed to acquaint the student with the great original thinkers from Plato to some modern philosophers. It will deal with the philosophic approach to the classic problems that confront human society. (W)

**PHI 0261 Problems in Philosophy** 3-0-3  
This is a continuation of PHI 0260 with special emphasis on metaphysics and the philosophy of Religion and its influence on morality and the forms of government. Prerequisite: PHI 0206. (Sp)

**PHI 0262 Deductive Logic** 3-0-3  
A course in the general principles of deductive logic; both classical and symbolic. Emphasis will be placed on formal logic in analysis and language discourse and also covering ambiguity, fallacies, and the logic of propositions. (Sp)

## **PHYSICAL EDUCATION**

**PED 0101 Concepts in Physical Education** 1-2-2  
A thorough investigation into the theoretical and practical applications of basic concepts in physical education, such as: Exercise, diet, and weight control; and exercise and heart disease. A lecture-laboratory course of instruction providing the individual with a complete physical fitness profile, and the ability to make intelligent decisions relevant to the development, maintenance, and evaluation of physical fitness and related health-fitness areas. (F, W, Sp, Su)

- PED 0102 Archery** **0-3-1**  
 Introduces the student to one of the fastest growing and exciting sports. Because of its few restrictions, archery can be performed by both sexes and is adaptable to the individual's physical and emotional needs. Included as the basics of the course are history, nature of the sport, fundamental skills, safety, competitive shooting, and scoring. (F)
- PED 0104 Beginning Golf** **0-3-1**  
 A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. Not recommended for players of advanced ability. (5p)
- PED 0105 Tumbling/Gymnastics** **0-3-1**  
 A course designed to develop various movement skills and body control techniques through basic tumbling skills; an introduction to basic gymnasium apparatus work. (F, W)
- PED 0106 Adult Fitness** **0-3-1**  
 Fitness is an individual matter. This course is designed to meet the personal needs of each individual enrolled. The program is designed to develop and maintain the following components of physical fitness; cardiovascular endurance, muscular endurance, strength, and flexibility. Diet, weight control, posture and low back pain will also be covered in this course. (F, W, Sp, Su)
- PED 0107 Fitness and Figure Control** **0-3-1**  
 An exercise course designed to improve physical appearance, muscle tone, loss of body fat, graceful movement, and relaxation. Integrated into the course will be discussions on diet, weight loss, and posture. (F, W, Sp, Su)
- PED 0109 Yoga** (F, W, Sp, Su) **0-3-1**
- PED 0110 Badminton** **0-3-1**  
 A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. (W, Sp)
- PED 0111 Beginning Tennis** **0-3-1**  
 A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. Not recommended for players of advanced ability. (F, Sp, Su)
- PED 0112 Intermediate Tennis** **0-3-1**  
 A course designed to develop and refine advanced playing skills. Emphasis is placed upon developing sound playing strategy. Not recommended for beginners or players with limited playing experience. (Su)
- PED 0114 Weight Training** **0-3-1**  
 A course of instruction designed to develop and maintain an adequate level of physical fitness through resistive (weight) training. Each student works and progresses through the program of exercise at a rate reflecting their present level of capability and needs. (F, W, Sp, Su)
- PED 0124 Clogging** **0-3-1**  
 A course designed to teach various types of positions, formations, steps, and identifiable characteristics of clogging. (W)
- PED 0130 Adult Beginning Swimming** **0-3-1**  
 This course is designed for the adult non-swimmer. It is recommended for those who

are afraid of the water, have had previous difficulty in learning to swim, have never tried, or have hesitated to take a course for other reasons. Each individual will work at their own level and progress at their own rate. The primary objectives of the course are to build confidence and dissipate fear through water adjustment, breath control, coordination in skills and relaxation. Not recommended for advanced level swimmers. (F, W, Sp, Su)

**PED 0131 Advanced Beginning Swimming** 0-3-1

A course designed to increase the individual's adjustment to the aquatic environment by adding to skills learned at the beginner level. Primary emphasis in the course is placed on developing relaxation, stamina, and basic coordination in fundamental swimming skills. Not recommended for the non-swimmer. Prerequisite: PED 0130 and/or the ability to jump into deep water, swim the crawl stroke a distance of 20 yards; swim a minimum of 10 yards on the back, and float on the back a minimum of 15 seconds. (F, W, Sp, Su)

**PED 0132 Swimming Techniques** 3-1-3

A course devoted to developing and strengthening of skills in the basic swimming strokes and related water safety and recreational skills. American Red Cross Certification in intermediate swimming may be achieved through this course. Prerequisite: PED 0130 or 0131, and/or the ability to jump into deep water, swim 25 yards using the crawl stroke, turn, and swim on back 20 yards, stop and float motionless for 30 seconds in deep water. (F, W, Sp, Su)

