

# Cleveland Community College

1965

Concern  
Challenge  
Commitment

1990

Academic Bulletin 1990-1992



#### **NOTE**

Cleveland Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the State of North Carolina. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by local conditions may make some alterations in curriculum, fees, etc., necessary.

#### **VISITORS**

Visitors, and in particular prospective students are always welcome at Cleveland Community College. The Student Services office will provide guide services for groups or individuals between 8:30 a.m. and 3:30 p.m. Monday through Friday. The school is open until 10:00 p.m. Monday through Thursday and until 4:00 p.m. on Friday and individuals may visit at their convenience. Questions about the school and its programs will be answered by someone from the Student Services office.

#### **APPROVED BY**

North Carolina State Board of Nursing  
North Carolina Department of Veterans Education  
American Medical Association for Radiologic Technology

#### **MEMBER INSTITUTION OF**

American Association of Community and Junior Colleges  
North Carolina Association of Colleges and Universities  
North Carolina Department of Community Colleges  
Southern Association of Colleges and Schools  
Southern Association of Community and Junior Colleges

#### **ACCREDITED BY**

The Commission on Colleges  
Southern Association of Colleges and Schools  
to award associate degrees.

# **GENERAL INFORMATION**

## **CLEVELAND COMMUNITY COLLEGE “An Equal Opportunity Educational Institution”**

### **DIRECTORY OF CORRESPONDENCE Telephone (704) 484-4000**

Inquiries will receive prompt attention if addressed to the Administrative Offices below at Cleveland Community College, 137 South Post Road, Shelby, North Carolina 28150

Academic Affairs.....	Vice-President—Instruction
Administrative Affairs.....	The President
Admission.....	Director of Admissions
Adult Basic Education.....	Coordinator, Basic Programs
Entrance Procedures.....	Director of Admissions
Evaluation of Credits.....	Director of Admissions
Financial and Business Affairs.....	Vice-President-Business Affairs
Gifts and Bequests.....	The President
High School Program, GED.....	Coordinator, Basic Programs
Human Resources Development Program.....	Recruiter, HRD
Job Placement Service.....	Director of Student Placement
Non-Credit Courses.....	Dean of Continuing Education
Placement Testing.....	Director of Career Center
Registration.....	Registrar
Student Activities.....	Director of Student Activities
Student Affairs.....	Vice-President-Student Services
Student Financial Aid.....	Director of Financial Aid
Transcripts.....	Registrar
Tutoring.....	Coordinator, Learning Lab
Veterans Affairs.....	Director of Veterans Affairs

## TABLE OF CONTENTS

Directory of Correspondence.....	1
Calendar of Events 1990-91 .....	3
Calendar of Events 1991-92 .....	4
Message From President .....	5
General Information .....	6
List of Curriculum Programs .....	9
Admissions.....	11
Academic Regulations .....	18
Student Services.....	23
Financial Information.....	35
Degree Credit Programs.....	47
College Transfer Programs (A.A. and A.S. Degrees) .....	48
Associate in General Education Degree .....	57
Communications Technology .....	60
Accounting .....	62
Business Administration.....	63
Industrial Management .....	65
Computer Office Automation Technology .....	66
Administrative Office Technology .....	68
General Office.....	69
Medical Office Technology .....	71
Fashion Merchandising and Marketing.....	72
Criminal Justice-Protective Services .....	74
Radiologic Technology.....	80
Electronics Engineering Technology .....	82
Diploma Credit Programs .....	85
Air Conditioning, Heating and Refrigeration .....	86
Auto Body Repair.....	89
Auto Mechanics .....	91
Carpentry and Cabinetmaking (Prison Program Only).....	93
Diesel Vehicle Maintenance .....	94
Electrical Installation and Maintenance.....	96
Food Service Specialist (Prison Program Only) .....	98
Industrial Maintenance.....	99
Machinist .....	101
Plumbing and Pipefitting (Prison Program Only).....	104
Welding .....	105
Practical Nursing Education .....	107
Course Descriptions.....	109
Non-Credit Programs .....	157
Industry and Community Services .....	158
Continuing Education .....	158
New Industry Training .....	160
Literacy Skills Program .....	170
Small Business Center .....	173
Learning Resources Center .....	174
Personnel of the College.....	176

## CALENDAR OF EVENTS

### FALL QUARTER 1990

August 6	Monday.....Orientation
August 27	Monday.....Registration
Aug.31-Sept.3	Friday-Monday.....Holidays
September 4	Tuesday.....First Day of Classes
September 6	Thursday.....Late Registration Ends
October 7-9	Sunday-Tuesday.....Statewide Instructors Conference
October 31	Wednesday.....Last Day to Drop Courses
November 21	Wednesday.....Fall Quarter Ends
November 22-23	Thursday, Friday.....Thanksgiving Holidays
November 28	Wednesday.....Staff Development Day

### WINTER QUARTER 1990-91

November 19	Monday.....Orientation
November 29	Thursday.....Registration
December 3	Monday.....First Day of Classes
December 5	Wednesday.....Late Registration Ends
December 18	Tuesday.....Christmas Holidays Begin After Classes
January 1	Tuesday.....New Year's Holiday
January 2	Wednesday.....Classes Resume
January 21	Monday.....Martin Luther King Jr. Holiday
February 11	Monday.....Last Day to Drop Courses
March 4	Monday.....Winter Quarter Ends

### SPRING QUARTER 1991

February 25	Monday.....Orientation
March 5	Tuesday.....Registration
March 11	Monday.....First Day of Classes
March 13	Wednesday.....Late Registration Ends
March 29	Friday.....Holiday
April 30	Tuesday.....Staff Development Day
May 7	Tuesday.....Last Day to Drop Courses
May 28	Tuesday.....Spring Quarter Ends
May 29	Wednesday.....Graduation

### SUMMER QUARTER 1991 (9 weeks)

May 27	Monday.....Orientation
June 11	Tuesday.....Registration
June 13	Thursday.....First Day of Classes
June 17	Monday.....Late Registration Ends
July 4	Thursday.....Holiday
July 25	Thursday.....Last Day to Drop Courses
August 15	Thursday.....Summer Quarter Ends
August 16	Friday.....Graduation

## CALENDAR OF EVENTS

### FALL QUARTER 1991

August 5	Monday.....	Orientation
Aug.30-Sept.2	Friday-Monday.....	Holidays
September 3	Tuesday.....	Registration
September 5	Thursday.....	First Day of Classes
September 9	Monday.....	Late Registration Ends
October 30	Wednesday.....	Last Day to Drop Courses
November 20	Wednesday.....	Fall Quarter Ends
November 21	Thursday.....	Staff Development Day
November 28-29	Thursday-Friday.....	Thanksgiving Holidays

### WINTER QUARTER 1991-92

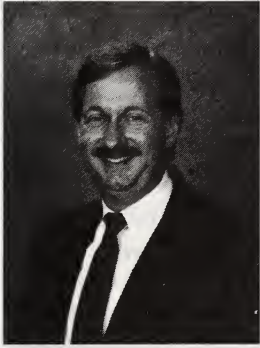
November 18	Monday.....	Orientation
December 2	Monday.....	Registration
December 4	Wednesday.....	First Day of Classes
December 6	Friday.....	Late Registration Ends
December 20	Friday.....	Christmas Holidays Begin After Classes
January 1	Wednesday.....	New Year's Holiday
January 6	Monday.....	Classes Resume
January 20	Monday.....	Martin Luther King Jr. Holiday
February 12	Wednesday.....	Last Day to Drop Courses
March 4	Wednesday.....	Winter Quarter Ends

### SPRING QUARTER 1992

March 2	Monday.....	Orientation
March 5	Thursday.....	Registration
March 9	Monday.....	First Day of Classes
March 11	Wednesday.....	Late Registration Ends
April 7	Friday.....	Holiday
May 5	Tuesday.....	Staff Development Day
May 6	Wednesday.....	Last Day to Drop Courses
May 26	Tuesday.....	Spring Quarter Ends
May 28	Thursday.....	Graduation

### SUMMER QUARTER 1992 (9 weeks)

May 25	Monday.....	Orientation
May 27	Wednesday.....	Registration
June 8	Monday.....	First Day of Classes
June 10	Wednesday.....	Late Registration Ends
July 6	Monday.....	Holiday
July 20	Monday.....	Last Day to Drop Courses
August 10	Monday.....	Summer Quarter Ends
August 11	Tuesday.....	Graduation



# **MESSAGE FROM THE PRESIDENT**

***L. Steve Thornburg***

## **“An Invitation to Excellence”**

Our goal at Cleveland Community College is to provide you with an environment in which you can strive for, and hopefully achieve, excellence in your chosen field of study. You have the opportunity to acquire both knowledge and skills that will equip you to be successful now and in the twenty-first century.

Excellence can be achieved only when everyone works to reach his or her highest potential. Educational excellence is a partnership between the student and the college.

Cleveland Community College’s part of this partnership is to provide caring and concerned professionals who have an interest in you as an individual. Our faculty will provide a dynamic learning environment. Our student services personnel will assist you with counseling and guidance as you make short-term and life-long decisions. Our administrative and support staff will devote attention to maintaining and strengthening the quality of the educational environment.

Your part of this partnership is to dedicate yourself to reaching for your maximum potential. CCC can provide the environment, but you must seize the opportunity and take advantage of the courses, programs, extracurricular activities, and interpersonal relationships with faculty, counselors, and staff. You must commit yourself to achieving personal excellence.

Together, we can all achieve educational excellence. Each member of the faculty and staff at Cleveland Community College has an interest in your success and welcomes you to our college community.

## HISTORY

The 1963 North Carolina General Assembly authorized a system of comprehensive community colleges, technical institutes, industrial education centers, and extension units to be established and placed under the jurisdiction of the State Board of Education.

The Cleveland Unit of Gaston College was established on July 1, 1965, as a result of the vision and effort of many individuals over several years. The Shelby Chamber of Commerce and the County Commissioners worked with the State Board of Education and Gaston College in establishing a unit of the college. Two buildings were rented by the County Commissioners at 118 North Morgan Street to start the school.

On July 11, 1965, James B. Petty was elected director of the Unit. The first classes began in September 1965, in the old Porter Brothers and McBrayer buildings. The number of classes and students has grown rapidly since that date.

On October 2, 1967, a local Board of Trustees was officially appointed and the Extension Unit became Cleveland County Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In July 1969, the institute leased the County Home property at 137 South Post Road for a campus and moved to the new location.

Having secured a grant of \$500,000 from the Cleveland County Board of Commissioners and matched by a like amount from the State of North Carolina, architects were commissioned in 1972 to plan a long range building program on the present campus and the first two buildings for the new campus layout. The first two new buildings were completed and placed in use for the Fall Quarter 1974.

In June 1977 the voters of Cleveland County approved a \$5,000,000 bond referendum to construct the next two phases of the long-range development plan for the campus.

Construction began in summer 1979 on these buildings to add approximately 100,000 additional square feet of permanent facilities including a new Learning Resources Center, classrooms, shops, laboratories, snack bar, bookstore, and offices. Shop additions were placed in use for Fall Quarter 1980. The main additional construction, known as the Campus Center Building, was placed in use in March 1981. Formal dedication was held October 18, 1981.

On March 3, 1980, the Cleveland County Board of Commissioners voted to concur with the request by the Board of Trustees for a name change of Cleveland County Technical Institute to Cleveland Technical College.

By action of the state legislature, effective July 1, 1987, the college was authorized to become Cleveland Community College and to offer two-year college transfer programs. The first college transfer students were enrolled in the Fall Quarter 1987.



A Field House building was completed in July 1987 and became part of the college's physical education program.

Contracts were awarded in December 1987 for the construction of a new Student Activities Center building. This building was placed in use for Spring Quarter 1989. A Maintenance building was completed in August 1990. The James Broughton Petty Amphitheater is scheduled for completion November 1990.

## **PURPOSE**

Cleveland Community College is a two year public college whose purpose is to provide the adult citizens of Cleveland County with opportunities for personal growth and development. This purpose shall be pursued consistent with the philosophy of the "open door," which reflects the commitment of Cleveland Community College to help each student improve his or her education.

To fulfill this purpose the College will:

1. Provide courses in the arts and sciences that will lead to an associate degree transferable to other colleges and universities, fulfill related course requirements in certain occupational curricula or provide general educational enrichment.
2. Provide a variety of one-year vocational and two-year technical programs that reflect the changing needs of the business and industry in the local area.
3. Provide the opportunity for individuals to complete Adult Basic Education, High School Equivalency Programs, and General Educational Development Preparatory/Examination Program (GED).
4. Provide short term courses that will meet adult educational and community service needs.
5. Provide guidance and counseling services that can assist students to better understand themselves and their career options.
6. Provide cultural events and other enrichment activities to enhance the quality of life in Cleveland County and surrounding areas.

## **ACCREDITATION**

Cleveland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees; The North Carolina State Board of Community Colleges; the American Medical Association for Radiologic Technology; The North Carolina State Board of Nursing for Licensed Practical Nursing.

## **VISITORS**

Visitors need to receive permission from the switchboard receptionist prior to visiting classrooms, shops, or labs.

## **NIGHT OFFERINGS**

The College offers an extensive night program which includes most of the credit courses given in the daytime, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining.

The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate school activities with employment. A student may enroll for both day and night classes.

It is possible to complete all work toward a degree or diploma by attending at night. The rate of progress through a program will depend upon the number of courses taken each quarter. A reduced load will require a longer period to complete program requirements.

The College reserves the right to cancel any class, day or night, for which there is insufficient enrollment.

## **NOTICE OF COLLEGE REGULATIONS**

The College has a genuine interest and concern for the integrity of all students; therefore all regulations found in this catalog, the student handbook, and announcements posted on bulletin boards will be followed by all students. Each student is responsible for becoming familiar with these publications and for reading official announcements in order to stay informed of current policies.

## **NON-DISCRIMINATION POLICY**

From its founding Cleveland Community College's Board of Trustees and Staff have recognized the importance of equal opportunity in all phases of the College's operations and have adhered to a policy of non-discrimination on the basis of race, color, sex, age, religion, national origin, physical or mental disability, or other non-relevant factors. This policy continues to apply to both students and employees at all levels of the school's operations. Anyone who believes this policy has been violated may seek satisfaction through the Due Process procedures outlined in this catalog.

## **CURRICULUM PROGRAMS OF STUDY**

### **DIVISION I - ARTS, SCIENCES AND PUBLIC SERVICES:**

#### **LIBERAL ARTS AND COMMUNICATIONS DEPARTMENT**

##### **ASSOCIATE OF ARTS DEGREE**

\*Pre-Business (C-004)

\*Pre-Education: Early Childhood/Elementary (C-020)

\*Pre-Education: Intermediate/Secondary (C-028)

\*Pre-Liberal Arts (C-011)

##### **ASSOCIATE OF SCIENCE DEGREE**

\*Pre-Science (C-018)

\*ASSOCIATE IN GENERAL EDUCATION DEGREE (G-020)

\*Communications Technology (T-154) (ASSOCIATE IN APPLIED SCIENCE DEGREE)

#### **CRIMINAL JUSTICE DEPARTMENT (ASSOCIATE IN APPLIED SCIENCE DEGREE)**

\*Criminal Justice - Protective Service Technology (T-129)

#### **RADIOLOGIC TECHNOLOGY DEPARTMENT (ASSOCIATE IN APPLIED SCIENCE DEGREE)**

Radiologic Technology (Day only) (T-061)

### **DIVISION II - BUSINESS TECHNOLOGIES:**

#### **ACCOUNTING, MANAGEMENT AND COMPUTER OFFICE AUTOMATION (ASSOCIATE IN APPLIED SCIENCE DEGREE)**

\*Accounting (T-016)

\*Computer Office Automation (T-192)

\*Industrial Management (T-049)

#### **BUSINESS ADMINISTRATION, SECRETARIAL AND FASHION DEPARTMENT (ASSOCIATE IN APPLIED SCIENCE DEGREE)**

\*Administrative Office Technology (T-030)

\*Fashion Merchandising and Marketing Technology (T-143)

\*General Office (T-033)

\*Medical Office Technology (T-032)

**DIVISION III - ALLIED SERVICES:**

- \*Electronics Engineering Technology (ASSOCIATE IN APPLIED SCIENCE DEGREE) (T-045)  
VOCATIONAL DIPLOMAS IN:
  - \*Air Conditioning, Heating, and Refrigeration (V-024)
  - \*Auto Body Repair (V-001)  
Auto Mechanics (V-003)
  - \*\*Carpentry and Cabinetmaking (V-007)  
Diesel Vehicle Mechanics (V-013)
  - \*Electrical Installation and Maintenance (V-018)
  - \*\*Food Service Specialist (V-053)
  - \*Industrial Maintenance (V-028)
  - \*Machinist (V-028)
  - \*\*Plumbing and Pipefitting (V-037)
  - \*Welding (V-050)

NURSING DEPARTMENT (VOCATIONAL DIPLOMA)  
Practical Nursing (Day only) (V-038)

A Certificate program in Cosmetology is offered by contract with a local school of Cosmetology.

- \*CURRICULUMS OFFERED IN BOTH DAY AND NIGHT SCHEDULES
- \*\*OFFERED AT PRISON UNIT ONLY

(The College reserves the right to cancel any class or curriculum, day or night, for which there is insufficient enrollment.)

# ADMISSIONS

## ADMISSIONS INFORMATION

### POLICY AND PROCEDURES

Cleveland Community College operates under an “open door” admissions policy to offer occupational and adult education to all persons who are able to profit from instruction. Placement of students in the various programs of instruction includes a special emphasis on career guidance and individual admissions counseling. The objective is to assist the student in establishing realistic goals to assure reasonable success in the particular program of instruction the student desires to pursue.

As part of the admissions process for curriculum students, placement tests may be given for guidance purposes. Transcripts of previous education are required, and a personal interview is recommended with each student.

Application for admission forms and detailed information on programs of instruction offered may be secured by writing to: Student Services Office, Cleveland Community College, 137 South Post Road, Shelby, North Carolina 28150 or by calling (704) 484-4099.

### ADMISSIONS REQUIREMENTS FOR ALL CURRICULUM PROGRAMS

1. Be at least eighteen years of age, or the applicant’s high school class must have graduated. Dual enrollment is allowed for high school students with permission of the high school counselor or principal.
2. Placement tests are strongly encouraged and can be scheduled through the Student Services department. Tests may be taken prior to quarterly registration or on the day of registration. These tests are used to assist the applicant in registering for the appropriate math and English courses. Counselors and academic advisors assist the students in determining which math and English courses are appropriate. Students may transfer successfully completed math and English courses from another institution instead of taking the placement tests. Placement tests are required for Allied Health applicants unless the applicant is transferring comparable courses successfully taken at another institution. Satisfactory SAT or ACT scores may be submitted in lieu of placement tests for Allied Health applicants.
3. A complete physical and dental examination is required for Practical Nurse applicants. A complete physical examination is required for Radiologic Technology applicants.