**PED 0133 Basic Rescue and Water Survival** 0-3-1

The objective of this course is to provide the individual with knowledge and skills designed to enable him to save his own life, aid others in danger, and to respond correctly in aquatic emergencies. Major emphasis of the course is on drownproofing, a skill designed to permit survival for the longest possible time in the water, self-rescue skills, and non-swimming rescues. American Red Cross certification in Basic Rescue and Water Safety is obtainable through this course of instruction. Recommended for all swimmers, boaters, hunters, campers, pool owners, anyone who works, plays, or goes near water. Prerequisite: Jump into deep water, swim 20 yards; swim 20 yards on back; tread water or float motionless for 30 seconds. (Sp)

**PED 0134 Advanced Lifesaving** 0-3-1

The objective of this course is to provide the individual with the knowledge and skills designed to save his own life or the life of another in the event of an emergency. Training is not intended to be a complete lifeguard training course. American Red Cross certification is obtainable through this course of instruction. Prerequisite: 1) Perform standing front dive; 2) 500 yd. swim, using crawl, side, breast, and back strokes; 3) surface dive and swim 20 ft. underwater; 4) tread water 1 minute. (W, Sp)

**PED 0135 Fitness through Swimming** 0-3-1

A course of instruction for the fair to excellent swimmer designed to improve general physical fitness through swimming activities. The fitness program will include warm-up exercises and a self-paced cardiovascular endurance exercise program of alternate swimming and walking laps. (F, W, Sp, Su)

**PED 0136 Water Safety Instructor Training** 0-3-1

A course of instruction leading to certification as an American Red Cross Water Safety Instructor. Prerequisite: Current Advanced Lifesaving certification.

**PED 0139 Swimnastics** 0-3-1

A physical fitness course designed to improve muscular strength, endurance, flexibility



and cardiovascular endurance through mild resistive exercise in the water. The course will contribute to improve appearance, release of tension, and with proper diet can aid in weight reduction. Highly recommended for individuals who may not be able to participate in other types of fitness exercise due to muscle, bone, joint, or other conditions, as exercise in the water reduces the overall stress on the body during exercise.

**PED 0140 Backpacking I** **0-3-1**

A unique and innovative course for those who enjoy the out-of-doors. The course is designed to acquaint you with the various aspects of backpacking, to investigate the many facets of the subject and to make you feel qualified to participate in, and discuss, backpacking. (F)

**PED 0141 Backpacking II** **0-3-1**

A course of instruction in advanced backpacking techniques. The course emphasizes the theory and practical application of planning and execution of extended backpacking experiences in the wilderness. A substantial portion of the class will be spent on the trail in a selected wilderness area. This course is not recommended for individuals with limited hiking and backpacking skills. Prerequisite: PED 0140 or evidence of basic backpacking skills. (F, Sp)

**PED 0143 Winter Camping** **0-3-1**

A course of instruction in the application of basic camping and backpacking skills to camping in cool weather. Emphasis is placed on theory and practical application of knowledge and skills that will enable the individual to adequately plan and experience the winter wilderness experience in safety and comfort.

**PED 0144 Basic Rock Climbing** **0-3-1**

A beginning course designed to teach the fundamental skills, knowledge of equipment, and safety of rock climbing. Practical application of skills and knowledge is achieved through an actual climb on Table Rock or at a similar suitable location. (F, Sp)

**PED 0145 Basic Sailing** **0-3-1**

A course of instruction in the safe and correct handling of small sailing craft. (F, Sp)

**PED 0146 Basic Canoeing** **0-3-1**

A basic course of instruction in the safe and correct handling of the canoe, rescue, and self-rescue skills. American Red Cross certification in Basic Canoeing is available through this course of instruction. Prerequisite: Ability to swim and stay afloat in deep water, fully clothed, for a minimum of 5 minutes. (F, Sp)

**PED 0147 Canoe Camping** **0-3-1**

A course designed to teach the elementary skills of canoeing and camping. Emphasis in the course is placed on safety and efficiency in handling a canoe in calm to moderate water and, basic camping skills as they apply to the unique circumstances of extended canoe cruising. The course includes a two day trip on a scenic Carolina river. Prerequisite: Ability to swim and stay afloat in deep water for five minutes fully clothed. (Sp, Su)

**PED 0148 Basic River Canoeing** **0-3-1**

An opportunity for the beginner to experience the best whitewater in western North Carolina. Instruction will include skills of river running, safety and care of equipment. Application of skills and knowledge will be made on the school lake and the Green River. A small food fee may be required for overnight trips.

**PED 0150/0151 Restrictive Physical Education** **0-3-1**

A course of study designed specifically to meet the need of those individuals who



cannot enroll in regular physical education courses due to temporary or permanent physical impairment. Prerequisite: Completion of the Physical Education Restriction Form and approval by the designated Physical Education faculty member, prior to enrollment. (W, 5p)

**PED 0160 Lifeguard Training I** 1-2-2

A course of instruction designed to prepare students to administer standard first aid and cardiopulmonary resuscitation. A preparatory course to assist students in meeting the qualifications for PED 0162, Lifeguard Training II. American Red Cross certification in Standard First Aid and CPR is available through this course of instruction. (F)

**PED 0162 Lifeguard Training II** 0-3-1

A course of instruction designed to teach students to: be aware of and eliminate hazards; develop skills necessary to recognize and respond to emergencies; understand the lifeguard/employer and lifeguard/patron relationship; master rescue skills; and be aware of lifeguard responsibilities. American Red Cross lifeguard certification is available through this course of instruction. Prerequisite: Standard First Aid, CPR, and Advanced Lifesaving certifications.

**PED 0201 Volleyball** 0-3-1

A course designed to develop and strengthen skills in individual and team play fundamentals. Includes discussions of rules, playing equipment, and etiquette. Emphasis is on individual basic skill performance and development of sound team playing strategy. (W, 5p)

**PED 0202 Soccer** 0-3-1

An introduction to the world's most popular team sport. Included in the course will be the history of the game, rules, equipment, and playing area. The student will learn the basic skills and techniques of play. (F)

**PED 0240 Child Physical Education** 3-0-3

A study of methods, materials, and content in physical education for pre-school and primary children. Special attention is placed on the nature, need, and progressive development of physical activities with emphasis upon the individual differences of the child. (5p)

**PED 0241 Adult/Infant Swimming** 0-3-1

Infant swimming is a new course with an old but valuable concept. The course is designed to provide parents with the skill, knowledge, and the opportunity to teach their young child how to swim. Course objectives are safety, development of strong healthy bodies, and above all offer a happy learning experience for the young child from nine months to five years old. Note: The parent is enrolled in the course and must be accompanied by the child. (F, W, 5p, Su)

**PED 0244 Adapted Aquatics** 0-3-1

A course of instruction in aquatics for the handicapped. This course is designed to achieve two objectives: to provide individualized instruction in safety and basic aquatic skills for the handicapped; and to provide opportunities for individuals who desire to learn the characteristics, needs, and techniques of aquatic instruction for the handicapped. The course will offer classroom instruction and a personalized practical learning atmosphere for the handicapped student and the student of aquatics for the handicapped. (F, W, 5p, Su)

## PHYSICAL SCIENCE

### **PHY 0101, 0102, 0103 Physical Science I, II, III** 3-3-4 (each)

An integrated perspective of the physical sciences, study of selected topics such as systems of measurement, the expanding universe, structure of the earth, kinetic molecular theory of matter, energy (types, transformation, utilization), properties of elements and compounds, structure and utilization of atoms. The role of science in the development of civilization is emphasized. Three laboratory hours per week. (F, W, Sp)

### **PHS 0160 Science for Elementary Teachers** 2-0-2

Discussion, demonstration, and practical experience of science principles for the elementary teacher. The theory and underlying principles of basic science will be discussed and demonstrated using materials which are often readily available from the normal sources of the busy teacher. Such areas as air, water, magnetism, gravity, simple machines, sound, light, electricity, rocks-minerals, and plant and animal life will be considered.

### **PHS 0170 Environmental Science** 3-0-3

This is a man-centered study of the health, economic, ecological and aesthetic effects of our use of our natural resources. The physical, biological, and chemical processes that occur in nature are studied as to how they relate to man's activity and his generation of the different forms of pollution. Methods of controlling our environment for better living conditions and for a longer future are considered.

## PHYSICS

### **PHY 0100 Applied Science** 3-2-4

An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of solids, liquids, gases and basic electrical principles. Two laboratory hours per week.

### **PHY 0101 Technical Physics I** 3-3-4

Technical Physics I introduces Physics in a practical sense. Topics covered include force, work, rate, momentum, resistance, power and energy. The topics are covered from mechanical, electrical, fluidal, and thermal references giving the student a broad background in basic physics.

### **PHY 0102 Technical Physics II** 3-3-4

Technical Physics II introduces advanced physical concepts not covered in Technical Physics I. The topics are taught in a practical manner to be useful day to day. Topics covered are: Force Transformers, Energy Convertors, Transducers, Vibrations and Waves, Time Constants, and Radiation.