4. Have a personal interview with an admissions office representative and the department head for applicants to allied health programs.
5. High school graduation or its equivalent **is** required for the Practical Nursing Education curriculum and the Associate in Arts, Associate in Science, Associate in General Education and Associate in Applied Science degree curriculums.
6. High school graduation or its equivalent is not required for vocational-diploma curriculums or certificate programs. However, a student seeking admittance to a vocational program who does not have a high school diploma or the recognized equivalent of a high school diploma (G.E.D.) and is beyond the age of compulsory school attendance, is required to show that they have the "ability to benefit" from the education or training offered. The Vice-President of Student Services will make the determination of "ability to benefit" after personal interview and counseling and/or completion of standardized placement tests (Computation Test, Written English Expression Test, Nelson-Denny Reading Test). Applicants who do not have the high school diploma or equivalent are encouraged to complete Adult Basic Education, High School Equivalency Programs, or General Education Development Preparatory/Examination (G.E.D.) Programs. The College provides the opportunity for students to do so.
7. **All** students enrolling in a curriculum program must have their high schools send an official transcript (showing graduation date or highest grade completed), or an official GED score of 225 or above, or a state-issued GED certificate.
8. Personal references are required for Allied Health programs.
9. The College reserves the right to refuse admission to a student if it appears that such action is in the best interest of the College and/or the student. Any student so refused may appeal this action through Due Process.
10. Specific procedures for admission to continuing education programs will be found under that section of this catalog.

#### **ADMISSION PROCEDURE FOR ALL CURRICULUM PROGRAMS**

1. Submit completed application form. Social Security number is voluntary and is used for record-keeping purposes.
2. Applicants should request a counseling interview in Student Services. The interview is required for Allied Health applicants. Other vocational-diploma applicants who do not have a high school diploma or equivalent must schedule an interview with the Vice-President for Student Services.

3. Have official transcripts of all previous education (high school and beyond) mailed to the College prior to the completion of the first quarter unless the applicant is not pursuing a diploma or degree. Allied Health applicants must have official high school and college transcripts sent to the College before they can be considered for acceptance into the programs.
4. Degree- or diploma-seeking applicants should take placement tests in English and math. Allied Health applicants are **required** to take placement tests or present comparable transfer courses, or present satisfactory SAT or ACT scores.
5. Receive a letter of acceptance from the Director of Admissions prior to completion of the first quarter. Allied Health applicants must receive acceptance letters prior to Fall Quarter Registration.

### **PROVISIONAL ACCEPTANCE**

Applicants for admission who have not submitted high school and college transcripts before the beginning of the quarter for which entry is desired are granted provisional acceptance for one academic quarter. All admission requirements must be met within that quarter in order to be eligible to register for the following quarter. There is no provisional acceptance available for Allied Health applicants.

### **SPECIAL STUDENT CLASSIFICATION**

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

### **AUDIT STUDENTS**

A student may elect to audit a course or courses. Those auditing receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. With the proper notification to Student Services and to the appropriate instructor, a student may change a course classification from credit to audit until the last three weeks of the quarter in which he/she is enrolled in the course. Students may change from audit to credit classification for an enrolled course during the add period only.

### **WITHDRAWAL**

Students desiring withdrawal from the College should contact the Office of Student Services to complete necessary forms and procedures for official withdrawal. Withdrawal with a grade W will be allowed except

during the final three weeks of a quarter. After that point a grade of F will be assigned.

### **READMISSION**

Any student who officially withdraws from the College and later wishes readmission should contact the Student Services office. Readmission conditions will depend upon the individual circumstances, but generally a student is eligible to return at such a time as an appropriate course schedule can be worked out. Students who wish to reapply to an allied Health Program must see the Director of Admissions. Students who qualify may be readmitted to the Practical Nurse program only once.

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

Students who have been academically suspended may enroll again after a one-quarter absence.

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

### **TRANSFER CREDIT TO CCC**

Cleveland Community College permits admission with transfer credit for students from member institutions of the North Carolina Department of Community Colleges and other accredited institutions.\* Students must have official college transcripts sent to CCC for evaluation prior to the end of the first quarter in which they are enrolled. Courses accepted for transfer credit must closely parallel those for which credit is sought at the College. Evaluation is made by the Registrar and appropriate academic Department Head as needed. Quality points do not transfer. Credit is given to courses in which a C or better was made. Transfer hours earned are converted from semester hours to quarter hours as necessary.

\*Provided the transfer student was not suspended from the last institution attended for behavioral problems.

For degree completion in associate degree programs, at least 23 quarter hours must be earned at CCC. For a vocational and certificate completion, at least 12 quarter hours must be earned at CCC.

### **NOTIFICATION OF TRANSFER CREDIT**

All transfer students will receive, prior to the completion of their first quarter, an "Evaluation of Transfer Credit" form denoting hours and courses accepted for transfer credit.



## **CLEP**

Credit may be allowed for up to 31 quarter hours of college work based on appropriate scores on the CLEP General Examinations when appropriate to the student's program of study. CLEP subject examinations are evaluated individually if appropriate to the program of study.

## **MILITARY EXPERIENCE**

Military training and experience may earn quarter hour credit as determined by the Registrar and appropriate department head or lead instructor. Course credit will be given if the learning experience or training closely resembles the student's program of study.

## **SERVICEMEN'S OPPORTUNITY COLLEGES**

CCC has been designated as a member of the Servicemen's Opportunity Colleges (SOC) General Registry — a network of institutions sponsored by the American Association of State Colleges and Universities and the American Association of Community and Junior Colleges. Servicemen are encouraged to take college level courses offered by accredited institutions and made available to military personnel through SOC. Records are evaluated, files are retained, counseling is provided, and recognition is given for learning through noninstitutional sources when appropriate. Transcripts must be sent to the Director of Admissions directly from the institution offering the course.

## **TRANSFER OF CREDIT FROM A.A. AND A.S. DEGREE PROGRAMS TO OTHER COLLEGES AND UNIVERSITIES**

A student who desires to transfer course work from Cleveland Community College's A.A. and A.S. degree programs to a four-year college or university should contact a transfer counselor in Student Services. The counselor will assist the student in the transfer process. Four-year college and university academic bulletins and transfer agreements are on file in Student Services.

## **TRANSFER CREDIT TO OTHER COLLEGES FROM TECHNICAL AND GENERAL EDUCATION PROGRAMS**

Even though the technical degree programs are not planned as transfer programs, an increasing number of schools and colleges are accepting, for credit toward the bachelor's degree, course work completed in a technical program or in the general education program at Cleveland Community College. Most of these colleges consider each applicant and his/her record individually, and the courses for which credit is sought must be similar to the course(s) offered by that institution. Some colleges give credit on the basis of examinations. Many colleges give full credit

for the Associate in Applied Science degree or Associate in General Education degree toward a Bachelor of Arts, Bachelor of Science, or Bachelor of Technology.

For those students who desire to continue their education after graduation from Cleveland Community College, there are expanding opportunities to do so.

Some colleges will consider some transfer of courses on an individual evaluation basis. Any student interested in pursuing that possibility should talk with the department chairman of the planned major field at the particular college to which transfer is desired.

### **TRANSFER RESPONSIBILITY**

The College staff will cooperate with each student in planning a transfer program. However, it is the responsibility of the student to determine what courses and credit will transfer to the receiving institution.

The acceptance of courses taken at Cleveland Community College is determined solely by the institution to which the student transfers.

The student planning to transfer will have less difficulty if he/she will follow these steps:

1. Decide early which senior college to attend. Contact the college/university for recommendations concerning appropriate courses.
2. Obtain a current copy of the catalog of that college and study its entrance requirements and general education courses.
3. Confer with a transfer counselor in Student Services and with your academic advisor.
4. Complete a transcript release form in Student Services.

Changes in the student's major field of study or in the choice of a senior institution may result in transfer problems. Such changes should be made only after careful consultation with an advisor and Student Services counselor.

### **TRANSFER OF CREDIT WITHIN CLEVELAND COMMUNITY COLLEGE**

Credit earned in any institutional degree program may be credited toward a degree or diploma program upon evaluation by the Director of Admissions. Credits earned in a diploma program are not usually acceptable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of the original enrollment or the new requirements.

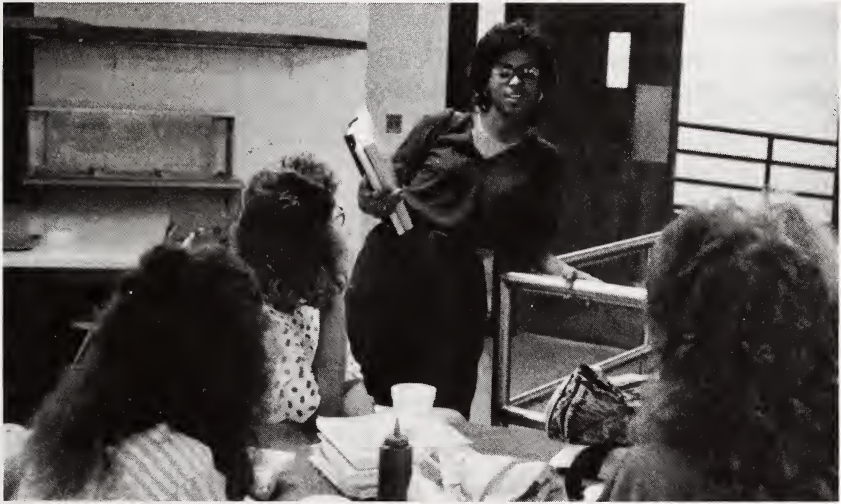
Any student who is currently enrolled or has graduated from a curriculum program of the College and wishes to transfer to another curriculum program must follow these procedures:

1. Go to Student Services and update his/her application on file, stating the new curriculum and quarter of entrance.
2. Meet the admission requirements for the desired program as stated in the school catalog.

Applicants will receive notification of admission by letter from the Director of Admissions along with an "Evaluation of Transfer Credit" form denoting hours for which credit will be given.

### **REGISTRATION**

At registration, students will be assigned class schedules, pay fees, and purchase books. Each student is expected to register and begin classes on schedule. A student is not registered and cannot attend classes until tuition and fees are paid in the Business Office.



# ACADEMIC REGULATIONS

## DROP-ADD PERIOD

Students may add courses and change their class schedules during the late registration period. Students may drop courses until the last three weeks of a quarter. If a student drops a course within the last three weeks of a quarter, he/she will receive a grade of (F) on the student's transcript.

All students must complete forms in Student Services to drop or add a course or change a class schedule.

## GRADING SYSTEM

Grading the performance of students in course work is the responsibility of individual faculty members.

At the end of each quarter students will be evaluated in each course as follows:

Letter Grade	Numerical Grade	Explanation	Quality Points
A	93-100	Excellent	4 points per qtr./hr.
B	85-92	Good	3 points per qtr./hr.
C	77-84	Average	2 points per qtr./hr.
D	70-76	Below Average	1 point per qtr./hr.
F	Below 70	(No Credit) Non-Completion of course requirements	0 point per qtr./hr.
I	Work not completed	Requirements must be completed in next qtr.	0 point per qtr./hr.
W		Official Withdrawal	0 point per qtr./hr.
CE		Credit by Exam	0 point per qtr./hr.
AU		Audit	0 point per qtr./hr.

Any student who receives an I may request to negotiate a written contract with the instructor involved. Contracts negotiated between the student and the instructor will specify a definite completion date for the requirements in addition to the types of activities set forth by the instructor to help the student achieve the minimum objectives of the course. If the student does not complete the minimum objectives in the time negotiated in the contract, the student will be dropped from the course and (F) will be entered on the record. Upon completion of the contract in the specified time the instructor will notify the registrar to change the I to a letter grade. The contract completion date must be within the quarter following receipt of the I.

## QUALITY POINT AVERAGE

The QPA is the most important example of a student's academic progress. The computation of a QPA is shown below as an example to simplify the average. It is determined by dividing the total number of quality points

earned by the total number of quarter hours attempted, excluding I, W, CE, and AU grades. The cumulative QPA is based on all grades while a student is enrolled in a curriculum. The current QPA is an indication of one quarter of work in a curriculum.

### EXAMPLE OF COMPUTING THE QPA

Course	Grade	Hrs. Attempted	QP per Credit Hour		Grade Points Earned
BUS 101	A	4	x4	=	16
BUS 115	B	4	x3	=	12
EDP 101	C	4	x2	=	8
BIO 101	D	<u>4</u>	x1	=	<u>4</u>
		16			40
<u>Quality Points Earned</u>		= QPA	<u>2.50</u>	=	2.50
Hours Attempted			16)40.00		

### QUARTERLY DEAN'S LIST

Students who receive a 4.0 grade point average at the end of the quarter and are enrolled full-time will be on the Dean's List for that quarter.

### CLASS ATTENDANCE POLICY

Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge or gain skill when absent. Although there are numerous reasons for absences such as personal illness, death in the family, work conflicts, or unexpected emergencies, all absences will be counted in the 20% maximum. A student, who, during a quarter, incurs in any course an absence in excess of twenty per cent (20%) of the class hours, for that course may be dropped from the course (without credit).

Absences may be considered legitimate and eligible for make-up at the discretion of the instructor. The student is responsible for seeing the instructor, giving the reason for the absences, and requesting make-up assignments. This is to include students on rotating shift work schedules.

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. One-half day's absence will be counted if a student leaves thirty minutes or more early.

The student may appeal any decision under these policies to the Due Process Committee.

### ACADEMIC PROGRESS

The following cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade average is required for graduation.

### ASSOCIATE DEGREE PROGRAMS

Cumulative Quarter Hours	Minimum Grade Point Average
0-24	1.20
25-48	1.40
49-72	1.60
73-96	1.80
	(2.00 for A.A., A.S., or A.G.E. Degree)
97 or more	2.00

### VOCATIONAL DIPLOMA/CERTIFICATE PROGRAMS

0-18	1.25
19-36	1.50
37-54	1.75
55 or more	2.00

Any student who falls below the specified minimum at the end of any quarter will be placed on academic probation for the following quarter.\* To be removed from probation the student must attain the appropriate minimum grade point average by the end of the probation quarter; otherwise, the student will be suspended from that program for at least one quarter.

Re-entry in cases of suspended students is handled on an individual basis. Suspended students should contact the Director of Admissions prior to re-enrolling.

The privilege of appeal is provided to the suspended student. The student is required to write a letter to the Due Process Committee explaining the appeal and must appear before the Committee in person should the Committee so desire. The appeal may be carried to the Board of Trustees at the student's request.

\*In the Radiologic Technology program, every major specialty course must be passed each quarter before the student can enroll for the following quarter. In the Practical Nursing program, a grade of C must be made on every major specialty course each quarter before the student can enroll for the following quarter. Students in these two programs who are academically ineligible to enroll for the following quarter may reapply for admission. Practical nursing students may be re-accepted only once.

### COURSE REPEAT REGULATIONS

A curriculum course may not be repeated if the student received a grade higher than a D. If a D or F was received, the student may repeat the course one time. A student may audit a course in which a passing grade was received. A course may not be audited more than twice. Any exception must be approved by the appropriate department head.

## **CREDIT HOURS, CONTACT HOURS, AND COURSE LOAD**

Each course listed is followed by a notation on the number of quarter hours credit it carries. Normally, the number of quarter hours earned is based on the number of class, laboratory, or shop hours spent under supervision of the course instructor per week for the quarter.

Usually one (1) quarter hour credit is given for each hour of class per week, for each two hours of laboratory work per week, or for each three hours of manipulative laboratory or shop per week.

Contact hours are the number of actual clock hours a student is in attendance during one week.

Students enrolled for 12 or more credit hours are classified as full-time students. Students enrolled in less than 12 credit hours are classified as part-time.

Course load for veterans benefits is as follows: (1) for diploma vocational programs: full-time attendance equals 22 or more contact hours per week; 3/4 time attendance equals 16-21 contact hours per week; 1/2 time attendance equals 11-15 contact hours per week; (2) for degree programs: full-time attendance equals 12 or more credit hours per quarter; 3/4 time attendance equals 6-8 credit hours per quarter. (For less than 1/2 time attendance in any program the VA does not pay a monthly allowance but will only pay the actual cost of tuition.)

## **CREDIT BY PROFICIENCY EXAMINATION**

A student may be allowed credit toward graduation for past schooling, work, or military experience through proficiency examinations. The student should confer with the appropriate Department Head for qualifications for these provisions and to be informed of the procedure to follow.

A grade symbol of CE (credit by examination) will be awarded for courses for which credit is given on the basis of proficiency examination. The course hours for such courses posted as CE will be computed toward graduation requirements but not for the computation of Honors, nor for computation of overall QPA.

## **GRADUATION HONORS**

To graduate with High Honors a student must earn a QPA of 3.8-4.0 in courses presented for graduation. To graduate with Honors a student must earn a QPA of 3.5-3.79 in all courses presented for graduation. To qualify for either honor, a student must not have received any grade lower than a C in the program being completed. If a student made a D or F in a course that was later repeated, the student is disqualified from graduating with honors.

## OUTSTANDING STUDENT AWARDS

These awards are made to students who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance and maturity of purpose during their program of instruction at the College. One student may be recognized for each one-year vocational program and each two-year degree program.

## REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements for graduation from curriculum programs:

1. Complete course requirements outlined by the curriculum pursued, and earn at least a 2.0 QPA in courses presented for graduation.
2. Complete not less than 96 credit hours for the Associate in Arts, Associate in Science, or Associate in General Education degree, 105-154 credit hours for the Associate in Applied Science degree, or 66-79 credit hours for a vocational diploma.
3. Meet with assigned faculty advisor no later than the third (3rd) week of the quarter in which graduation requirements are expected to be completed and complete a graduation checklist which is to be submitted to the Registrar. The Registrar will make a complete check of the student's record and either notify the student that everything **is** in order or notify the student's academic advisor everything is **not** in order.
4. A graduation fee is to be paid by the student before receiving cap, gown or diploma.
5. Fulfill all financial obligations to the College and secure clearance from the Library.
6. Be present for graduation exercises. Exceptions to this requirement, in case of unavoidable absences, may only be granted by the Vice-President for Student Services.
7. All prospective graduates from associate degree programs must complete at least 23 quarter hours at the College before graduation. Vocational and certificate graduates must complete at least 12 hours at the College before graduation.



# ***STUDENT SERVICES***

The *purpose* of the Student Services department at Cleveland Community College is to support the instructional programs, support instructional development, and to promote student development (academic, social, moral, physical) by offering a program of appropriate services for students from pre-admission to successful job placement or college transfer. In response to the needs of students, the Student Services department offers assistance to students as they develop self-direction in defining their educational, vocational and personal goals; in solving problems; and reaching their goals.