### **PHY 0160 Descriptive Astronomy** 2-2-3

This course will study the structure, mechanics, and observation of the solar system, stars and nebulae. (W)

### **PHY 0201 General Physics I** 3-3-4

This course deals mainly with classical mechanics. Review is given to all systems of measurement with emphasis placed on the MKSA system. Major areas of study deal with velocity, acceleration, Newton's Laws of Motion, vectors, work, energy, power and circular motion. Three laboratory hours per week. Prerequisite: Completion of, or currently taking MAT 0121 or higher. (F)

### **PHY 0202 General Physics II** 3-3-4

The major areas of study are thermodynamics, sounds, and optics; with concentration

on temperature, heat transfer, vibrations, waves, light and lenses. Three laboratory hours per week. Prerequisite: PHY 0201. (W)

**PHY 0203 General Physics III** 3-3-4  
Electricity and magnetism and atomic structure are the major topics for study. Three laboratory hours per week. Prerequisite: PHY 0202. (Sp)

**PHY 0220, 0221, 0222** are calculus level courses for engineering and science majors.

**PHY 0220 Analytical Physics I** 3-3-4  
This is a quantitative treatment of Newtonian mechanics, covering different motions of bodies, vectors, work, energy and power. Prerequisites: MAT 0131, 0132. (F)

**PHY 0221 Analytical Physics II** 3-3-4  
A continuation of physics with emphasis upon the study of thermodynamics, sound and optics. Prerequisite: PHY 0220. (W)

**PHY 0222 Analytical Physics III** 3-3-4  
Electricity, magnetism and nuclear physics will be the major topics of study. Prerequisite: PHY 0221. (Sp)

**PHY 1100 Applied Science** 3-3-4  
An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of solids, liquids, gases and basic electrical principles. Two laboratory hours per week. (Su)

## PLUMBING

**PLU 1011, 1012 Basic Plumbing I and II** 2-6-4  
The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

**PLU 1110 Plumbing Pipework** 2-6-4  
Introduction to the tools, fittings, and small equipment used for pipe fitting. Time will be spent in the shop, where the student will learn how to work with these materials. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.

**PLU 1115 Plumbing Codes** 3-0-3  
A study is made of plumbing codes and the minimum requirements for local, county, and state plumbing regulations.

## POLITICAL SCIENCE

**POL 0160 Great Decisions** 2-0-2

**POL 0260 American Government** 3-0-3  
A study of the formation and development of the national government; the Constitution; and the national government's organization, functions, and powers. (F)

**POL 0261 Problems and Policies of American Government** 3-0-3  
A study of the politics, functions, and progress of the national government. Specific



policies in the area of labor, agriculture, welfare, business, civil rights, citizenship, and national security; using a background of history, politics, and government institutions. (W)

**POL 0262 American State and Local Government** 3-0-3

A study of the organization, function, and powers of state and local government throughout the United States. (Sp)

**POL 0263 Special Topics in Political Science** variable

This course will be concerned with special timely topics that occur in the political science area of study.

## **PSYCHOLOGY**

**PSY 0100 Human Potential Seminar** 3-0-2

The Human Potential Seminar assists persons in becoming more self-determining, self-motivating, self-affirming and empathetic toward other persons. The seminar is a structured small group experience founded on the assumption that something is right good about each person. (F, W, Sp, Su)

**PSY 0103 Stress Management** 3-0-3

Offered to assist students in better understanding and coping with various types and degrees of stress as it relates to everyday living experiences. Emphasis placed on environmental, physical and psychological factors as well as techniques to deal with and reduce stress levels. Biofeedback, progressive relaxation, breathing, meditation, dream interpretation, coping skills, diet and nutrition and other topics will be discussed and practices so the individual can better deal with personal conflicts, interaction with others, occupational and domestic crises, test anxiety, and disease control. (F, W, Sp, Su)

**PSY 0104 Introduction to Biofeedback** 2-0-2

The course is designed to familiarize the student with the history, usefulness, and application of biofeedback techniques. Emphasis will be placed on the importance and implications of controlling various physiological functions for better general health and various stress related ailments.

**PSY 0115 Human Growth and Development I** 3-0-3

Considers the development sequence of pregnancy, prenatal and infant periods. The conditions necessary for optimal development and individual differences, perceptual-cognitive and emotional responses will be stressed. (F)

**PSY 0116 Human Growth and Development II** 3-0-3

Considers the developmental sequence and characteristic behavior from the pre-school child through adolescence. Special attention is given to the physical growth, attitudes, social, emotional, and cognitive development as they relate to behavior. (W)

**PSY 0117 Human Growth and Development** 3-0-3

Consider the developmental sequence and characteristic behavior of the prenatal period through the life span. Special attention will be given to developmental changes and conditions necessary for optimal development and individual differences.

**PSY 0201 Industrial Psychology** 3-0-3

A study of principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are the following: employee selection, supervision, job satisfaction, and industrial conflicts. (W, Su)



**PSY 0260 General Psychology** 3-0-3  
This course is designed to acquaint the student with the various aspects of psychology at the introductory level. (F, Su)

**PSY 0261 Developmental Psychology** 3-0-3  
The course is designed to acquaint the student with the developmental sequence of human growth which will include the essential elements involved in the study of prenatal and infant time periods. A study of the characteristic behavioral growth patterns from the pre-school child through adolescence and adulthood will also be emphasized. Considerations will be given to individual differences, perceptualizations, cognition and physical growth. The social, emotional, and attitudinal aspects from within these areas of development will be stressed as part of this study. (W)

**PSY 0262 Introduction to Applied Psychology** 3-0-3  
This course explores the field of Psychology with reference to its application in human affairs. (Sp)

**PSY 0263 Abnormal Psychology** 3-0-3  
This course traces the development of recognized psychological abnormalities from early Greek references to personality disturbances through the era of "Hi-Tech" disorder therapy. Models of abnormal behavior, syndromes of abnormal behavior and perspectives on schizophrenia will be examined along with the major sub-structures within each. The societal response to abnormal behavior, as well as modern psychotherapeutic techniques, form the basis for further in depth study into the nature of pathological phenomena. (Sp)

**PSY 1100 Human Relations** 3-0-3  
This course is designed to enable students to better understand the basic principles in human behavior. The human relations problems of the individuals are studied in relations to society, group membership, and relationships within the work situation. (Sp)

**PSY 1101 Nursing Human Relations** 3-0-3  
This course is designed to enable nursing students to better understand the basic principles of human behavior. Human relations problems are studied with special emphasis on individual rights, society, group membership, and nurse patient situation. (F)

**PSY 1102 Self Awareness** 2-0-2  
This course is designed to enable cosmetology students to better understand themselves and human behavior. Human relations problems are studied in relation to co-workers and relationships in the work situation.

#### **RADIO AND TELEVISION BROADCASTING**

**RTV 0116 Broadcasting Announcing** 3-2-4  
A study of the announcer's function, skills, characteristics and techniques with emphasis on the analysis, interpretation and communication of a variety of types of announcing-performance projects. The course is further designed to familiarize the student with basic broadcast studio equipment and broadcast procedures.

**RTV 0120 Radio Control Room Procedures** 3-2-4  
Familiarization with basic radio equipment, test instruments, station interconnects, balanced and unbalanced lines, reel to reel recorders, cart machines, mics, mixing boards, EBS receivers, RC circuitry, monitoring equipment, transmitters, cassette recorders, antenna systems, phone lines, remote units and teletype equipment.

- RTV 0201 Introduction to Broadcasting** 5-4-7  
A survey course of radio and television broadcasting including history and development; station organization and procedures; and a practical introduction to the fundamentals of announcing, copy writing, production, promotion, programming, sales and administration.
- RTV 0202 Advertising, Sales & Promotion** 3-0-3  
A study of the various aspects of advertising including the different forms of advertising. The psychology of advertising and sales will be studied. An examination of rate cards and other sales tools, preparing and delivering sales presentations, obtaining and retaining accounts, and a look at agencies, administration and compensation will be made.
- RTV 0203 Expression in the Media** 5-0-5  
Students learn to express themselves clearly, quickly and to the point. A must for anyone in the communications field.
- RTV 0204 Radio Production** 2-10-7  
Creation, development, production, and presentation of broadcast announcements, newscasts, interviews, commercials and dramatic program material with emphasis in the proper use of equipment to achieve effective idea communication.
- RTV 0205 Broadcasting Programming** 3-0-3  
Trends and requirements of broadcast programming. An analysis of community program needs and tastes, station image, and the effect of self-regulatory codes on broadcasting.
- RTV 0206 Writing for Broadcasting** 3-0-3  
A course designed for radio and television students who must learn to initiate written copy. Exercises in developing typical reports using writing techniques and graphic devices are completed by the students.
- RTV 0207 TV Production I** 2-10-7  
An introduction to the elements of televisions; camera operation, use of microphones, lighting and some control room technique.
- RTV 0209 Television Production II** 2-10-7  
Advanced work in producing and directing television programs. Operation of control room equipment. Students will be allowed to specialize in cable or network broadcasting.
- RTV 0211 Broadcast Journalism** 5-4-7  
An introduction to the field of broadcasting journalism with special emphasis on the gathering, writing, delivery, editing and processing of news.
- RTV 0212 Broadcasting Management** 3-0-3  
The problems of managing a radio or TV station stressing the social, economic, and legal responsibilities of a broadcast operation.
- RTV 0218 Broadcast Law** 3-2-4  
The laws and regulations governing broadcasting with a working knowledge of the relationship of governing agencies, such as Congress, committees, courts and the FCC. Historical and current developments in rules and regulations, law and self-regulation are examined.
- RTV 0220 Introduction to TV Systems** 5-4-7  
Students become familiar with TV telecasting and receiving equipment including cam-

eras, VTR's (consumer and commercial), Eng. transmitters, film chains, switchers, receivers, character generators, computers, TBC's, video processors, proc amps, test signals, VITS, dropout compensators, projectors, tally lights and more.