The basic *objectives* of the Student Services department at Cleveland Community College are built upon the stated purpose and goals of the College and upon the stated purpose of the department and the "open-door" philosophy of The North Carolina Community College System.

1. To interpret the College's objectives, opportunities, and policies to prospective and enrolled students.
2. To assist in the implementation of the "open-door" philosophy and its policies.
3. To assist the students in selecting, entering, progressing, and completing a program of study.
4. To provide a professional, competent, counseling program to assist students with academic, vocational, personal, social, and economic problems.
5. To record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate student activities.
7. To encourage and assist in suitable job placement for currently-enrolled students, and all former students. Employers are invited to become involved.
8. To promote and encourage programs related to health, safety, social and physical welfare of students.
9. To provide for the continuous evaluation and improvement of all Student Services.
10. To support the stated purpose of the College.
11. To provide adequate programs of student financial aid, and veterans' affairs.
12. To provide counseling for college transfer students.
13. To respond to the needs and welfare of students.
14. To establish meaningful associations among students, faculty and the administration and provide opportunities for the development of individual potential.

15. To seek qualified personnel with appropriate educational backgrounds and experiences to staff the department.
16. To establish a comprehensive organizational framework to administer all the functions of the Student Services department.
17. To provide opportunity and incentive for staff professional development, including in-service training, professional associations, and meetings.
18. To establish, within the total administrative framework, specific procedures for protecting students' rights and records.
19. To provide the following student services' functions to best support and contribute to the total student personnel program (recruitment, admissions, orientation, career guidance, and counseling, academic placement testing, academic/personal counseling, financial aid and veterans' affairs, alumni activities, health information, extra-curricular activities, foreign-students advising, handicapped student assistance, job placement, maintenance and security of student records, and student follow-up/tracking information.)

### **GENERAL INFORMATION**

Student Services is generally open from 8:00 AM to 9:00 PM Monday through Thursday and from 8:00 AM to 4:00 PM on Fridays. Services are offered to all day and night, part-time and full-time students. A full program of student activities is offered. All students (including those off-campus) are encouraged to participate in all appropriate services.

### **STUDENT'S ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

All students are members of the Student Government Association. The president of the Student Government Association represents the student body on the Board of Trustees of the College as a non-voting member. The Student Government Association president is encouraged to offer comments and suggestions to the Board on institutional decision making. The Student Government Association president is also a member of the College Admissions Committee.

Students are also represented on other College committees, organizations, and clubs, such as:

- Due Process Committee
- Financial Aid Committee
- Library Advisory Committee
- Student Clubs

### **PERSONAL COUNSELING AND ACADEMIC ADVISING**

Counselors are available in Student Services to assist all students with personal, educational and vocational problems and concerns. Students are assigned academic advisors to assist in planning academic programs and in developing the course schedule each quarter.

## **ACADEMIC PLACEMENT TESTING AND CAREER GUIDANCE/COUNSELING**

In the Career Center, testing and guidance services are available for students, former students and the public at no charge to aid them in determining special interests and abilities that may be necessary for various careers. Users of the Center may take written assessment surveys or use a computer to help them decide which career to pursue.

Users of the Center may also take academic placement tests to help determine appropriate beginning courses in math, English, and Reading. All tests and computer usage are scheduled through the Student Services department. A free, descriptive brochure, *Testing Opportunities*, is available in Student Services.

## **THE OFFICIAL ACADEMIC RECORD (TRANSCRIPT)**

A transcript of grades earned each quarter is produced at the end of each quarter. A student may be placed on probation or suspended from a program of studies for unsatisfactory work (as explained in the section on Academic Progress).

An official record of all the student's courses, credits, grades, current and cumulative Grade Point Average (transcript) is kept in the vault in the Department of Student Services. The student should occasionally review the transcript in Student Services. The record may also help determine eligibility for any club activity or club membership that requires specific scholastic standards. Copies of the official record are available to the student upon written request — at no charge.

## **POLICY ON RETENTION AND DISPOSAL OF CURRICULUM RECORDS**

The retention and disposal of students' records at Cleveland Community College complies with the General Statutes of North Carolina as well as the North Carolina Community College System guidelines. Official transcripts are secured and kept permanently on file in Student Services in addition to computerized back-up. Other materials such as registration forms, high school and other college transcripts are destroyed after five years.

## **RELEASE OF INFORMATION FROM OFFICIAL STUDENT RECORDS**

The College recognizes the responsibility for maintaining records for each student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student and to facilitate the achievement of the educational goals of the College. The following general principles and procedures govern the release of information from student official records:

1. Written consent from the student is required before a transcript or information may be released from the official, academic record. Exceptions are:
  - a. The Registrar may release information from official records including reports of academic directory information from student records which includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
  - b. The Registrar may release information pertaining to honor achievements for publications.
2. A hold may be applied to the release of a transcript or other information requested from an official record, for a student who has an overdue indebtedness to the College. Such a student continues to have the right to see the official record upon request.
3. The use and release of information from student official records will be determined as outlined above and in compliance with state and federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined above will at all times be based upon the best knowledge available to the professional staff of the College.

### **JOB PLACEMENT**

Cleveland Community College maintains a placement service to help interested students and alumni find employment. The job placement office works with students individually in meeting their employment needs, whether it is full-time or part-time. Those students or alumni seeking employment should complete an application with the Job Placement Office in Student Services. Employers are regularly contacted to participate in Cleveland Community College's Job Placement opportunities.

### **STUDENT HOUSING**

The College does not have dormitory accommodations available. Any student who needs to locate housing in Shelby should contact the local Chamber of Commerce who will provide a list of local realtors, a local map and other newcomer information.

### **ORIENTATION**

All part-time and full-time new students and families are strongly encouraged to participate in a free orientation program in order to promote adjustment to the educational programs and services of the College. Orientation sessions are held quarterly for day and evening students prior to the beginning of the quarter.

## THE CAREER DEVELOPMENT CENTER

Cleveland Community College maintains a career center to assist students, alumni, and the public with career needs such as choosing a suitable career, changing occupations, or finding a job. The Career Center utilizes Sigi-Plus Computer software and other written aptitude and interest surveys and materials at *no cost* to students, alumni, employers and the public. Contact the Director of Career Development in Student Services.

## ALUMNI ASSOCIATION

Each Cleveland Community College student receiving a diploma or degree is considered a member of the Alumni Association. The aim of the association is to keep former students informed of and involved in the College's growth, activities, and services. Alumni are encouraged to take advantage of job placement services. The Director of Student Activities is sponsor for the Alumni Association Committee.

## STUDENT HEALTH

The College does not provide medical, hospital, or surgical services nor does the College assume responsibility for injuries incurred by students when taking part in intramural sports, class or student activities. Medical services are available at the emergency room of Cleveland Memorial Hospital. A doctor is on duty 24 hours a day in the emergency room. A first-aid kit is available at the visitor reception area. Student Services department provides programs on health education to interested students and staff. The College certifies and promotes a drug-free workplace and adheres to a communicable disease policy. Smoking is *not allowed* in any campus building.

## DRUG-FREE WORKPLACE POLICY

Cleveland Community College, in compliance with the Omnibus Drug Initiative Act of 1988 (Public Law 100-690) and The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) certifies that the agency has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The College will:

1. Annually distribute, in writing, to each student and employee, standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on campus property or as part of any campus activity.
2. Establish a drug-free awareness program to alert employees and students to the dangers of drug and alcohol abuse and make them aware of available drug counseling programs.

3. Require employees who know of a fellow worker's on-the-job use of drugs or alcohol to notify the employer.
4. Impose sanctions or require rehabilitation of an employee or student who is convicted of campus or workplace-based drug or alcohol abuse.

CCC, in conjunction with CODAP (Community Organization for Drug Abuse Prevention), is engaged in a continuing campaign against substance abuse. A long-standing relationship between the college and CODAP facilitates the flow of information and referral. The program includes educational seminars and public awareness events. Communications methods include:

1. Annual written notification
2. Information at orientation of new students
3. Emphasis during convocations
4. Classroom units in appropriate courses
5. Drug Awareness Days

Public access Cable Channel 22 provides TV coverage of in-house as well as community material to support the drug abuse prevention and drug-free workplace programs at Cleveland Community College (i.e., public service announcements, tele-conferences).

### **COMMUNICABLE DISEASE POLICY**

Policies regarding communicable diseases at Cleveland Community College are as follows:

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.

Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the appropriate dean or vice president.

Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

### **STUDENT ACTIVITIES**

Cleveland Community College is interested in developing students to their fullest potential. The College strives to offer the utmost in academics as well as social, cultural and physical activities to help build a well-

rounded person. Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association.

A number of clubs have been organized, and faculty and staff serve as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, handicap, or national origin. Dances and other special activities such as "Spring Fling, Beach Blast, Fall Feed, Halloween Contest, Receptions, Intramural Softball Games, Intramural Volleyball and Basketball Games" are sponsored periodically by the SGA for the enjoyment of all CCC students. Students interested in forming new organizations should consult the SGA President and Director of Student Activities for assistance.

The Director of Student Activities is responsible for supervising the student activities program. Initial requests and plans come from the student body through the Student Government Association. Every effort is made, within the limited scope of financing and facilities, to conduct a comprehensive program of activities. Clubs and organizations are free to operate their organizations as they choose within the legal framework of college rules, and local and state laws. The SGA budget must be approved by the SGA President and college administration.

## **ATHLETICS AND SPORTS**

Intramural sports are encouraged and provided for students by the College. These include basketball, softball, volleyball, tennis, chess, checkers, and horseshoes. The College *does not* participate in intercollegiate sports.

## **STUDENT PUBLICATIONS**

Cleveland Community College encourages students to participate in the production of student publications. The College supports the student's right to express himself/herself through journalistic endeavors which can contribute to an atmosphere of responsible discussion.

Student Publications, their roles and operational control are as follows:

1. *Annual* - The school annual, "The Bridge" is published yearly by the students. Students are encouraged to register for the yearbook course, however, any student may help in production. The annual staff and annual production is supervised by the yearbook advisor, and the budget is approved by the Student Government Association through the Director of Student Activities. The "Bridge" serves as a written and pictorial year-end review of the College, its staff and students.
2. *Student Handbook* - The Student Handbook is published annually by the Student Services department under the direction of the Di-

rector of Student Activities. The Handbook is distributed at orientations, registrations, and is available in Student Services at any time. The Handbook, in addition to the College catalog, serves as a student's guide to College rules and regulations, services, College personnel, and student behavior (which covers student rights and responsibilities, code of conduct, jurisdiction of judicial bodies, disciplinary responsibilities of College officials, and disciplinary procedures, and appeal.

3. *Student Newsletter* - "Paw Prints" is published monthly by the Student Government Association under the direction of the Director of Student Activities. "Paw Prints" keeps students abreast of current student activities and other published information. "Paw Prints" is distributed around the campus and is available in Student Services.

## STUDENT CLUBS

Student clubs may be organized with the approval of the SGA and the Vice President for Student Services. These may be related to the vocational goals of the students, or may serve as civic organizations or special interest areas of the students.

**Image Makers** is a club organized to encourage student and staff interest in photography.

**Le Club de Esprit** is comprised of students within the Fashion Merchandising and Marketing Curriculum.

**Gamma Beta Phi Honor Society** is a national honor and service organization which emphasizes service, character, and scholarship. Memberships, based on a 3.50 grade point average and completion of 15 quarter hours, are extended twice a year.

**Phi Beta Lambda** is a national organization for students in the business curriculums. The purpose of PBL is to develop vocational competencies for business occupations.

**Slightly Off Center Stage Players** is made up of those students interested in dramatic productions.

**Black Awareness Club** promotes knowledge and appreciation of black history.

**Criminal Justice Club** promotes a better understanding of the criminal justice system through service and education and bridges the gap between the community and the system.

**Media in Motion Club** fosters interest and enthusiasm in the field of Communications Technology by providing professional and educational activities for its members.

## STUDENT ACTIVITIES CENTER

The Student Activities Center is available to all currently-enrolled students for relaxation, recreation or interaction with other students or involvement with extra-curricular activities. The area is open from 8:00



a.m.- 10:00 p.m. Monday through Thursday and 8:00 a.m.- 4:00 p.m. on Friday. The Center comprises (1) student lounge, (2) weight room, (3) student lockers, and showers, (4) walking track, (5) meeting rooms, (6) holding kitchen, (7) classrooms, (8) art studio, (9) SGA office, (10) Gamma Beta Phi office, (11) restrooms and (12) gymnasium. Only Cleveland Community College students are permitted to use the gym and weight room. Basketballs may be checked out in Student Services. Any adult (18 or over) may use the walking track.

### **SNACK BAR**

A variety of hot and cold foods are available in the campus Snack Bar. Hours of operation are from 7:00 a.m.- 1:30 p.m. and 2:30 p.m.- 9:00 p.m. Monday - Thursday, and Friday 7:00 a.m.-2:00 p.m. Because of the limited space, students are encouraged to use the tables only for eating.

### **STUDENT GOVERNMENT ASSOCIATION**

All students are members of the Student Government Association. The Student Government Association at CCC takes an active part in life at school. The purpose of this organization is:

1. To represent the individual thinking, the integrity, the ideas, and the interests of the students within Cleveland Community College.
2. To encourage cooperation between students, faculty, and administration.
3. To sponsor activities or endeavors that will be of benefit to the student body and Cleveland Community College.
4. To do all things necessary to promote the welfare of the student body.

Officers of the CCC SGA attend the North Carolina Comprehensive Community College Student Government Association meetings. This enables the students to meet new people and exchange ideas from different schools for the enhancement of their respective organizations.

### **STUDENT BEHAVIOR**

#### *Students Rights and Responsibilities*

The rights of students as citizens are acknowledged and reaffirmed. The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the College recognizes, declares, and vests certain rights in each student enrolled at the College.

Students are responsible for reading and understanding the College Catalog and Student Handbook. Students are responsible for acting as

responsible adults and for proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains with the student. Students are required to keep the Office of Admissions/Registrar up to date on their current addresses and telephone numbers.

### **Student Code of Conduct and Jurisdiction of Judicial Bodies and Disciplinary Responsibilities of College Officials, Disciplinary Procedures, and Appeal**

It is expected that students will conduct themselves as responsible adults at all times. The College has an inherent responsibility to maintain order on its campus; therefore, students may be suspended or dismissed by the appropriate Vice President for behavior deemed incompatible with the mission, the regulation or responsibility of the College. Disruptive classroom behavior, destruction of school property, stealing, cheating, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the use of any drug as defined under the North Carolina Controlled Substance Act. G.S. 90-89 through G.S. 90-94 in or on any part of the Cleveland Community College campus will not be tolerated. Any violation of these regulations will result in expulsion from the College. In addition, any infraction which is a violation of North Carolina law will be turned over to local authorities.

#### **Due Process Procedures On Grievances**

1. A student wishing to appeal any decision at the College should first appeal the decision to the instructor or administrator making the decision.
2. If not satisfied, an appeal may be made in writing to the Due Process Committee which will recommend action to the President. The Executive Vice-President of the College serves as Chairman of the Due Process Committee.
3. Further appeal would be made directly to the Board of Trustees in writing. The Board will make a decision based on the written appeal and the forwarded recommendations of the President and Due Process Committee.

#### **INCLEMENT WEATHER**

The College President will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations. If day classes are cancelled, night classes are automatically cancelled.

## COOPERATIVE EDUCATION

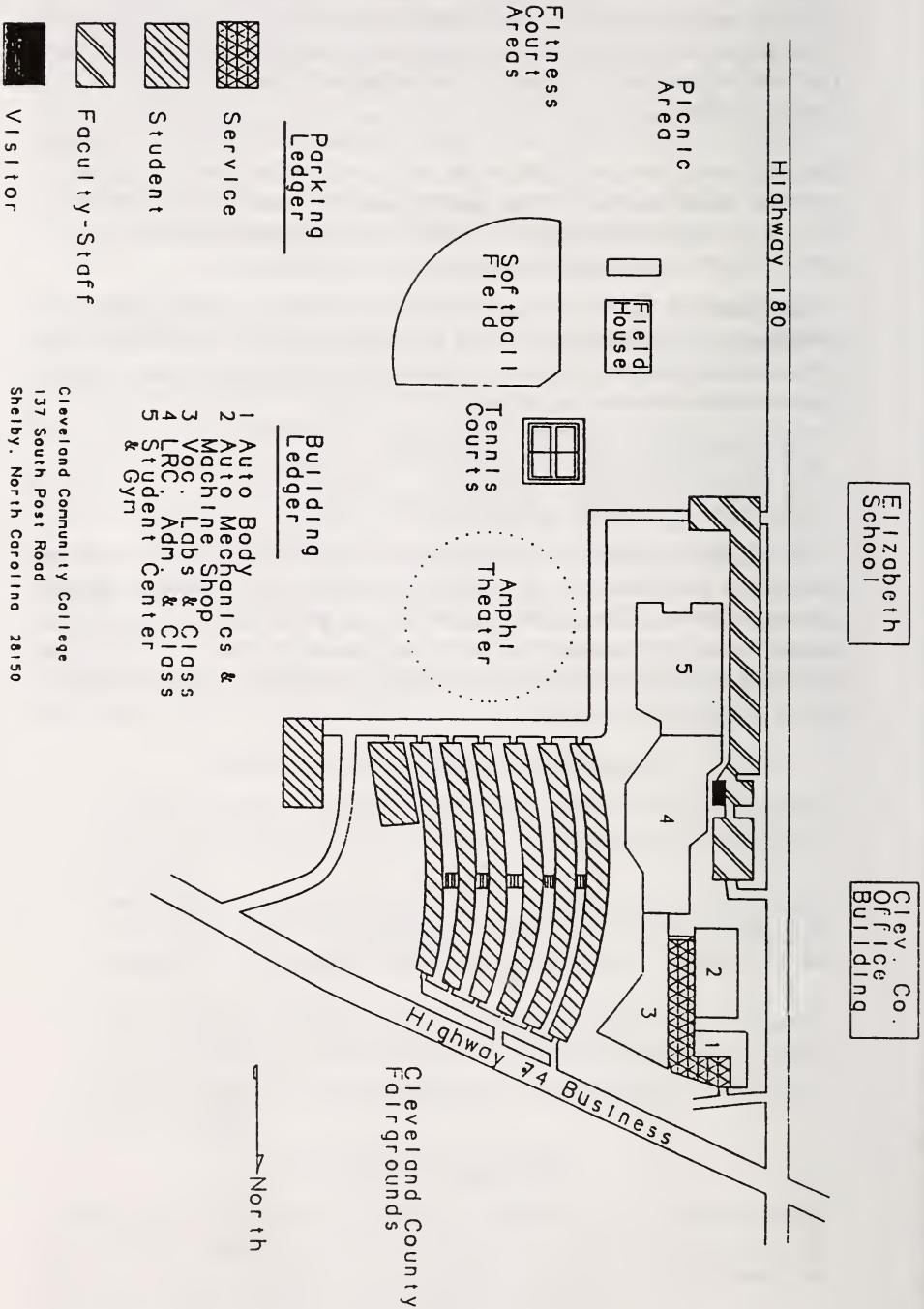
Cooperative Education (Co-op) is designed to give students enrolled in many programs within the College a chance to work on a job while completing their degrees. This combination of classroom instruction with practical/related work experience provides numerous benefits to participating students.