**RTV 0221 Troubleshooting Broadcasting Equipment** 3-2-4

Troubleshooting and appreciation of broadcast equipment. Includes a basic understanding of studio equipment, schematics, and flow chart review. General repairs on common studio equipment found in radio and TV stations.

**RTV 0222 Industrial Television Applications** 3-0-3

Students will learn how to video tape industrial tasks for development of technical tapes to be used in industry.

**RTV 0226 Supervised Work Experience** 3-30-6

Students are assigned to work in a radio or TV station for a minimum of thirty hours per week. The objective is to provide actual work experience for broadcasting students and the practical application of the skills and knowledge previously learned.

## READING

**RED 0102 Reading Methods I** 3-0-3

The student will study basic phonic rules related to reading as well as methods and materials used in readiness activities. Linguistics and evaluation of readiness for reading will be studied. (F)

**RED 0103 Reading Methods II** 3-0-3

The student will study the methods, theories, and use of materials in teaching reading. Children's literature, basic reading skills and diagnostic testing of reading skills will be studied. (W)

**RED 0260 Speed Reading** 3-0-3

This course is designed to help a student become a more efficient reader by using the techniques of skimming, scanning, and study-type reading. The measurement of an efficient reader is not how many words he can recognize per minute; it is his ability to comprehend rapidly and retain concepts.

## RECREATION

**REC 0101 Introduction to Recreation Services** 3-0-3

This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. It includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and the inter-relationship of special agencies and institutions which serve the recreation needs of society.

**REC 0102 Recreational Activities I** 2-3-3

A study of the role of dance and social recreational activities in recreation programs. Students will develop skill in these areas through classroom experiences. Leadership skills in planning, programming, and conducting activities will be stressed.

**REC 0103 Recreational Activities II** 2-3-3

A study of the role of music and drama activities in recreation programs. Students will develop skill in these areas through classroom experiences. Leadership skills in planning, programming, and conducting activities will be stressed.

**REC 0104 Recreational Activities III** 2-3-3

A study of methods and procedures for conducting a wide variety of individual and



group recreational games, activities, tournaments, and special events. Recreation for the handicapped and special groups will be included.

**REC 0105 Arts and Crafts** 1-3-2

This course demonstrates the methods and materials used in arts and crafts projects applicable to camps and related recreational facilities. Emphasis is on constructing, administering, promoting, and teaching crafts.

**REC 0106 Small Craft Operation I** 3-3-4

A course of instruction in the safe and correct handling of the canoe and related small craft, selection and care of equipment, teaching and organizational methods. Emphasis is placed on preparing the student to be competent in the planning, direction, and instruction of basic small craft activities. Prerequisite: Ability to swim 50 yards; remain afloat in deep water, fully clothed, for 5 minutes.

**REC 0107 Small Craft Operation II** 3-3-4

A course of instruction in the safe and correct handling of sailing craft, selection and care of equipment, teaching, and organizational methods. Emphasis is placed on preparing the student to be competent in the planning, direction, and instruction of basic small craft activities. Prerequisite: Ability to swim 50 yards; remain afloat in deep water, fully clothed, for 5 minutes.

**REC 0108 Aquatic Activities** 1-3-2

A study of the role of water sports and activities in recreation programs. Basic swimming pool and waterfront operation will be discussed. Leadership skills in planning, programming, and conducting activities will be gained through class experience. Prerequisite: Completion of swimming requirement.

**REC 0109 Group Sports and Games** 2-3-3

A course of instruction designed to teach the fundamental skills, rules, and methods necessary to conduct a variety of group games and sports for varied age groups.

**REC 0110 Individual Sports and Games** 2-3-3

A course of instruction designed to teach the fundamental skills, rules, and methods necessary to organize and conduct a variety of individual games and sports for varied age groups.

**REC 0111 Outdoor Recreation** 3-3-4

An overview of the scope, extent, history and development of outdoor recreation and its relationship to conservation and preservation of wilderness areas. Topics such as the role of man and recreation in the wilderness ecological system, state and federal land management practices, and the future of outdoor recreation will be studied. Familiarity with the inter-relationship of various wilderness components will be developed through field studies.

**REC 0112 Outdoor Recreational Activities** 2-3-3

A course designed to prepare the student to plan and direct recreational and educational activities in the out-of-doors. The student will be exposed to a variety of outdoor activities such as rock climbing, rafting, and nature walks.

**REC 0113 Camping and Backpacking** 2-3-3

A course of instruction designed to acquaint the student with the fundamentals of camping and backpacking. It includes such topics as equipment, meal planning and preparation, trail and camp safety, and shelter. Field work provides actual experience in camping and backpacking.



- REC 0114 Wilderness Experience** 2-3-3  
 A course designed to teach the principles of preparation and execution for extended wilderness outings. A field experience will be designed to expose class members to a variety of wilderness areas demonstrating the special planning required for each.
- REC 0115 Anatomy and Physiology of Exercise** 3-0-3  
 A study of basic human anatomy and physiology concentrating on the major body systems. Special emphasis is placed on the role of these systems in the production and control of movement, the acquisition of motor skills, and how they respond to exercise.
- REC 0116 First Aid and Safety in Recreation** 4-0-4  
 A study of accident and emergency situations; causes, prevention, and appropriate first aid treatment. A course of instruction designed to develop competency in recognition of the symptoms of common injuries and illnesses, and the performance of first aid skills. Special emphasis will be placed on safety in sports and recreation.
- REC 0117 Psychology of Sports and Recreation** 3-0-3  
 This course is designed to explore the psychological aspects of participation in sports and recreational activities. The role of individual personality traits in sports, aggression in sports, psychological benefits of recreation, leisure counseling, behavior problems and recreation, and related topics will be presented.
- REC 0120 Group Leadership and Supervision** 3-0-3  
 A study of factors which characterize various groups and the principles which promote leadership among and within the group. Topics studied will include the leadership functions, the leadership process, techniques of working with groups, supervision, personnel practices and policies, safety and liability. Emphasis will be placed on development of leadership skills.
- REC 0121 Program Planning** 3-0-3  
 A study of essential elements and basic principles involved in the organization, supervision, promotion, and evaluation of programs for traditional and special groups.
- REC 0122 Facility Planning** 3-0-3  
 A study of general principles and techniques employed in recreational facility planning. Specific emphasis will be placed on camp facility planning ranging from rustic area development to modern highly developed areas.
- REC 0123 Camp Management** 3-0-3  
 A study of administrative and management principles and practices essential to the operation of a camp or outdoor recreation facility. Such topics as budget, personnel practices, legal principles and practices, and overall camp operations will be stressed.
- REC 0124 Facility and Grounds Maintenance** 2-3-3  
 A study of general principles and practices employed in the maintenance of recreational facilities. The student will gain practical experience in basic maintenance and improvement operations in a variety of indoor and outdoor recreational areas.
- REC 0130 Field Experience** 1-30-4  
 This course is designed to provide the student with the opportunity to observe and develop leadership skills while working with people in a recreational facility or activity. Observations made in field experience will be related to course work through discussion. Students will formulate methods and procedures for applying past observations to future experiences.

## RELIGION

**REL 0160 Introduction to the Old Testament** 3-0-3  
A survey or introduction to the life, literature, geography, and religion connected with the Old Testament. (F, Su)

**REL 0161 Introduction to the New Testament** 3-0-3  
This course is designed to acquaint the student with the history, literature and personalities of the New Testament. (W)

**REL 0162 World Religions and Modern Man** 3-0-3  
A survey and comparison of the origins, developments, beliefs, or practices of the major faiths. (Sp, Su)

**REL 0170 Leaders in Christianity** 3-0-3  
This course is designed to acquaint the student with the leaders of christian doctrine and practice. It is a biographical study of men and women who have guided christianity. Special emphasis is given to the reformation period and the formation of various denominations.

**REL 0180 Special Topics** variable  
This course is designed to deal with any heretofore uncatalogued topics which are of timely and/or special interest. Prerequisites and credit hours will vary with each of the numerous topics which may be offered under this description. (On demand)

## SOCIOLOGY

**SOC 0160 Introduction to Sociology** 3-0-3  
An analysis of the society and culture dealing with social organization, control, institution, stratification, and social change. (F, Sp)

**SOC 0161 Social Problems** 3-0-3  
A study of the major social problems of modern society, including family disorganization, minority groups, and problems associated with industrial and urban development. (W, Su)

**SOC 0162 Sociology of the Family** 3-0-3  
Study of the American family with attention given to courtship, marriage, family relationships and interdependencies, and social cultural stresses emerging from contemporary family life. (Sp, Su)