Co-op students work from two to six quarters in part-time or full-time jobs with employers selected and/or approved by the College. Academic credit is given for the learning gained during the work period. Students are contacted periodically by an instructor coordinator, and receive on-the-job supervision by the employers.

**ELIGIBILITY.** Any full-time students who are enrolled in programs offering Co-op for academic credit and who have earned a minimum of 12 hours toward their degree requirements are eligible to participate, if they meet the following conditions:

- (1) Approval of instructor coordinator
- (2) Have a minimum of 2.0 GPA
- (3) Approval from program director

**ACADEMIC CREDIT.** Credit hours for Cooperative Education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn from two to twelve quarter hours of Co-op credit toward their degree requirements. (See individual curriculum programs for number of elective hours available.)



# FINANCIAL INFORMATION

Cleveland Community College operates on the quarter system. Each quarter is eleven weeks in length. Students pursuing a program of study are required to register and pay all fees at the beginning of each quarter. A student is not registered until tuition and fees are paid in the Business Office. Every effort is made to keep the student's expenses at a minimum. Tuition cost is set by the State Board of Education and is subject to change.

## TUITION

Current rates for all college transfer, general education, technical or vocational curriculum students.\*

### North Carolina Students:

<b>Full-time (12 or more credit hours)</b>	<b>105.00</b>
<b>Part-time (less than 12 credit hours)</b>	<b>8.75</b>

### Out-of-State Students:

<b>Full-time (12 or more quarter hours)</b>	<b>981.00</b>
<b>Part-time (less than 12 credit hours)</b>	<b>81.75</b>

\*Tuition and fees are waived by the State for persons 65 years of age or older. If accident insurance were desired these persons would need to purchase this at the current rate.

## FINANCIAL RESPONSIBILITY

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the school. All tuition, fees, and any other expenses must be paid prior to entering class. Any deviation from this policy must be approved by the President of the College.

## RESIDENCE STATUS FOR TUITION PAYMENT

1. General Statute 116-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:  
 "To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an

institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual."

2. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Each enrolled student is responsible for the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request at Student Services.

### **BOOKS, SUPPLIES, AND BOOKSTORE**

A student is required to buy the necessary textbooks and supplies. An average cost of books will vary from \$60 to \$150 per quarter, depending on the curriculum and number of courses taken. Books and supplies are sold during regular bookstore hours.

### **STUDENT INSURANCE**

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to insure safety, it is felt to be in the interest of all students to provide some measure of insurance protection.

A group policy, providing the desired insurance protection, is available through the Business Office. The cost of the insurance is approximately \$7.50 per year. If you are not already covered by accident insurance we strongly recommend this policy to you.

Any accident, regardless of how minor it may be, must be reported to the instructor in the area. The policy is limited to coverage, both in the time period covered and the amounts provided for each accident. Information concerning the policy and coverage is distributed during each registration period and is also available in Student Services. Claims for accidents should be turned in at Student Services.

Personal liability insurance is required of all Practical Nursing and Radiologic Technology students. The cost of coverage is \$15.00 per year.

### **GRADUATION FEE**

All students eligible to graduate from a curriculum program will be required to pay a graduation fee (approximately \$22.00) one month prior to the time they are to complete their programs. The fee covers the cost of graduation (cap and gown, diploma or degree with case).

## STUDENT ACTIVITY FEE

All students enrolled for seven or more credit hours are required to pay a student activity fee of \$8.00 each Fall, Winter, Spring quarter. Students enrolled for less than seven credit hours will pay a student activity fee of \$4.00 each quarter. All summer quarter students will pay a \$4.00 student activity fee. The Student Government Association budgets this money yearly with the approval of the Administration. Included in the budgeting are the following items: Paw Prints, The Bridge, men's and women's athletics, intramurals, fall, spring, and summer festivals, SAGA dues and conventions, ID cards, parking stickers, and other student related activities.

## CHARGE FOR RETURNED BANK CHECKS

There will be a charge of \$5.00 assessed any student who gives the College a bank check which is returned from the bank because of insufficient funds.

## REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten days after the first day of classes as published in the Calendar of Events. Tuition refunds will not be considered after that time.

Tuition refunds will not be made for tuition of \$5.00 or less. Refunds will not be made to students enrolled in short-term, non-credit classes, activity fees, or for accident insurance fees. Full refund will be made should the College cancel a class or program. Refund checks are normally issued within three weeks after the close of late registration.

## PARKING (MOTOR VEHICLE AND TRAFFIC REGULATIONS FOR CLEVELAND COMMUNITY COLLEGE)

### I. General Information

The control and enforcement of motor vehicle conduct is necessary both for the safety of the individual and the efficient operation of Cleveland Community College.

- A. In the following information the term *campus* shall refer to that property operated by Cleveland Community College and those other properties when used by CCC for educational purposes.
- B. The term *motor vehicle* shall include all vehicles which are covered by the motor vehicle laws of North Carolina.
- C. No student with an outstanding traffic infraction may receive end-of-quarter grades until receiving clearance from the Campus Security Committee and paying all fines.

D. Student parking is in the large lot on the fairground side of the campus.

II. Registration of Vehicles

A. All faculty, staff and students, part-time and full-time, shall be required to have their vehicle or vehicles registered by the business office and to affix an appropriate decal on the driver's side of the rear bumper. There shall be no charge to register vehicles.

B. Campus visitors, law enforcement vehicles, and service vehicles are specifically exempted from registering their vehicles. However they are expected to obey all other regulations.

III. Regulations

A. It shall be the responsibility of the Campus Security Committee to recommend traffic regulations to the President of the College for presentation to the Board of Trustees for approval.

B. Enforcement of regulations shall be administered by the Campus Security Committee.

C. Those students assessed fines shall pay those to the Campus Business Office (For redress, see part IV.)

D. The following shall be considered violations of campus motor vehicle regulations and the corresponding fine:

- 1. Vehicle showing no registration .....\$5.00
- 2. Parking in improper area.....3.00
- 3. Parking by backing vehicle into area .....1.00
- 4. Double parking or blocking a legally parked vehicle.....3.00
- 5. Speeding in excess of 10 mph.....3.00
- 6. Failure to yield right-of-way to pedestrian.....3.00
- 7. Reckless driving.....5.00

E. This College reserves the right to remove any illegally parked vehicle by a College vehicle, privately owned wrecker, or other means. The violator shall be responsible for any tow charge in addition to the violation fee.

F. The registered operator is responsible for the use of the vehicle.

IV. Redress

A. A committee shall be made to exist which will be known as the Campus Safety and Traffic Committee.

B. It shall be the responsibility of this committee to determine final disposition of fines for which anyone may feel that he/she was unnecessarily charged.

C. This committee shall be composed of the following:

- 1. One member of the Campus Security Committee, not the chairman.
- 2. One member of the Campus Safety Committee, not the chairman.
- 3. One member of the Student Government Association, not the president.



- V. The Campus Security Committees shall have power to recommend changes in the above regulations provided the change is properly communicated to the administration, faculty, staff, and students of Cleveland Community College.

### FINANCIAL AID INFORMATION

The fundamental purpose of the Financial Aid Program at Cleveland Community College is to provide financial assistance, based on financial need, to students who normally could not attend post-secondary school without aid. Financial aid at CCC is based on a needs analysis. The student may complete any of the approved needs analysis forms to apply for financial aid. These forms are the Financial Aid Form (FAF), the Family Financial Statement (FFS), or the Application for Federal Student Aid. Cleveland Community College prefers that the student use the FFS form. The forms may be picked up in the Financial Aid Office. For aid other than the Pell Grant, additional forms may be required.

In accordance with the Omnibus Drug Initiative Act of 1988, as a precondition to receive Federally funded financial aid, (e.g., Pell Grant, Campus Based Programs) each student receiving assistance must certify that he or she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of enrollment covered by a grant. If convicted of a drug related Federal or State offense, the institution must withhold any further Title IV payments to the student until determination by the appropriate authority is made regarding fraud on the part of the student.

- Financial aid at CCC consists of scholarships, grants, loans, work study or any combination of these as determined by the financial aid office.
- The student or the family of the student has the primary responsibility for post-secondary educational cost. Financial aid awarded by the College is based on the need of the student to supplement the family or student contributions.
- Recipients of financial aid who withdraw from the College must personally notify the Financial Aid Office of this action. Also, any changes in name, marital status, address, academic program, or enrollment status must be reported to the Financial Aid Office.
- The primary purpose of financial aid to assist the student in receiving an education. To be assured of continued financial aid, students must maintain “satisfactory progress” in accordance with the College’s grading policy, listed in the catalog under “Academic Progress” and completing one-half or more of work attempted.
- Any commitment of federal funds (Pell grant, SEOG, CWS, NCSIG) is tentative and contingent upon subsequent Congressional appropriation and actual receipt of fund by Cleveland Community College.
- The Financial Aid Office reserves the right, on behalf of the College, to review and adjust or cancel an award anytime there is indication of

- changes in financial status, academic program, good academic standing, or failure to observe reasonable standards of conduct.
- Recipients of financial aid from the College are to notify the Financial Aid Office of any other financial aid extended to them from sources outside the College prior to acceptance of outside aid.
  - Most student aid is based on full-time enrollment. Twelve (12) credit hours are required for full-time status; 9-11 credit hours for 3/4 time status, and 6-8 credit hours for 1/2 time status. Student aid is not usually paid for less than 1/2 enrollment.

## **APPLICATION PROCESS**

All applicants for financial aid at Cleveland Community College shall have completed and mailed to the Processing Center the Family Financial Statement (FFS) or the other standard need analysis document approved by CCC. All students shall apply for the Pell Grant if they wish to be considered for other federal, state, or institutional financial aid that is based on need. Students are encouraged to complete the application process as soon as income taxes and reports are filed or the source of income has been verified. In addition to verification of income, whether taxable or non-taxable, students may be requested to verify or document federal income taxes paid, number in household, number attending post-secondary institutions, and independent student status. Students should mail the FFS on or before the first of July to insure completion of the application process prior to Fall Quarter. Students completing and mailing the FFS needs analysis applications on the day of registration are not awarded their grant until the application process is complete.

## **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 continue to receive financial aid, a student must demonstrate satisfactory progress as defined below.

- 1) Satisfactory progress for Financial Aid at CCC is defined as any student in good academic standing, not on academic probation, and who has completed one-half (1/2) or more of the work registered for the previous quarter.

- 2) Continuing students applying for financial assistance (Title IV funds which include PELL Grant, Supplemental Educational Opportunity Grant, College Work-Study, Guaranteed Student Loan, Plus Loan, and State Student Incentive Grant) will be evaluated each fall quarter to determine, by the Standards of Satisfactory Progress, whether the student has successfully completed the minimum percentage of work toward his/her objective, degree, or certificate. Other students entering during the same academic year mentioned above will be evaluated by the FAO the entering quarter.
- 3) The maximum time frame a full-time student would have to complete his/her course should be:
  - 3 years or 12 quarters for degree programs
  - 1 ½ years or 6 quarters for vocational programs
 A half-time or three quarter student must satisfactorily complete the appropriate fraction of maximum hours established for completion of his/her course work.
- 4) Students registered under the Special Credit Program are NOT eligible for the Title IV Program.

If a curriculum student is placed on academic probation or suspension for the first time and applies for admission as a “new” student in another program, the financial aid award is terminated. The student may reestablish eligibility for the federal student aid funds after attending one or more quarters and removing the academic probation, when suspended, or attend one quarter with good standing in a new program when suspended.

Re-entry status is determined by internal evaluation and transfer of credit. After the re-entry quarter, the first definition of satisfactory progress applies.

## **TYPES OF FINANCIAL ASSISTANCE**

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

Application procedures and eligibility requirements, as stated in the academic bulletin, apply for any program. Students having a 4-year degree may apply for any program except Pell Grant and SEOG.

## **GRANTS**

### **Pell Grant**

All financial aid applicants are required to apply for the Pell Grant. The Pell Grant is a federal student aid entitlement program which provides a foundation of financial assistance to which other forms of aid may be added.

The U.S. Department of Education determines the student's eligibility for financial aid based on a formula developed annually and reviewed by Congress. This formula is applied consistently to all applicants and takes into account income, assets, family size, etc. The formula uses the information provided on the application to produce an eligibility index number which determines the amount of aid to be received. The Student Aid Report (SAR) will be mailed directly to the student approximately 4 to 6 weeks after submitting the application. The SAR should be brought immediately to the Financial Aid Office.

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

SEOG is also a federal program. However, it is not an entitlement program like the Pell Grant. Recipients are determined by the Director of Financial Aid who awards the grant according to the exceptional financial need of the student. The amount of the award is determined according to the family income and their ability to assist the student.

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

These grants are available to legal North Carolina residents who are full-time students in good standing with CCC and have a demonstrated need. Amounts are determined by the student's financial need in relation to available resources and the cost of education. Grants may range up to \$2000 per academic year, but may not exceed one-half the cost of unmet need. Repayment is not required.

### **Job Training Partnership Act (JTPA)**

JTPA is a federally funded, skill development program for economically disadvantaged students. Application and recipient selection is processed through the Employment Security Commission, Shelby, NC.

## **EMPLOYMENT**

### **College Work-Study Program (CWS)**

A work-study program is awarded to students (enrolled at least half-time) demonstrating an unmet need beyond Pell Grant. This program allows students to earn a portion of the cost of their education. Work-study participants will work a supervised schedule, usually 8-12 hours per week. Job descriptions outline the responsibilities of the assigned work-study.

## **SCHOLARSHIP PROGRAMS**

**Gamma Beta Phi Scholarship** — The Gamma Beta Phi offers a scholarship of one hundred dollars per quarter to a worthy student. Students interested in applying for this scholarship should do so at the Financial Aid Office.

**NC Rehabilitation Association Scholarship Program** — The purpose of this program is to promote professional excellence in rehabilitation through the granting of a scholarship to the student in rehabilitation who best demonstrates his/her potential to contribute to the advancement of rehabilitation in the State of North Carolina.

**NC Community College Scholarship Program** — To qualify as a candidate for these scholarships, a person would have to meet the established criteria. A copy of the eligibility criteria is available in the Financial Aid Office. Applications must be submitted to the FAO and selection is determined by the scholarship committee.

**The Wachovia Technical Scholarship** is awarded annually to two students who are enrolled full-time in the second year of a technical curriculum and is based on need and scholastic promise.

**The Southern Bell Scholarship** is awarded annually to two NC resident students who are enrolled full-time in a course of study leading to a degree or diploma. The recipient must maintain academic progress and continue enrollment at CCC. Financial need receives top priority.

**The Clyde Cash Memorial Scholarship** — established December 1981, in memory of Clyde Cash, chemistry instructor, provides annual scholarship awards to graduating seniors from Cleveland County High Schools.

**The Robert Hoover Memorial Scholarship Fund** — established June, 1982, in memory of Bob Hoover, English instructor, provides annual scholarship awards to graduating seniors from Cleveland County High Schools.

**The Todde Greene Memorial Scholarship** — established October, 1987, in memory of Todde Greene by his parents, provides an annual scholarship to a nursing student.

**The Ruth Anthony Memorial Scholarship** — established May, 1984, in memory of Ruth Anthony, professional businesswoman for Fields Young, Inc., provides an annual scholarship to a person applying for admission to a secretarial science curriculum, at Cleveland Community College. The recipient must exhibit the desire and ability to be the best professional secretary possible. The Financial Aid Committee will select the recipient based on need, interest, aptitude, and department recommendation. Applications must be submitted to the Financial Aid Office by April 1.

**The Fraley Scholarship** — is awarded annually to two students from either Industrial Management or Business Administration. Applications and recommendations must be submitted to the FAO and selection is determined by the scholarship committee.

**The Vision Cable Scholarship** — is sponsored through a joint effort by Vision Cable of Shelby and the Media in Motion Club of Cleveland Community College. This is a merit based scholarship with nominations coming from the Communications Technology staff according to established criteria. The Scholarship Committee will make scholarship selection.

**Violet Thomas Memorial Scholarship** is a limited scholarship-partial funding for drama student(s). Awards are made by the dean of Arts, Sciences, and Public Services.

**Vocational Rehabilitation** — Students with mental, physical or emotional handicaps which limit employment opportunities may be eligible. For information, students should contact the nearest Vocational Rehabilitation Services, Shelby, NC 28150.

### **Other Sources**

American Business Women's Club Scholarship  
Cleveland County Negro Women's Club Scholarship  
Cleveland Memorial Hospital Auxiliary Scholarship

Students interested in the above should contact the appropriate agency. The Financial Aid Office assists in directing students to these agencies.

Scholarship recipients are expected to be full-time students with financial need. Students selected for scholarships who withdraw/drop courses must notify the FAO. The reason for withdrawing/dropping courses will be evaluated to see if the scholarship should be forfeited. Replacement for the scholarship is at the discretion of the FAO. This recipient will be selected from the pool of candidates interviewed for the original scholarships.

### **Veterans, National Guard and Reserve Programs**

**N.C. National Guard Tuition Assistance Programs (NCNG)** — Tuition assistance is available for members of the North Carolina National Guard. Applications are available at guard units and the Office of the Adjutant General, P.O. Drawer 2628, Raleigh, NC 27611.

**Veterans Benefits** — Cleveland Community College is approved for eligible veterans and wives, widows and children of disabled or deceased veterans. Applications may be obtained at the CCC Veterans Office or the nearest county Veterans Office.

**Veterans and War Orphans Grant** — These grants are available to immediate family members of deceased or disabled veterans (service connected). Families of POW's and MIA's classified as such for ninety days are eligible. Students should contact: Division of Veterans Affairs, P.O. Box 26206, Raleigh, NC 27611.

**North Carolina Reservist Benefits** — Tuition and benefits may be obtained through the Reserve.

### **Veterans Affairs**

The Office of Veterans Affairs provides information and assistance to eligible veterans and dependents of disabled or deceased veterans in applying for educational benefits.

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for grad-

uation in the chosen curriculum. Students must, in the judgment of the College, maintain satisfactory progress for continued eligibility.

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment:

1. Application for admission;
2. Proper application for VA benefits (Forms 22-1990, 22-5490, or 28-1990);
3. High school transcript or GED scores and transcript of academic record for each college previously attended;
4. If no VA benefits have been received for prior training;
  - (a) DD-214
  - (b) marriage certificate (if applicable)
  - (c) divorce decree (if applicable)
  - (d) dependent children's birth certificates (if applicable)
5. If VA benefits have been received for prior training, the student submits a change of program form (22-1995).

The VA will not pay for enrollment in the following: (1) course audits (2) independent study (3) telecourses (4) repeated courses previously passed (5) courses not required in chosen curriculum.

## LOANS

### **NC Insured Student Loan**

To be eligible to apply, a student must be a resident of North Carolina, enrolled or accepted for enrollment on at least a half-time basis. An undergraduate student may borrow \$2,500 a year, not to exceed the cost of education. If the adjusted gross income of the student's family is more than \$30,000 the borrower will have to demonstrate need in order to qualify for the federal interest benefits.

Currently, the annual percentage rate on the loan is nine percent. An insurance fee of up to 1% and a 5% origination fee are deducted from the loan check. A grace period of 6 months is allowed after half-time enrollment ceases and before repayment begins.

The NC Insured Student Loan application is available in the Financial Aid Office. The FFS must be filed along with documentation of the previous year's income, taxable and non-taxable, for verification purposes.

**USA FUNDS** — Non-resident student applications for guaranteed student loans are made through Wachovia Bank and Trust, using the USA FUNDS application and promissory note. These applications may be obtained from the Financial Aid Office. The same FFS and income documentation requirements mentioned above in NCISL are needed for USA FUNDS. The procedures and policies governing the disbursement/repayment of these loans are the same as NCISL.

**The NC Student Loan Program for Health, Science, and Mathematics** — The purpose of this loan program is to provide financial assistance to and encourage North Carolinians who desire to pursue career opportunities in the health, science, and mathematics disciplines. The General Assembly makes available appropriations for loans for the instructional programs of Radiologic Technology, Business Computer Programming, and Electronic Engineering Technology at Cleveland Community College.

**NC Vocational Technical Student Loan Program** — This loan program established April, 1984, makes funds available for loans to students enrolled in the vocational and technical curriculums. A student may borrow a maximum of \$300 each academic year under this program.



# DEGREE CREDIT PROGRAMS



# ***LIBERAL ARTS AND COMMUNICATIONS DEPARTMENT***

## **COLLEGE TRANSFER PROGRAM**

A large number of students plan their programs in order to eventually transfer to four-year colleges and universities. Students enroll in what is usually referred to as the transfer, or college parallel, curriculum which offers courses that parallel those offered during the first two years at a four-year institution. Most of the credits earned in this curriculum may be transferred to colleges and universities as the first and second years of a baccalaureate degree program.

Cleveland Community College's transfer program includes many courses designed to prepare students for upper division study in such fields as business, education, engineering, dentistry, law, and medicine. A specially designed general transfer sequence of courses (Pre-Liberal Arts or Pre-Science) is also available for students who have not yet decided upon a major, but who intend to transfer their credits toward a four-year degree.

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

1. The transferability of courses taken at CCC is determined solely by the institution to which the student transfers. Curricula and courses have been developed to facilitate transfer of credits. However, some four-year institutions have specific requirements which warrant special attention.
2. Students are responsible for meeting the entrance requirements of the institution to which they plan to transfer. Students should work with their faculty advisors to ensure that they take courses which enable them to meet these requirements.
3. Completion time for college transfer studies will be longer than six or seven quarters if the student needs to enroll in developmental courses.

4. Due to course schedules and personal situations, night students will usually need longer periods than two years to complete their studies.

Students enrolled in the college transfer program will earn the Associate in Arts or Associate in Science degree after completing the prescribed 96 credit hours (quarter hours) of study.

### **ASSOCIATE OF ARTS DEGREE**

Students who select the Associate of Arts degree at Cleveland Community College transfer to senior colleges to pursue such majors as the following:

Art	Foreign Languages	Music
Business Administration	History	Psychology
Education	Law	Social Work
English	Ministry	Sociology

An Associate of Arts degree will be granted to students completing the following requirements:

#### **A. General Education Requirements**

1. The satisfactory completion of no fewer than 96 quarter hours.
2. The completion of no fewer than 30 hours in electives and no more than 36 hours in electives. The completion of no fewer than 60 hours in required courses and no more than 66 hours in required courses.

#### **B. Specific Graduation Requirements**

1. Completion of 9 quarter hours of skills in communications as verified by the following sequence: ENG 130, 131, 132.
2. Completion of 15-18 quarter hours from at least two different disciplines of the following humanities and fine arts courses: (3 hour courses)
  - a. ART 101, 205
  - b. DRA 105
  - c. ENG 105, 201, 204, 221, 222, 207
  - d. MUS 101
  - e. PHI 101
  - f. REL 101
3. Completion of 9 quarter hours of mathematics as follows: MAT 121, 122, 123
4. Completion of 12 quarter hours of a laboratory science from the following sequences of courses:
  - a. BIO 101, 102, 103
  - b. CHM 101, 102, 103
  - c. PHY 201, 202, 203

5. Completion of 12-15 quarter hours from at least two different disciplines of the following social science courses: (3 hour courses)
  - a. HIS 101, 102, 103; HIS 110, 111, 112
  - b. PSY 101, 201, 202
  - c. SOC 101, 202, 203
6. Completion of 3 quarter hours of physical education, including at least 3 activity courses, chosen from the following:
  - a. Lecture Courses: HEA 106, HEA 107 (3 hour courses)
  - b. Activity Courses: PED 101, 102, 103, 104, 105, 108, 110, 111, 112, 113, 114, 115 (1 hour courses)Students with a medical disability may substitute lecture courses for activity courses.

### C. Elective Graduation Requirements

1. Completion of 30-36 quarter hours of electives to be selected from any of the following areas:
  - a. Humanities (ART 101, 102, 103, 151, 202, 203, 205; DRA 105, 106, 200, 202, 208; ENG 105, 107, 200, 203, 204, 221, 222, 207, 210, 216, 217, 218; MUS 101; PHI 101; REL 101, 102, 103) (3 hour courses)
  - b. Mathematics (MAT 117, 201, 202, 203, 210) (3 hours courses)
  - c. Science (BIO 101, 102, 103; CHM 101, 102, 103; PHY 201, 202, 203) (4 hour courses)
  - d. Social Science (HIS 101, 102, 103, 110, 111, 112; POL 102, 103; PSY 101, 103, 201, 202, 208, 209, 210, 238, 240; SOC 101, 202, 203, 208) (3 hour courses)
  - e. Business Courses: BUS 120, 121, 122 (6 hour courses); ECO 102, 104 (5 hour courses); EDP 101 (4 hour course), approved elective
  - f. Education Courses (EDU 201, 203) (3 hour courses)Electives may include up to 6 quarter hours of co-op or work experience.
2. Courses used to satisfy specific graduation requirements may not be used again for elective requirements.

#### A.A. PRE-BUSINESS

I. **Communications** (9 quarter hours) ENG 130, 131, 132

II. **Humanities and Fine Arts** (15 quarter hours)

**Humanities** (9 quarter hours) Select two: ENG 105, 201, 204; Dra 105. Select one: PHI 101; REL 101 (3 hour courses)

**Fine Arts** (6 quarter hours) Select two: ART 101, 205, ENG 107; MUS 101 (3 hour courses)

III. **Mathematics** (9 quarter hours) MAT 121, 122, 123

IV. **Science** (12 quarter hours) Select BIO 101, 102, 103, or CHM 101, 102, 103 or PHY 201, 202, 203

V. **Social Science** (12 quarter hours) Select one sequence of courses and one course from one of the other disciplines: HIS 101, 102, 103; PSY 101, 201, 240; SOC 101, 202, 203 (3 hour courses)

VI. **Physical Education** (3 quarter hours) Select three courses from the following: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour courses)

Students with a medical disability may take HEA 106 or HEA 107 (3 hour courses) instead of activity classes.

VII. **Electives** (36 quarter hours)

(32 hours) BUS 120, 121, 222; ECO 102, 104; EDP 101; 4 quarter hours of approved electives of co-op

#### **A.A. Pre-Education: Early Childhood/Elementary**

I. **Communications** (9 quarter hours) ENG 130, 131, 132

II. **Humanities and Fine Arts** (18 quarter hours)

**Fine Arts** (6 quarter hours) Select two: ART 101; ENG 107; MUS 101 (3 hour courses)

**Humanities** (12 quarter hours) ENG 105, 201 (3 hour courses)

Select: ENG 221, 222 or 207 (3 hour courses)

Select: REL 101 or PHI 101 (3 hour courses)

III. **Mathematics** (9 quarter hours) MAT 121, 122, 123

IV. **Science** (12 quarter hours) Select BIO 101, 102, 103 or CHM 101, 102, 103 or PHY 201, 202, 203

V. **Social Science** (15 quarter hours)

(9 quarter hours) HIS 101, 102, 103 or HIS 110, 111, 112

(3 quarter hours) PSY 101

(3 quarter hours) Select one: PSY 201, 202, 208, 209, 210; SOC 101, 202, 203 (3 hour courses)

VI. **Physical Education** (3 quarter hours)

Select three courses from the following: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour courses)

Students with a medical disability may take HEA 106 or HEA 107 (3 hour courses) instead of activity classes.

**VII. Electives** (30 quarter hours)

1. (21 hours) ART 151; DRA 208; EDU 201, 202; PSY 208, 209, 210 (3 quarter hours) Select ENG 204 or DRA 105; 6 quarter hours of approved electives or co-op
2. Students in Pre-Education should select elective courses keeping with the program requirements of the college or university to which they plan to transfer.
3. Courses used to satisfy specific graduation requirements may not be used again for elective requirements.

**A.A. Pre-Education: Intermediate/Secondary****I. Communications** (9 quarter hours) ENG 130, 131, 132**II. Humanities and Fine Arts (18 quarter hours)**

**Fine Arts** (6 quarter hours) Select two: ART 101, ENG 107, MUS 101 (3 hour courses)

**Humanities** (12 quarter hours) ENG 105, 201 (3 hour courses)  
Select: ENG 221, 222 or 207 (3 hour courses)

Select: REL 101 or PHI 101 (3 hour courses)

**III. Mathematics** (9 quarter hours) MAT 121, 122, 123**IV. Science** (12 quarter hours) Select BIO 101, 102, 103 or CHM 101, 102, 103 or PHY 201, 202, 203**V. Social Science** (15 quarter hours)

(9 quarter hours) HIS 101, 102, 103 or 110, 111, 112 (3 hour courses)

(3 quarter hours) PSY 101

(3 quarter hours) Select one: PSY 103, 201, 202, 208, 210; SOC 101, 202, 203 (3 hour courses)

**VI. Physical Education** (3 quarter hours)

Select three courses from the following: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour courses)

Students with a medical disability may take HEA 106 or HEA 107 (3 hour courses) instead of activity class.

**VII. Electives** (30 quarter hours)

1. (15 hours) EDU 201, 202; PSY 103, 208, 210 (3 hour courses) (3 hours) Select ENG 204 or DRA 105 (3 hour courses)  
12 quarter hours of approved electives (may include up to 6 quarter hours of co-op or work experience)
2. Students in Pre-Education should select elective courses in keeping with the program requirements of the college or university to which they plan to transfer.

3. Courses used to satisfy specific graduation requirements may not be used again for elective requirements.

### **A.A. Pre-Liberal Arts**

- I. **Communications** (9 quarter hours) ENG 130, 131, 132
- II. **Humanities and Fine Arts** (18 quarter hours)
  - Literature** (9 quarter hours) ENG 105, 201; Select ENG 221, 222 or 207 (3 hour courses)
  - Fine Arts** (6 quarter hours) Select two: ART 101, 205; ENG 107, MUS 101 (3 hour courses)
  - Humanities** (3 quarter hours) Select PHI 101 or REL 101 (3 hour courses)
- III. **Mathematics** (9 quarter hours) MAT 121, 122, 123
- IV. **Science** (12 quarter hours) Select BIO 101, 102, 103 or CHM 101, 102, 103 or PHY 201, 202, 203
- V. **Social Science** (15 quarter hours)
  - Select HIS 101, 102, 103 or HIS 110, 111, 112 (9 quarter hours)
  - Select two courses (6 quarter hours) from PSY 101, 201, 202, 240; SOC 101, 202, 203 (3 hour courses)
- VI. **Physical Education** (3 quarter hours)
  - Select three courses from the following: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour courses)
  - Students with a medical disability may take HEA 106 or HEA 107 (3 hour courses) instead of activity classes.
- VII. **Electives** (30 quarter hours)
  1. Completion of 30 quarter hours of electives to be selected from any of the following areas:
    - a. Humanities (ART 101, 102, 103, 151, 202, 203, 205; DRA 105, 106, 200, 202, 208; ENG 105, 107, 200, 203, 204, 221, 222, 207, 210, 216, 217, 218; MUS 101; PHI 101; REL 101, 102, 103 (3 hour courses)
    - b. Mathematics (MAT 117, 201, 202, 203, 210 (3 hour courses)
    - c. Science (BIO 101, 102, 103; CHM 101, 102, 103; PHY 201, 202, 203) (4 hour courses)
    - d. Social Science (HIS 101, 102, 103, 110, 111, 112; POL 102, 102; PSY 101, 103, 201, 202, 208, 209, 210, 238, 240; SOC 101, 202, 203, 208) (3 hour courses)
    - e. Business Courses (BUS 120, 121, 222 (6 hour courses); ECO 102, 104 (5 hour courses); EDP 101 (4 hour course); approved elective
    - f. Education Courses (EDU 201, 203) (3 hour courses) Electives may include up to 6 quarter hours of co-op or work experience.

2. Courses selected will depend upon the student's major area of interest. At last two disciplines must be included. Students must have advisor approval in designing the electives block.
3. Courses used to satisfy specific graduation requirements may not be used again for elective requirements.

### **ASSOCIATE OF SCIENCE DEGREE**

Students who select the Associate of Science degree at Cleveland Community College transfer to senior colleges to pursue such majors as the following:

Agriculture	Mathematics	Physical Therapy
Dentistry	Optometry	Science
Engineering	Pharmacy	Veterinary Medicine

An Associate of Science degree will be granted to the students completing the following requirements:

#### **A. General Education Requirements**

1. The completion of no fewer than 96 quarter hours. The completion of 26 hours in electives. The completion of 70 hours in required courses.

#### **B. Specific Graduation Requirements**

1. The completion of 9 hours of skills in communications as verified by the following sequence: ENG 130, 131, 132
2. The completion of 6 quarter hours from the following humanities and fine arts courses:
  - a. ART 101 (3 hour course)
  - b. ENG 105, 107, 201 (3 hour courses)
  - c. PHI 101 (3 hour course)
  - d. REL 101 (3 hour course)
3. Completion of 19 quarter hours of mathematics: MAT 121, 122, 123, 201, 202
4. Completion of 24 quarter hours of sciences from two of the following sequences of courses:
  - a. BIO 101, 102, 103
  - b. CHM 101, 102, 103
  - c. PHY 201, 202, 203
5. Completion of 9 quarter hours of social science from the following:
  - a. HIS 101, 102, 103 (3 hour courses)
  - b. PSY 101, 103, 201, 208, 210 (3 hour courses)
  - c. SOC 101, 202, 203 (3 hour courses)
6. Completion of 3 quarter hours of physical education, including at least 3 activity courses, chosen from the following:



- a. Lecture courses: HEA 106, 107 (3 hour courses)
- b. Activity courses: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour courses)

Students with a medical disability may substitute lecture courses for activity courses.

### C. Elective Graduation Requirements

1. Completion of 26 quarter hours of electives to be selected from any of the following areas:
  - a. Humanities (ART 101, 103, 205; DRA 105, 200; ENG 105, 107, 200, 201, 204, 221, 222, 207, 216, 217, MUS 101; PHI 101; REL 101 (3 hour courses)
  - b. Mathematics (MAT 117, 203) (3 hour courses)
  - c. Science (BIO 101, 102, 103, 107, 108, 201, 102, 205; CHM 101, 102, 103; PHY 201, 202, 203) (4 hour courses)
  - d. Social Science (HIS 101, 102, 103, 110, 111, 112; PSY 101, 103, 201, 208, 210; SOC 101, 202, 203) (3 hour courses)
  - e. Business Courses (EDP 101) (4 hour courses)
  - f. Education Courses (EDU 201) (3 hour courses)

Electives may include up to 6 quarter hours of co-op or work experience.
2. Courses used to satisfy graduation requirements may not be used again for elective requirements.

### A.S. Pre-Science

- I. **Communications** (9 quarter hours) ENG 130, 131, 132
- II. **Humanities and Fine Arts** (6 quarter hours)
  - Humanities** (3 quarter hours) Select one: ENG 105, 201; PHI 101; REL 101 (3 hour courses)
  - Fine Arts** (3 quarter hours) Select one: ART 101; ENG 107 (3 hour courses)
- III. **Mathematics** (19 quarter hours) MAT 121, 122, 123, 201, 202
- IV. **Science** (24 quarter hours)
  - Select two of the following sequences:
    - BIO 101, 102, 103 (4 hour courses)
    - CHM 101, 102, 103 (4 hour courses)
    - PHY 201, 202, 203 (4 hour courses)
- V. **Social Science** (9 quarter hours)
  - Select one of the following sequences:
    - HIS 101, 102, 103 (3 hour courses)
    - PSY 101, 208 and either PSY 103 or 210 (3 hour courses)
    - SOC 101, 202, 203 (3 hour courses)

**VI. Physical Education** (3 quarter hours)

Select three courses from the following: PED 101, 102, 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115 (1 hour course)

Students with a medical disability may take HEA 106 or HEA 107 (3 hour courses) instead of activity classes.

**VII. Electives** (26 quarter hours)

1. Elective credit must include EDP 101 and 22 additional hours selected from any of the following areas:
  - a. Humanities (ART 101, 103, 205; DRA 105, 200; ENG 105, 107, 200, 201, 204, 221, 222, 207, 216, 217; MUS 101; PHI 101; REL 101) (3 hour courses)
  - b. Mathematics (MAT 117, 203) (3 hour courses)
  - c. Science (BIO 101, 102, 103, 107, 108, 201, 202, 205) (4 hour courses)
  - d. Social Science (HIS 101, 102, 103, 110, 111, 112; PSY 101, 103, 201, 208, 210; SOC 101, 202, 203) (3 hour courses)
  - e. Education Courses (EDU 201) (3 hour course)Electives may include up to 6 quarter hours of co-op or work experience.
2. Courses selected will depend upon the student's major area of interest. At least two disciplines must be included. Students must have advisor approval in designing the electives block.
3. Courses used to satisfy specific graduation requirements may not be used again for elective requirements.