**SOC 0170 Special Topics** variable  
This course is designed to deal with any heretofore uncatalogued topics which are of timely and/or special interest. Prerequisites and credit hours will vary with each of the numerous topics which may be offered under this description. (On demand)

**SOC 0215 Human Relations** 3-0-3  
The student will study the importance of values, personality development, self concept and basic human relation principles, such as communication, speaking and listening. (W)

## TEXTILES

**TEX 0101 Fundamentals of Textiles** 3-0-3  
An introduction to textiles, including the history of the industry, description of textile materials and products and their utilization. Presentation of the basic manufacturing systems, materials flow, terminology and calculations. (F)

**TEX 0102 Fiber Sciences** 3-2-4

This course includes a study of the vegetable, animal, mineral and man-made fibers. Their chemical and physical properties are examined. Prerequisite: TEX 0101. (W)

**TEX 0113 Textile Math I** 3-0-3

This course is designed for persons preparing for a career in textiles. It makes applications of fundamental mathematical skills to textile manufacturing. Included are percent, ratio and proportion, gear and pulley calculations, basic descriptive statistics, and calculations applicable to looms, drawing frames, pickers and other textile machinery. (Sp)

**TEX 0114 Textile Math II** 3-0-3

Emphasizes lap, silver, roving and single yarn calculations; calculations for picker, card, drawing frame, silver lapper, comber, roving frame, spinning frame, twister, spooler and warper. Prerequisite: TEX 0113. (F)

**TEX 0211 Yarn Forming I** 3-0-3

A general description of yarn will introduce the study of yarn forming systems. Included in this course will be opening and picking processes, card, drawing, and combing process, and fiber blending. Basic fundamentals of textile processing will be emphasized as each aspect of yarn formation is studied. Prerequisites: TEX 0113 and 0114. (W)

**TEX 0212 Yarn Forming II** 3-0-3

This course will deal with yarn formation starting with the roving process and will include spinning, winding and twisting. Processing of filamentous synthetic yarns will also be studied. Basic fundamentals of textile processing will be emphasized. Prerequisite: Yarn Forming I. (Sp)

**TEX 0213 Fabric Forming Systems** 3-0-3

The course deals with the basic forming systems including weaving, knitting and non-conventional. Fundamentals of conversion of fibers and yarns into fabrics. Fabric design, construction and raw materials are considered which relate to properties and performance of the end product. (Su)

\*Students may elect up to 8 additional hours in Cooperative Education to satisfy elective requirements.

## **WELDING**

**WLD 0135 Basic Welding and Cutting** 2-3-3

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

**WLD 1101 Welding I** 5-12-9

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering safety. Safety procedures are emphasized throughout the course in the use of tools and equipment. (F)

**WLD 1102 Welding II** 5-12-9

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys



by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment. (W)

**WLD 1103 Welding III** 5-12-9

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety, and practice in the various positions. A thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Practice in welding pipe in fixed position using inert-gas-shield arc welding and metal arc welding. (5p)

**WLD 1104 Welding IV** 5-12-9

This course involved pipe welding and certification practices. Designed to provide practice in welding of pressure piping in horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Certification practices involve students' practice in welding the various materials to meet certification standards. Students introduced to the various types of tests and testing procedures and perform the details of the test which gives adequate information as to the quality of the weld. Types of tests are guided bend, notched bend, and tensile strength test to check the quality of the work. (5u)

**WLD 1111 Basic Gas Welding** 1-3-2

Welding demonstrations by the instructor and practice by the students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice is given for surface welding, bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work.

**WLD 1112 Basic Arc Welding** 0-3-1

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Students run beads, do butt and fillet welding. Perform tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Intended for students in Auto Body Repair.

**WLD 1118 Welding Problems I** 1-6-3

Special emphasis will be given to oxyacetylene cutting. Various cutting equipment and cutting techniques will be practiced.

**WLD 1119 Welding Problems II** 1-6-3

Emphasis will be given to the different types of metal that may be joined by the arc welding process.

**WLD 1120 Welding Problems III** 1-6-3

Special emphasis will be given to certification practices using inert-gas-shield arc welding. A student will have the opportunity to practice his/her welding techniques.

**WLD 1121 Welding Problems IV** 1-6-3

Special emphasis will be given to fabrication techniques. The student will be allowed to experiment by doing special projects.

**WLD 1135 Basic Welding and Cutting** 2-3-3

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



**WLD 1140 Metallurgy for Welders**

**3-0-3**

Emphasis will be placed on the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals will be studied.



## ADMINISTRATORS AND FACULTY

- Joyce Abernethy ..... Learning Place Instructor  
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