# ASSOCIATE IN GENERAL EDUCATION DEGREE (G-020)

## THE CURRICULUM

The required courses in the curriculum are selected to provide the basic general education requirements of liberal arts programs and to meet basic needs for successful progress toward program objectives. Electives should be chosen in accordance with student interests and ultimate objectives. Students may wish to place heavy emphasis on courses in business, technical, or social science areas, depending on their educational or occupational plans.

The general education program is designed for the student who is basically interested in two years of education beyond the high school. This program provides a basic core of course work in the following areas:

English and Literature .....	12 Quarter Hours
Fine Arts .....	9 Quarter Hours
Social Science and History .....	24 Quarter Hours
Science and Mathematics .....	21 Quarter Hours

This introduction into the broad fields of knowledge permits the student to explore self and clarify life goals. With this background one is able to intelligently choose additional course work in terms of interests and social needs.

When the student has completed basic general education requirements and accumulated electives to a total of 96 quarter hours, an Associate in General Education Degree will be granted.

## REQUIRED COURSES FOR GRADUATION (66 Quarter Hours)

### English and Literature (12 Quarter Hours)

			Hours		
Title			Class	Lab	Credit
ENG	130	English Grammar and Composition	3	0	3
ENG	131	Composition, and Introduction to Literature	3	0	3
ENG	132	Composition, Research, and Documentation	3	0	3

Select *one* of the following:

ENG	105	Masterpieces of World Literature	3	0	3
ENG	201	English Literature Survey	3	0	3
ENG	221	American Literature Survey I	3	0	3
ENG	207	Southern American Writers	3	0	3

### Fine Arts (9 Quarter Hours)

Select *three* of the following:

ART	101	Art Appreciation	3	0	3
ART	205	Film Appreciation	3	0	3
ENG	107	Theatre Appreciation	3	0	3
MUS	101	Music Appreciation	3	0	3

### Social Science and History (24 Quarter Hours)

HUM	101	Dimensions of Human Experience	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
PSY	101	Introduction to Psychology	3	0	3
REL	101	Major World Religions	3	0	3
SOC	101	Introduction to Sociology	3	0	3

Select *one* three course sequence:

HIS	101	World Civilization I	3	0	3
HIS	102	World Civilization II	3	0	3
HIS	103	World Civilization III	3	0	3
or					
HIS	110	American History I	3	0	3
HIS	111	American History II	3	0	3
HIS	112	American History III	3	0	3

### Science and Mathematics (21 Quarter Hours)

MAT	121	College Algebra I	3	0	3
MAT	122	College Algebra II	3	0	3
MAT	123	College Algebra III	3	0	3

Select *one* three course sequence:

BIO	101	Biology I-Principles of Biology	3	2	4
BIO	102	Biology II-Zoology	3	2	4
BIO	103	Biology III-Botany	3	2	4
or					
CHM	101	Chemistry I	3	2	4
CHM	102	Chemistry II	3	2	4
CHM	103	Chemistry III	3	2	4
or					
PHY	101	Physics I	3	2	4
PHY	102	Physics II	3	2	4
PHY	103	Physics III	3	2	4

**Electives (30 Quarter Hours)**

Electives include courses from the Associate in Arts and Associate in Science and technical programs and also the following:

ART	105	Western Civilization Art History	3	0	3
ART	204	Advanced Painting Seminar	2	2	3
ART	206	Elements of Film	3	0	3
ENG	100	Basic English Skills	3	0	3
ENG	116	Journalism I	3	0	3
ENG	117	Journalism II	3	0	3
ENG	118	Publication Design and Production I	2	2	3
ENG	119	Publication Design and Production II	2	2	3
ENG	120	Publication Design and Production III	2	2	3
ENG	121	Publication Design and Production IV	2	2	3
ENG	209	Creative Writing Workshop	3	0	3
MAT	100	Basic Arithmetic Skills	3	0	3
MAT	106	Math for Pharmacology	3	0	3
MAT	210c	College Math for Teachers	2	0	2
POL	204	Great Decisions—Foreign Policy	3	0	3
POL	205	The U.S. Constitution	1	0	1

# ASSOCIATE IN APPLIED SCIENCE DEGREE COMMUNICATIONS TECHNOLOGY (T-154)

The Communications Technology curriculum prepares individuals to enter the communications field in industry or education. Students will acquire technical and professional experiences in various aspects of media production.

Graduates may be employed as media technicians by industrial education departments, libraries, public schools, community colleges, universities, medical centers or other educational facilities. The program will provide students with a broad range of skills from which they may choose to specialize. Technicians may have duties including photography, graphic art, producing, directing, equipment maintenance and others.

## COURSE AND HOUR REQUIREMENTS

### MAJOR COURSES:

			Hours		
		Title	Class	Lab	Credit
AVM	100	Introduction to Television and Cable Production	3	2	4
AVM	101	Advanced Television and Cable Production	3	2	4
AVM	102	Introduction to AV Equipment and Basic Production	2	2	3
AVM	103	Media Writing	3	2	4
AVM	104	Introduction to Mass Communications	3	0	3
AVM	200	Media Production I	3	2	4
AVM	201	Media Production/Lab Project	0	10	5
AVM	202	Media Production II	3	2	4
AVM	205	Equipment Repair	2	2	3
AVM	206	Lighting and Sound	2	2	3
AVM	207	Video Graphics	3	2	4
AVM	208	Law and Ethics	3	0	3
CAT	116	Photography I	2	2	3
CAT	117	Photography II	2	2	3
CAT	118	Basic Film Technology	2	2	3
			36	34	53

## RELATED COURSES:

ART	102	Beginning Drawing	2	2	3
ART	205	Film Appreciation	3	0	3
BUS	204	Business Communications	4	0	4
DRA	105	Theatrical Performance	2	2	3
DRA	106	Dramatic Production	2	2	3
COA	101	Introduction to Computer Technology	4	0	4
ELN	100	Introduction to Electronics	4	0	4
MAT	101	Principles of Math	4	0	4
			<u>25</u>	<u>6</u>	<u>28</u>

## GENERAL EDUCATION:

ENG	105	Masterpieces of World Literature	3	0	3
ENG	130	English Grammar and Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research, and Documentation	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
SOC	101	Introduction to Sociology	3	0	3
REL	101	Major World Religions	3	0	3
			<u>21</u>	<u>0</u>	<u>21</u>

## WORK EXPERIENCE:

(Students may substitute electives)

6

## ELECTIVES:

0

Total hours required for graduation = 105



# ***BUSINESS, ACCOUNTING AND MANAGEMENT***

## **ASSOCIATE IN APPLIED SCIENCE DEGREES ACCOUNTING (T-016)**

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

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

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

### **COURSE AND HOUR REQUIREMENTS**

#### **MAJOR COURSES:**

			<b>Hours</b>		
<b>Title</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
BUS	123	Business Finance I	4	0	4
BUS	124	Business Finance II	4	0	4
BUS	222	Accounting III	4	4	6
BUS	223	Intermediate Accounting I	4	4	6
BUS	224	Intermediate Accounting II	4	4	6
BUS	225	Cost Accounting I	2	2	3
BUS	226	Cost Accounting II	2	2	3
BUS	229	Taxes I	4	0	4
BUS	230	Taxes II	4	0	4
BUS	269	Auditing I	3	0	3
EDP	210	Lotus 1-2-3	3	2	4
			<hr/>	<hr/>	<hr/>
			46	26	59



## RELATED COURSES:

BUS	101	Introduction to Business	4	0	4
BUS	109	Business Mathematics I	4	0	4
BUS	111	Business Mathematics II	4	0	4
BUS	115	Business Law I	4	0	4
BUS	116	Business Law II	4	0	4
BUS	219	Credit Procedures and Problems	4	0	4
BUS	235	Business Management	4	0	4
ECO	102	Economics I	5	0	5
ECO	104	Economics II	5	0	5
			<u>38</u>	<u>0</u>	<u>38</u>

Each student is required to take at least  
38 hours of the above related courses.

## GENERAL EDUCATION:

ENG	104	Reading Dynamics	3	0	3
ENG	130	English Grammar and Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research, and Documentation	3	0	3

Select 6 more hours from any course with a prefix of: ENG, ART, PHY, SOC, CHM, MAT, PSY, BIO, DRA, MUS, POL			6	0	6
			<u>18</u>	<u>0</u>	<u>18</u>

WORK EXPERIENCE: (Student may substitute electives)					4
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ELECTIVES:					0
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Total hours required for graduation = 119

## BUSINESS ADMINISTRATION (T-018)

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

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

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

**COURSE AND HOUR REQUIREMENTS****MAJOR COURSES:**

			Hours		
Title			Class	Lab	Credit
BUS	101	Introduction to Business	4	0	4
BUS	115	Business Law I	4	0	4
BUS	123	Business Finance I	4	0	4
BUS	124	Business Finance II	4	0	4
BUS	204	Business Communications	4	0	4
BUS	219	Credit Procedures and Problems	4	0	4
BUS	229	Taxes I	4	0	4
BUS	230	Taxes II	4	0	4
BUS	233	Human Resources Management	4	0	4
BUS	235	Business Management	4	0	4
COA	101	Introduction to Computer Technology	4	0	4

Select *all* of the following courses:

BUS	162	Fundamentals of Real Estate I	6	0	6
BUS	164	Real Estate Law	3	0	3
BUS	209	Real Estate Finance	3	0	3
BUS	234	Real Estate Sales and Brokerage	3	0	3

or

Select 16 credit hours from the following:

BUS	109	Business Mathematics I	4	0	4
BUS	111	Business Mathematics II	4	0	4
BUS	116	Business Law II	4	0	4
BUS	239	Marketing	4	0	4
BUS	290	Personal Finance & Money Management	4	0	4
			59	0	59
			or		
			60	0	60

**RELATED COURSES:**

BUS	102	Keyboarding/Typewriting	2	2	3
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
BUS	222	Accounting III	4	4	6
BUS	231	Leadership Development	4	0	4
ECO	102	Economics I	5	0	5
ECO	104	Economics II	5	0	5
EDP	210	Lotus 1-2-3	3	2	4
			31	0	31

Each student is required to take at least 35 hours of the above related courses.

**GENERAL EDUCATION:**

ENG	104	Reading Dynamics	3	0	3
ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition & Introduction to Literature	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3

Select six more hours from any course with a prefix of:

ENG, ART, PHY, SOC, PSY, DRA,  
MUS, POL

18	0	18
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**WORK EXPERIENCE/ELECTIVES:**

6

Total hours required for graduation = 114 or 115

# INDUSTRIAL MANAGEMENT (T-049)

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

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

## COURSE AND HOUR REQUIREMENTS

### MAJOR COURSES:

			Hours		
Title			Class	Lab	Credit
ECO	201	Labor Economics	4	0	4
COA	101	Intro to Computer Technology	4	0	4
ENV	206	Environmental Law	4	0	4
ISC	107	OSHA	4	0	4
ISC	120	Principles of Industrial Management I	4	0	4
ISC	121	Principles of Industrial Management II	4	0	4
ISC	122	Industrial Drawing	4	0	4
ISC	209	Plant Layout	4	0	4
ISC	211	Work Measurement	4	0	4
ISC	213	Production Planning	4	0	4
ISC	218	Plant Security	4	0	4
ISC	220	Management Problems	4	0	4
ISC	224	Elements of Industrial Hygiene	4	0	4
ISC	243	Free Enterprise	4	0	4
PHY	107	General Physics	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>
			60	0	60

### RELATED COURSES:

BUS	123	Business Finance I	4	0	4
BUS	235	Business Management	4	0	4
MAT	101	Principles of Math	4	0	4
MAT	102	Introduction to Algebra	4	0	4
MAT	117	Introduction to Statistics	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>
			20	0	20

Each student is required to take at least 20 hours of the above related courses.

## GENERAL EDUCATION:

ENG	103	Report Writing	3	0	3
ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition & Introduction to Literature	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3
PSY	101	Introduction to Psychology	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>

WORK EXPERIENCE: (Students may substitute electives) 6

ELECTIVES: (Suggested elective: BUS 120) 6

Total hours required for graduation = 110

## COMPUTER OFFICE AUTOMATION TECHNOLOGY (T-192)

The purpose of Computer Office Automation Technology is to prepare students for employment with business, industry, and government organizations that use or are preparing to use computers to process information. Students will learn to use an array of software (such as spreadsheet, data base, communication and word processing packages) to solve common accounting, finance, forecasting, marketing, sales, scheduling and statistical problems. Students will also learn the fundamentals of interfacing microcomputers with other hardware devices including mainframe computers and telephone modems. This program emphasizes the development of office automation applications and systems that address managerial information processing needs.

**COURSE AND HOUR REQUIREMENTS**

## MAJOR COURSES:

			Hours		
Title			Class	Lab	Credit
BUS	102	Keyboarding/Typewriting	2	2	3
COA	101	Intro to Computer Technology*	4	0	4
COA	102	Microcomputer Applications	4	0	4
COA	110	Data Entry	2	2	3
COA	120	Microcomputer Operating Systems*	3	2	4
EDP	106	Word Processing I*	3	2	4
EDP	107	Word Processing II	3	2	4
EDP	116	Basic Language Programming I*	3	2	4
EDP	117	Basic Language Programming II	3	2	4
EDP	118	Basic Language Programming III	3	2	4
EDP	210	LOTUS 1-2-3*	3	2	4
EDP	211	Advanced LOTUS 1-2-3	3	2	4
EDP	212	Data Base Management*	3	2	4
EDP	213	Advanced Data Base Management	3	2	4
COA	130	Microcomputer Graphics*	3	2	4
COA	210	Microcomputer Office Systems*	4	0	4
COA	270	Microcomputer Systems Project	1	6	4
COA	140	Hardware Maintenance and Installation*	3	2	4
COA	230	Data Communications*	3	2	4
COA	240	Automated Accounting Systems*	3	2	4
COA	260	Microcomputer Training and Support	4	0	4
BUS	271	Office Management*	4	0	4
			*	*	*

Students must take a minimum of 70 credit hours from the major courses. Classes denoted by an asterisk are required.

## RELATED COURSES:

BUS	109	Business Math I	4	0	4
BUS	111	Business Math II	4	0	4
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
BUS	204	Business Communications	4	0	4
			20	8	24

## GENERAL EDUCATION:

ENG	103	Report Writing	3	0	3
ENG	130	Grammar and Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	204	Fundamentals of Speech	3	0	3

Choose 6 credit hours from the areas of:  
ENG, ART, MUS, HIS, PHI, REL, or SOC

WORK EXPERIENCE: (Students may substitute electives.) 3

ELECTIVES: 0

TOTAL CREDITS: 115

# ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

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

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

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

## COURSE AND HOUR REQUIREMENTS

### MAJOR COURSES:

			Hours		
Title			Class	Lab	Credit
BUS	102	Keyboarding/Typewriting	2	2	3
BUS	103	Document Formatting	2	2	3
BUS	104	Document Prod./Word Processing	2	2	3
BUS	205	Advanced Word Processing Appl.	2		3
BUS	106	Shorthand I	2	2	3
BUS	107	Shorthand II	2	2	3
BUS	108	Shorthand III	2	2	3
BUS	206E	Dictation and Transcription I	2	2	3
BUS	207E	Dictation and Transcription II	2	0	3
BUS	208E	Dictation and Transcription III	2	2	3
BUS	211	Office Machines - Duplicating	0	2	1
BUS	214	Administrative Office Procedures	2	2	3
BUS	112	Records Management	2	2	3
EDP	106	Word Processing I	3	2	4
EDP	107	Word Processing II	3	2	4
BUS	271	Office Management	4	0	4
FAS	105	Professional Development	4	0	4
BUS	201	Machine Dictation and Transcription	2	2	3
EDP	210	LOTUS 1-2-3	3	2	4
BUS	122	Payroll Accounting	2	2	3
			45	36	63

## RELATED COURSES:

COA	102	Microcomputer Applications	4	0	4
BUS	231	Leadership Development	4	0	4
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
BUS	204	Business Communications	4	0	4
BUS	109	Business Mathematics I	4	0	4
BUS	101	Introduction to Business	4	0	4
BUS	210	Typing Office Practice	2	2	3
			<u>30</u>	<u>10</u>	<u>35</u>

## GENERAL EDUCATION:

ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research and Documentation	3	0	3
ENG	104	Reading Dynamics	3	0	3
ENG	204	Fundamentals of Speech	3	0	3

Select three additional hours in General Education.			3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>

WORK EXPERIENCE/ELECTIVES: (Students may substitute electives.) 4

Total hours required for graduation = 120

## GENERAL OFFICE (T-033)

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

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

**COURSE AND HOUR REQUIREMENTS**

## MAJOR COURSES:

		<b>Title</b>	<b>Class</b>	<b>Hours Lab</b>	<b>Credit</b>
BUS	102	Keyboarding	2	2	3
BUS	103	Document Formatting	2	2	3
BUS	104	Document Prod./Word Processing	2	2	3
BUS	205	Advanced Word Processing App.	2	2	3
BUS	112	Records Management	2	2	3
BUS	210	Typing Office Practice	2	2	3
BUS	201	Machine Dictation and Transcription	2	2	3
BUS	214	Administrative Office Procedures	2	2	3
BUS	211	Office Machines - Duplicating	0	2	1
EDP	106	Word Processing I	3	2	4
EDP	107	Word Processing II	3	2	4
BUS	271	Office Management	4	0	4
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
BUS	122	Payroll Accounting	2	2	3
FAS	105	Professional Development	4	0	4
			<u>40</u>	<u>32</u>	<u>56</u>

## RELATED COURSES:

BUS	101	Introduction to Business	4	0	4
BUS	109	Business Mathematics I	4	0	4
BUS	115	Business Law I	4	0	4
BUS	204	Business Communications	4	0	4
EDP	210	LOTUS 1-2-3	3	2	4

## Select three courses from the following:

BUS	232	Sales Development	4	0	4
BUS	239	Marketing	4	0	4
BUS	123	Business Finance I	4	0	4
BUS	229	Taxes I	4	0	4
BUS	235	Business Management	4	0	4
COA	101	Introduction to Computer Technology	4	0	4
ECO	102	Economics I	5	0	5
ECO	104	Economics II	5	0	5
BUS	117	Personal Law	4	0	4
BUS	231	Leadership Development	4	0	4
BUS	243	Advertising	4	0	4
BUS	245	Retailing	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>

31-33      2 32-34

## GENERAL EDUCATION:

ENG	130	English Grammar and Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research, and Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3
ENG	104	Reading Dynamics	3	0	3

## Select three additional hours from

General Education

			3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>

WORK EXPERIENCE/ELECTIVES: (Students may substitute electives.)

3

Total hours required for graduation = 109-111



# MEDICAL OFFICE TECHNOLOGY

## (T-032)

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

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

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

### COURSE AND HOUR REQUIREMENTS

#### MAJOR COURSES:

			Hours		
Title			Class	Lab	Credit
BUS	102	Keyboarding	2	2	3
BUS	103	Document Formatting	2	2	3
BUS	104	Document Prod./Word Processing	2	2	3
BUS	205	Advanced Word Processing App.	2	2	3
BUS	106	Shorthand I	2	2	3
BUS	107	Shorthand II	2	2	3
BUS	108	Shorthand III	2	2	3
BUS	206E	Dictation and Transcription I	2	2	3
BUS	271	Office Management	4	0	4
BUS	183M	Medical Terminology and Vocabulary I	4	0	4
BUS	284M	Medical Terminology and Vocabulary II	4	0	4
BUS	202M	Medical Dictation and Transcription I	2	2	3
BUS	203M	Medical Dictation and Transcription II	2	2	3
BUS	216	Medical Secretarial Procedures	2	2	3
BUS	112	Records Management	2	2	3
BUS	211	Office Machines - Duplicating	0	2	1
BUS	204	Business Communications	4	0	4
EDP	106	Word Processing I	3	2	4
EDP	107	Word Processing II	3	2	4
			46	30	61

## RELATED COURSES:

BUS	109	Business Mathematics I	4	0	4
BUS	120	Accounting I	4	4	6
BUS	121	Accounting II	4	4	6
EDP	210	LOTUS 1-2-3	3	2	4
BUS	248	Medical Insurance	2	2	3
FAS	105	Professional Development	4	0	4
BIO	107	Anatomy & Physiology I	3	2	4
BIO	108	Anatomy & Physiology II	3	2	4
			<u>27</u>	<u>16</u>	<u>35</u>

## GENERAL EDUCATION:

ENG	130	English Grammar and Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research, and Documentation	3	0	3
ENG	104	Reading Dynamics	3	0	3
ENG	204	Fundamentals of Speech	3	0	3

Select three additional hours in

3 0 3

General Education:

18 0 18

WORK EXPERIENCE/ELECTIVES:

6

Total hours required for graduation = 120

## FASHION MERCHANDISING AND MARKETING TECHNOLOGY (T-143)

The Fashion Merchandising and Marketing curriculum is designed to provide individuals with fundamental skills in fashion and merchandising activities. The individual will become familiar with the properties, characteristics and construction of fabrics, leather, fur, millinery, wigs, jewelry and cosmetics. Emphasis will be placed on selling techniques, buying, merchandising, displaying, pricing and stock planning and control.

Employment opportunities as assistant buyers, fashion coordinators, fashion stylists, indoor display specialists, merchandise clerks and store managers or owners will be available in department stores and specialty stores, wholesale and manufacturing firms, buying offices and advertising agencies.

**COURSE AND HOUR REQUIREMENTS****MAJOR COURSES:**

			Hours		
Title			Class	Lab	Credit
DMK	240	Math for Retail Buying	4	0	4
DMK	249	Fashion Buying and Merchandising	4	0	4
DMK	260	Visual Merchandising	4	0	4
FAS	101	Principles of Fashion Merchandising	4	0	4
FAS	102	Modeling and Social Usage	2	2	3
FAS	103	Fashion Accessories	4	0	4
FAS	104	Fashion Sketching	2	0	2
FAS	105	Professional Development	4	0	4
FAS	106	Fabric Science	4	0	4
FAS	208	Fashion Salesmanship	4	0	4
FAS	209	Fashion Writing, and Communications	4	0	4
FAS	210	Fashion Advertising and Sales Promotion	4	0	4
FAS	211	Introduction to Apparel Design	4	0	4
FAS	212	Psychology of Dress	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>
			52	2	53

**RELATED COURSES:**

Choose 38 Credit Hours from the following:

ART	101	Art Appreciation	3	0	3
ART	105	Western Civilization Art History	3	0	3
BUS	101	Introduction to Business	4	0	4
BUS	102	Keyboarding/Typewriting	2	2	3
BUS	109	Business Mathematics I	4	0	4
BUS	233	Human Resources Management	4	0	4
BUS	239	Marketing	4	0	4
BUS	245	Retailing	4	0	4
ECO	102	Economics I	5	0	5
EDP	101	Introduction to Data Processing	4	0	4
HUM	110	History of Dress	4	0	4
COA	101	Introduction to Computer Technology	4	0	4

Select three hours from other business courses	<u>3</u>	<u>0</u>	<u>3</u>
	*	*	38

**GENERAL EDUCATION:**

ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition & Introduction to Literature	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3
REL	103	Major World Religions	3	0	3
SOC	101	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18

WORK EXPERIENCE/ELECTIVES:	6
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Total hours required for graduation = 115

# ***CRIMINAL JUSTICE DEPARTMENT***

## **CRIMINAL JUSTICE-LAW ENFORCEMENT OPTION (T-129)**

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

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

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

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

**COURSE AND HOUR REQUIREMENTS****MAJOR COURSES:**

			<b>Hours</b>		
<b>Title</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC	101	Introduction to Criminal Justice	4	0	4
CJC	102	Introduction to Criminology	4	0	4
CJC	110	Juvenile Delinquency	4	0	4
CJC	115	Criminal Law	4	0	4
CJC	116	Laws of Arrest, Search and Seizure	4	0	4
CJC	118	Criminal Justice Information Services	4	0	4
CJC	201	Traffic Planning and Management	4	2	5
CJC	205	Criminal Evidence	4	0	4
CJC	208	Patrol Procedures	4	0	4
CJC	209	Criminal Investigation I	4	0	4
CJC	210	Criminal Investigation II	4	0	4
CJC	211	Introduction to Criminalistic	4	2	5
CJC	220	Policed Organization and Management	4	0	4
CJC	225	Criminal Procedures	4	0	4
CJC	240	Defense Tactics and Firearms	2	2	3
CJC	249	Seminar in Criminal Justice	4	0	4
			<u>62</u>	<u>6</u>	<u>65</u>

**RELATED COURSES:**

POL	102	Government-National	3	0	3
POL	103	Government-State and Local	3	0	3
PSY	201	Abnormal Psychology	3	0	3
CAT	116	Photography I	2	2	3
PSY	103	Adolescent Psychology	3	0	3
MAT	101	Principles of Math	4	0	4
PSY	238	Dynamics of Group Encounter	3	0	3
COA	101	Introduction to Computer Technology	4	0	4
PSY	240	Motivating the Individual	3	0	3
			<u>28</u>	<u>2</u>	<u>29</u>

**GENERAL EDUCATION:**

ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition & Introduction to Literature	3	0	3
ENG	132	Composition & Research, & Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3
PSY	101	Introduction to Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
			<u>21</u>	<u>0</u>	<u>21</u>

**WORK EXPERIENCE:**

(Students may substitute electives).

2

Total hours required for graduation = 117

## CRIMINAL JUSTICE-CORRECTIONS OPTION (T-129)

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

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

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

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

### COURSE AND HOUR REQUIREMENTS

#### MAJOR COURSES:

		Title	Hours		Credit
			Class	Lab	
CJC	101	Introduction to Criminal Justice	4	0	4
CJC	110	Juvenile Delinquency	4	0	4
CJC	115	Criminal Law	4	0	4
CJC	116	Laws of Arrest, Search and Seizure	4	0	4
CJC	118	Criminal Justice Information Services	4	0	4
CJC	203	Introduction to Corrections	4	0	4
CJC	204	Introduction to Probation and Parole	4	0	4
CJC	205	Criminal Evidence	4	0	4
CJC	207	Confinement Facilities Administration	4	0	4
CJC	215	Contemporary Correctional Issues	4	0	4
CJC	221	Correctional Administration	4	0	4
CJC	223	Correctional Law	4	0	4

CJC	224	Rehabilitation Techniques	4	0	4
CJC	225	Criminal Procedures	4	0	4
CJC	230	Correctional Counseling	4	0	4
CJC	240	Defense Tactics and Firearms	2	2	3
CJC	249	Seminar in Criminal Justice	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>
			66	2	67

## RELATED COURSES:

POL	102	Government-National	3	0	3
POL	103	Government-State and Local	3	0	3
PSY	201	Abnormal Psychology	3	0	3
CAT	116	Photography I	2	2	3
PSY	103	Adolescent Psychology	3	0	3
MAT	101	Principles of Math	4	0	4
PSY	238	Dynamics of Group Encounter	3	0	3
COA	101	Introduction to Computer Technology	4	0	4
PSY	240	Motivating the Individual	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			28	2	29

## GENERAL EDUCATION:

ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition and Introduction to Literature	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3
PSY	101	Introduction to Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			21	0	21

## WORK EXPERIENCE:

2

(Students may substitute electives.)

Total hours required for graduation = 119

## CRIMINAL JUSTICE-SECURITY OPTION (T-129)

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

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

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, a counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior,

criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

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

## COURSE AND HOUR REQUIREMENTS

### MAJOR COURSES:

			Hours		
		Title	Class	Lab	Credit
CJC	101	Introduction to Criminal Justice	4	0	4
CJC	106	Security Investigation	4	0	4
CJC	110	Juvenile Delinquency	4	0	4
CJC	115	Criminal Law	4	0	4
CJC	116	Laws of Arrest, Search and Seizure	4	0	4
CJC	118	Criminal Justice Information Services	4	0	4
CJC	205	Criminal Evidence	4	0	4
CJC	208	Patrol Procedures	4	0	4
CJC	222	Introduction to Security Systems	4	0	4
CJC	225	Criminal Procedures	4	0	4
CJC	226	Civil and Criminal Responsibilities	4	0	4
CJC	240	Defense Tactics and Firearms	2	2	3
CJC	245	Electronic Detection and Polygraph	4	2	5
CJC	248	Surveillance Techniques	4	0	4
CJC	249	Seminar in Criminal Justice	4	0	4
ISC	107	OSHA	4	0	4
ISC	218	Plant Security	4	0	4
			<u>4</u>	<u>0</u>	<u>4</u>
			66	4	68

### RELATED COURSES:

POL	102	Government-National	3	0	3
POL	103	Government-State and Local	3	0	3
PSY	201	Abnormal Psychology	3	0	3
CAT	116	Photography I	2	2	3
PSY	103	Adolescent Psychology	3	0	3
MAT	101	Principles of Math	4	0	4
PSY	238	Dynamics of Group Encounter	3	0	3
COA	101	Introduction to Computer Technology	4	0	4
PSY	240	Motivating the Individual	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			28	2	29

### GENERAL EDUCATION:

ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition & Introduction to Literature	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3
ENG	204	Fundamentals of Speech	3	0	3

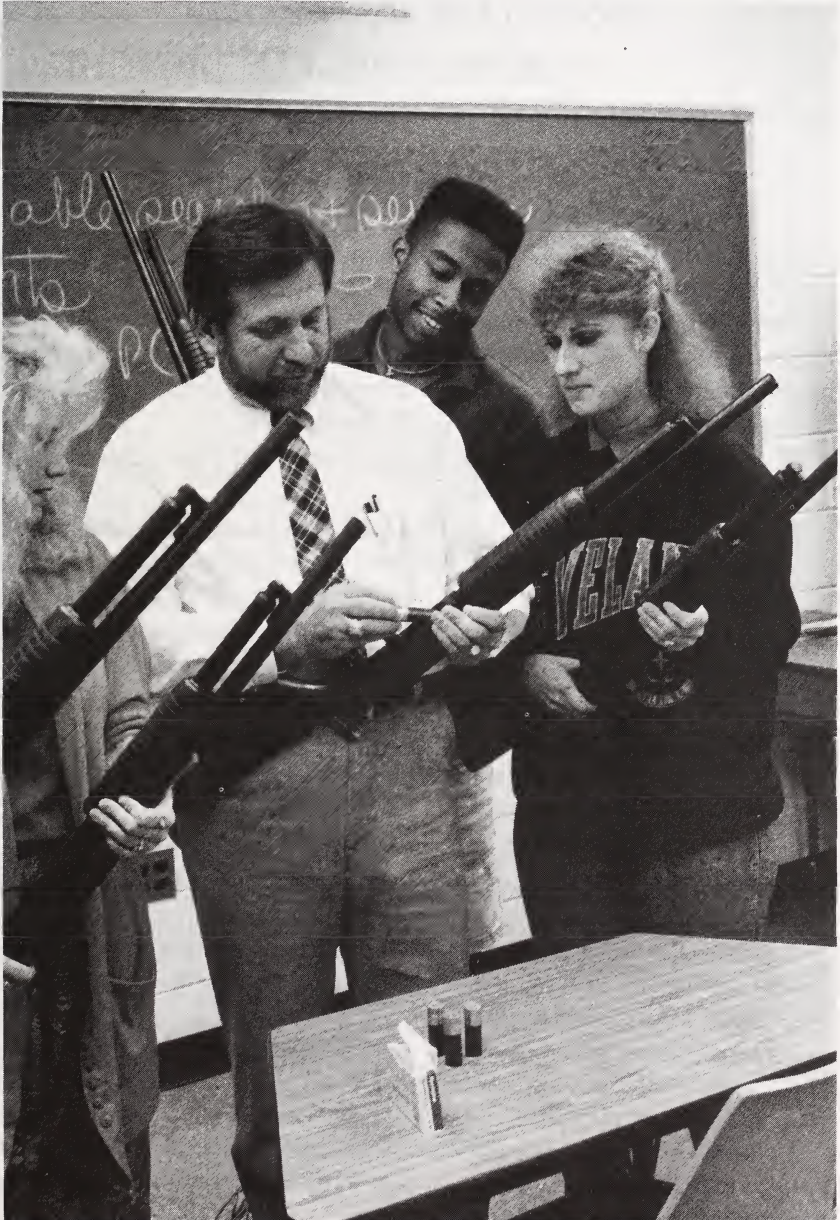


PSY	101	Introduction to Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
PHI	101	Introduction to Philosophy	<u>3</u>	<u>0</u>	<u>3</u>
			21	0	21

WORK EXPERIENCE/ELECTIVES:

2

Total hours required for graduation = 120



# ***RADIOLOGIC TECHNOLOGY DEPARTMENT***

## **ASSOCIATE IN APPLIED SCIENCE DEGREE RADIOLOGIC TECHNOLOGY (T-061)**

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers.

The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities, as directed by physicians qualified to order and/or perform radiologic procedures.

The radiographer shall perform effectively by:

- A. Applying knowledge of the principles of radiation protection for the patient, self and others.
- B. Applying knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph.
- C. Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient.
- D. Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities.
- E. Exercising discretion and judgment in the performance of medical imaging procedures.
- F. Providing patient care essential to radiologic procedures.
- G. Recognizing emergency patient conditions and initiating lifesaving first aid.

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

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

Individuals desiring a career in radiologic technology should take courses in Biology, Algebra and Chemistry and/or Physics prior to entering the program.

**COURSE AND HOUR REQUIREMENTS****MAJOR COURSES**

		Title	Hours			Credit
			Class	Lab	Clinic	
RAD	101	Positioning I	3	2	0	4
RAD	102	Principles of Radiographic Technique I	3	2	0	4
RAD	103	Processing Technique	2	2	0	3
RAD	104	Radiographic Anatomy	4	0	0	4
RAD	105	Critique I	1	0	0	1
RAD	106	Clinical I	0	0	15	5
RAD	110	Introduction to Radiologic Technology	1	0	0	1
RAD	111	Positioning II	3	2	0	4
RAD	112	Principles of Radiographic Technique II	2	2	0	3
RAD	113	Critique II	1	0	0	1
RAD	114	Clinical II	0	0	15	5
RAD	121	Positioning III	3	2	0	4
RAD	123	Critique III	1	0	0	1
RAD	124	Clinical III	0	0	24	8
RAD	131	Positioning IV	4	0	0	4
RAD	134	Clinical IV	0	0	24	8
RAD	141	Special Procedures	2	0	0	2
RAD	201	Radiologic Protection	4	0	0	4
RAD	203	Clinical V	0	0	24	8
RAD	212	Clinical VI	0	0	24	8
RAD	223	Clinical VII	0	0	24	8
RAD	233	Clinical VIII	0	0	36	12
RAD	245	Seminar I	1	0	0	1
RAD	246	Seminar II	1	0	0	1
PHY	108	Radiation Physics	3	2	0	4
			<u>39</u>	<u>14</u>	<u>186</u>	<u>108</u>

**RELATED COURSES:**

BIO	107	Anatomy & Physiology I	3	2	0	4
BIO	108	Anatomy & Physiology II	3	2	0	4
PHY	107	General Physics	4	0	0	4
COA	101	Introduction to Computer Technology	4	0	0	4
MAT	121	College Algebra I	3	0	0	3
MAT	122	College Algebra II	3	0	0	3
MAT	123	Trigonometry	3	0	0	3
			<u>23</u>	<u>6</u>	<u>0</u>	<u>25</u>

**GENERAL EDUCATION:**

ENG	130	English Grammar & Composition	3	0	0	3
ENG	131	Composition & Introduction to Literature	3	0	0	3
ENG	132	Composition, Research, & Documentation	3	0	0	3
HUM	101	Dimensions of Human Experience	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
PSY	201	Abnormal Psychology	3	0	0	3

Select one additional course from the following:

ENG	103	Report Writing	3	0	0	3
ENG	204	Fundamentals of Speech	3	0	0	3
			<u>21</u>	<u>0</u>	<u>0</u>	<u>21</u>

Total hours required for graduation = 154

# ***ALLIED SERVICES DEPARTMENT***

## **ASSOCIATE IN APPLIED SCIENCE DEGREE**

### **ELECTRONICS ENGINEERING TECHNOLOGY (T-045)**

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

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

#### **COURSE AND HOUR REQUIREMENTS**

##### MAJOR COURSES:

			Hours		
		Title	Class	Lab	Credit
ELC	112	Electronic Fundamentals I	3	2	4
ELC	113	Electronic Fundamentals II	3	2	4
ELC	114	Active Devices	3	2	4
ELC	115	Rotary Machines and Controls	3	2	4
ELN	100	Introduction to Electronics	4	0	4
ELN	103	Circuit Layout and Design	3	2	4
ELN	121	Electronic Circuits I	3	2	4
ELN	122	Electronic Circuits II	3	2	4
ELN	123	Introduction to Microprocessors	3	2	4
ELN	208	Industrial Electronics	3	2	4
ELN	218	Logic Fundamentals	3	2	4
ELN	219	Pulse and Logic Circuits	3	2	4
ELN	235	Industrial Instrumentation	3	2	4
ELN	242	Electronic Systems I	3	2	4
ELN	243	Electronic Systems II	3	2	4
ELN	246	Electronic Systems Project	3	2	4
ELN	249	Electronic Techniques and Problem Solving	3	2	4
			<hr/>	<hr/>	<hr/>
			52	32	68

## RELATED COURSES:

EDP	116	Business Basic Language I	3	2	4
MAT	101	Principles of Math	4	0	4
MAT	102	Introduction to Algebra	4	0	4
MAT	121	College Algebra	3	0	3
MAT	122	Algebra II	3	0	3
MAT	123	Trigonometry	3	0	3
PHY	201	Physics I	3	2	4
PHY	202	Physics II	3	2	4
PHY	203	Physics III	3	2	4
			<u>29</u>	<u>8</u>	<u>33</u>

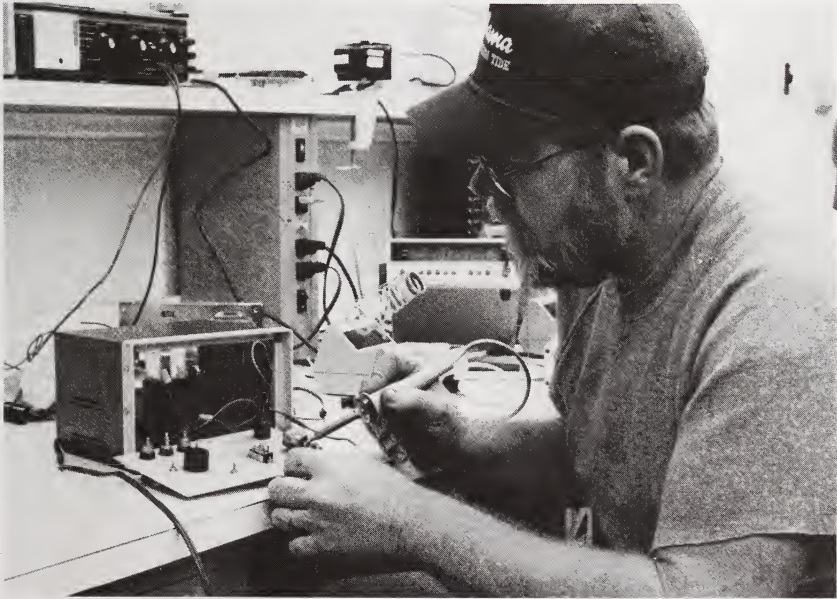
## GENERAL EDUCATION:

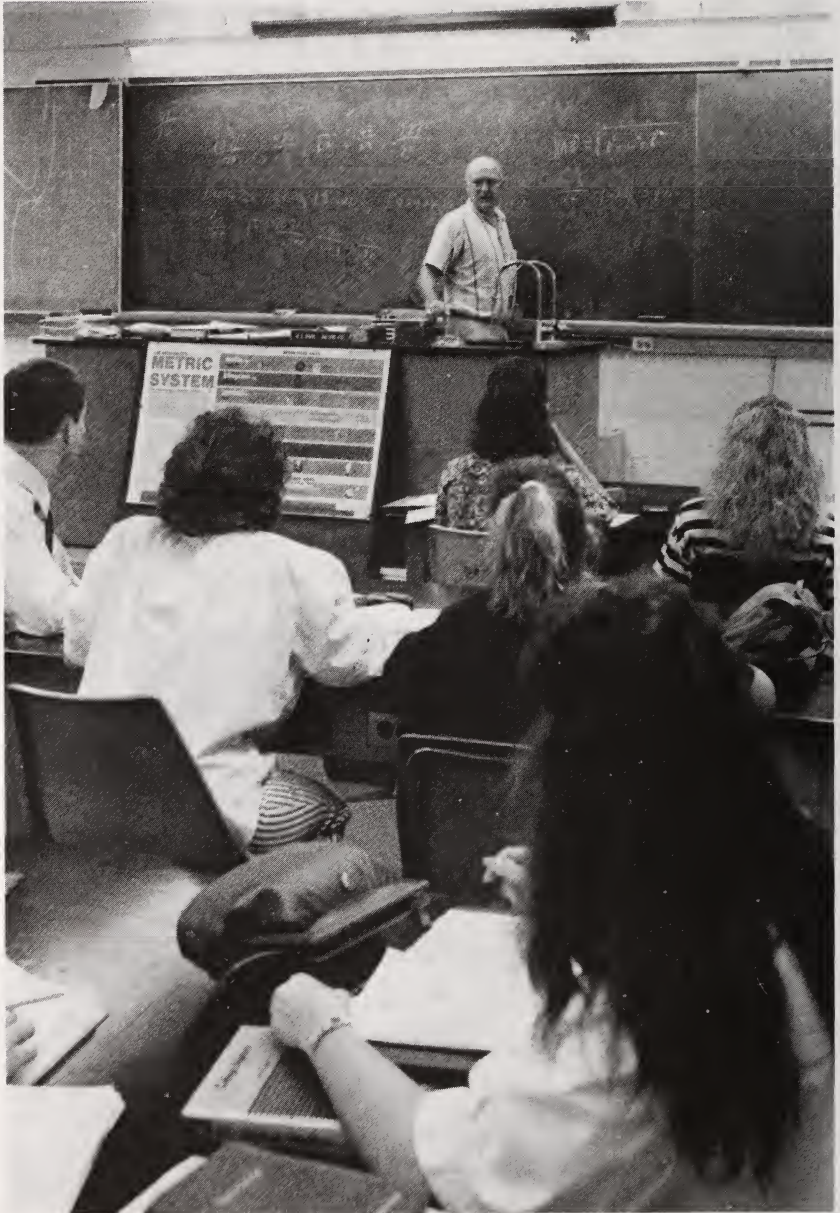
ART	101	Art Appreciation	3	0	3
ENG	130	English Grammar & Composition	3	0	3
ENG	131	Composition, Research, & Documentation	3	0	3
ENG	132	Composition, Research, & Documentation	3	0	3
PSY	101	Introduction to Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>

## WORK EXPERIENCE/ELECTIVES:

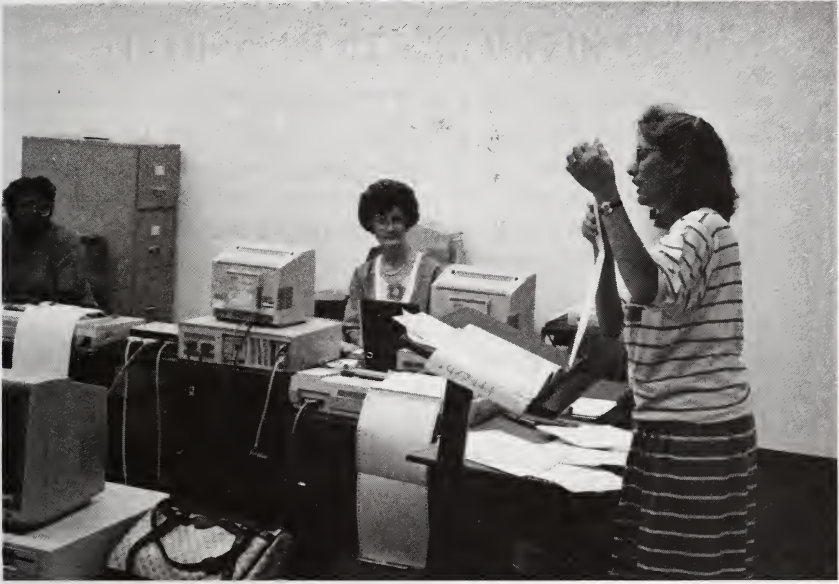
4

Total hours required for graduation = 123





# DIPLOMA CREDIT PROGRAMS



# VOCATIONAL DIPLOMAS

## AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

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

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

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
AHR	1121	Principles of Refrigeration	2	6	4
DFT	110	Introduction to Drafting	4	0	4
ELC	1102	Basic Electricity for Air Conditioning, Heating and Refrigeration	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
WLD	1101	Basic Gas Welding	1	3	2
			<u>13</u>	<u>15</u>	<u>18</u>
<b>Winter Quarter</b>					
AHR	1115	Fundamentals of Heating	2	6	4
PHY	1101	Applied Physics	4	0	4
AHR	1123	Principles of Air Conditioning I	2	6	4
DFT	1116	Blueprint Reading: Air Conditioning	4	0	4
ISC	1101	General Industrial Survey	4	0	4
			<u>16</u>	<u>12</u>	<u>20</u>



**Spring Quarter**

AHR 1128	Automatic Controls	2	6	4
ENG 1102	Communication Skills	4	0	4
AHR 1126	All Year Comfort Systems	2	6	4
PSY 1101	Human Relations	4	0	4
		<u>12</u>	<u>12</u>	<u>16</u>

**Summer Quarter**

AHR 1122	Domestic and Commercial Refrigeration	2	6	4
AHR 1131	State AC, Heat, Refrigeration License Law	4	0	4
AHR 1124	Air Condition and Refrigeration Servicing	2	6	4
AHR 1130	Year Around Duct System Design	4	0	4
		<u>12</u>	<u>12</u>	<u>16</u>

Total hours required for graduation = 70

**NIGHT SEQUENCE**

<b>Fall Quarter</b>	<b>Title</b>	<b>Hours</b>		
		<b>Class</b>	<b>Shop</b>	<b>Credit</b>
AHR 1121	Principles of Refrigeration	2	6	4
DFT 110	Introduction to Drafting	4	0	4
MAT 1101	Vocational Basic Arithmetic	4	0	4
		<u>10</u>	<u>6</u>	<u>12</u>
<b>Winter Quarter</b>				
ELC 1102	Basic Electricity for Air Conditioning, Heating and Refrigeration	2	6	4
ISC 1101	General Industrial Survey	4	0	4
WLD 1101	Basic Gas Welding	1	3	2
		<u>7</u>	<u>9</u>	<u>10</u>
<b>Spring Quarter</b>				
AHR 1115	Fundamentals of Heating	2	6	4
DFT 1116	Blueprint Reading: Air Conditioning	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Summer Quarter</b>				
AHR 1123	Principles of Air Condition I	2	6	4
PHY 1101	Applied Physics I	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Fall Quarter</b>				
AHR 1128	Automatic Controls	2	6	4
ENG 1102	Communication Skills	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Winter Quarter</b>				
AHR 1126	All Year Comfort Systems	2	6	4
PSY 1101	Human Relations	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Spring Quarter</b>				
AHR 1122	Domestic and Commercial Refrigeration	2	6	4
AHR 1131	State AC, Heat, Refrig. License Law	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>

**Summer Quarter**

AHR	1124	Air Condition and Refrigeration Servicing	2	6	4
AHR	1130	Year Around Duct System Design	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8

Total hours required for graduation = 70



# AUTO BODY REPAIR (V-001)

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 repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

Fall Quarter	Title	Class	Hours	
			Shop	Credit
AUT 1111	Auto Body Repair I	2	6	4
AUT 1311	Auto Body Repair II	3	9	6
MAT 1101	Vocational Basic Arithmetic	4	0	4
DFT 110	Introduction to Drafting	4	0	4
		<u>13</u>	<u>15</u>	<u>18</u>
<b>Winter Quarter</b>				
AUT 1112	Auto Body Repair III	2	6	4
AUT 1312	Auto Body Repair IV	3	9	6
PHY 1101	Applied Physics	4	0	4
WLD 1105	Auto Body Welding	1	3	2
		<u>10</u>	<u>18</u>	<u>16</u>
<b>Spring Quarter</b>				
AUT 1113	Metal Finishing and Painting I	2	6	4
AUT 1313	Metal Finishing and Painting II	3	9	6
ENG 1102	Communication Skills	4	0	4
ISC 1101	General Industrial Survey	4	0	4
		<u>13</u>	<u>15</u>	<u>18</u>
<b>Summer Quarter</b>				
AUT 1114	Body Shop Applications I	2	6	4
AUT 1314	Body Shop Applications II	3	9	6
PSY 1101	Human Relations	4	0	4
BUS 287	Small Business Management	4	0	4
		<u>13</u>	<u>15</u>	<u>18</u>

Total hours required for graduation = 70

## NIGHT SEQUENCE

Fall Quarter	Title	Hours		
		Class	Shop	Credit
AUT 1111	Auto Body Repair I	2	6	4
MAT 1101	Vocational Basic Arithmetic	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Winter Quarter</b>				
AUT 1311	Auto Body Repair II	3	9	6
DFT 110	Introduction to Drafting	4	0	4
		<u>7</u>	<u>9</u>	<u>10</u>
<b>Spring Quarter</b>				
AUT 1112	Auto Body Repair III	2	6	4
PHY 1101	Applied Physics	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Summer Quarter</b>				
AUT 1312	Auto Body Repair IV	3	9	6
WLD 1105	Auto Body Welding	1	3	2
		<u>4</u>	<u>12</u>	<u>8</u>
<b>Fall Quarter</b>				
AUT 1113	Metal Finishing and Painting I	2	6	4
ISC 1101	General Industrial Survey	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Winter Quarter</b>				
AUT 1313	Metal Finishing and Painting II	3	9	6
ENG 1102	Communication Skills	4	0	4
		<u>7</u>	<u>9</u>	<u>10</u>
<b>Spring Quarter</b>				
AUT 1114	Body Shop Applications I	2	6	4
PSY 1101	Human Relations	4	0	4
		<u>6</u>	<u>6</u>	<u>8</u>
<b>Summer Quarter</b>				
AUT 1314	Body Shop Applications II	3	9	6
BUS 287	Small Business Management	4	0	4
		<u>7</u>	<u>9</u>	<u>10</u>

Total hours required for graduation = 70

# AUTOMOTIVE MECHANICS

## (V-003)

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

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

### COURSE AND HOURS REQUIREMENTS DAY SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
PME	1101	Internal Combustion Engines I	5	3	6
MEC	1199	Automotive Machine Shop	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
DFT	110	Introduction to Drafting	4	0	4
			<u>15</u>	<u>9</u>	<u>18</u>
<b>Winter Quarter</b>					
PME	1301	Internal Combustion Engines II	2	6	4
PMR	1103	Automotive Analyzing Equipment	5	3	6
PHY	1101	Applied Physics	4	0	4
			<u>11</u>	<u>9</u>	<u>14</u>
<b>Spring Quarter</b>					
AUT	1123	Brakes	2	6	4
AHR	1101	Auto Air Conditioning	2	6	4
ENG	1102	Communication Skills	4	0	4
PME	1227	Power Accessories	1	3	2
			<u>9</u>	<u>15</u>	<u>14</u>
<b>Summer Quarter</b>					
PME	1302	Fuel Systems	5	3	6
PME	1102	Engine Electrical Systems	5	3	6
PME	1221	Front Alignment	2	6	4
PSY	1101	Human Relations	4	0	4
			<u>16</u>	<u>12</u>	<u>20</u>

Total hours required for graduation = 66

## NIGHT SEQUENCE

		Hours		
Fall Quarter	Title	Class	Shop	Credit
PMR 1101	Internal Combustion Engines I	5	3	6
MAT 1101	Vocational Basic Arithmetic	<u>4</u>	<u>0</u>	<u>4</u>
		9	3	10
<b>Winter Quarter</b>				
MEC 1199	Automotive Machine Shop	2	6	4
DFT 110	Introduction to Drafting	<u>4</u>	<u>0</u>	<u>4</u>
		6	6	8
<b>Spring Quarter</b>				
PME 1301	Internal Combustion Engines II	2	6	4
PHY 1101	Applied Physics	<u>4</u>	<u>0</u>	<u>4</u>
		6	6	8
<b>Summer Quarter</b>				
PME 1103	Automotive Analyzing Equipment	5	3	6
PME 1227	Power Accessories	<u>1</u>	<u>3</u>	<u>2</u>
		6	6	8
<b>Fall Quarter</b>				
AUT 1123	Brakes	2	6	4
ENG 1102	Communication Skills	<u>4</u>	<u>0</u>	<u>4</u>
		6	6	8
<b>Winter Quarter</b>				
AHR 1101	Auto Air Conditioning	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
<b>Spring Quarter</b>				
PME 1302	Fuel Systems	5	3	6
PSY 1101	Human Relations	<u>4</u>	<u>0</u>	<u>4</u>
		9	3	10
<b>Summer Quarter</b>				
PME 1102	Engine Electrical Systems	5	3	6
PME 1221	Front Alignment	<u>2</u>	<u>6</u>	<u>4</u>
		7	9	10

Total hours required for graduation = 66

# CARPENTRY AND CABINETMAKING (V-007) (PRISON PROGRAM ONLY)

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

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

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

## COURSE AND HOUR REQUIREMENTS

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
CAR	1101	Carpentry I	2	6	4
CAR	1301	Carpentry II	2	6	4
CAR	1001	Blueprint Layout and Design	4	0	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
			12	12	16
<b>Winter Quarter</b>					
CAR	1102	Carpentry III	2	6	4
CAR	1302	Carpentry IV	2	6	4
ENG	1102	Communication Skills	4	0	4
BUS	287	Introduction to Woodworking	4	0	4
			12	12	16
<b>Spring Quarter</b>					
CAR	1103	Carpentry V	2	6	4
CAR	1304	Carpentry VI	2	6	4
ENG	1102	Communication Skills	4	0	4
BUS	287	Small Business Management	4	0	4
			16	12	20
<b>Summer Quarter</b>					
CAR	1104	Carpentry VII	2	6	4
CAR	1304	Carpentry VIII	2	6	4
CAR	1305	Building Code	4	0	4
PSY	1101	Human Relations	4	0	4
CAR	1106	Construction Seminar	4	0	4
			16	12	20

Total hours required for graduation = 72

## DIESEL VEHICLE MAINTENANCE (V-013)

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

Diesel engines are found in farm and construction equipment, electrical generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment; others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
DSL	1101	Diesel Engines I	2	6	4
DSL	1102	Diesel Engines II	3	9	6
MAT	1101	Vocational Basic Arithmetic	4	0	4
DFT	110	Introduction to Drafting	4	0	4
WLD	1101	Basic Gas Welding	1	3	2
			14	18	20
<b>Winter Quarter</b>					
DSL	1103	Diesel Electrical, Fuel and Air Conditioning Systems I	2	6	4
DLS	1104	Diesel Electrical, Fuel and Air Conditioning Systems II	3	9	6
PHY	1101	Applied Physics	4	0	4
PME	1227	Power Accessories	1	3	2
DFT	1104	Blueprint Reading: Mechanical	3	0	3
			13	18	19
<b>Spring Quarter</b>					
DSL	1105	Diesel Truck Chassis, Suspension and Brakes I	2	6	4
DSL	1106	Diesel Truck Chassis, Suspension and Brakes II	3	9	6
ENG	1102	Communication Skills	4	0	4
COE	101	Work Experience (or elective)	3	0	3
			12	15	17



**Summer Quarter**

DSL	1107	Power Trains I	2	6	4
DSL	1108	Power Trains II	3	9	6
PSY	1101	Human Relations	4	0	4
BUS	287	Small Business Management	4	0	4
			<u>13</u>	<u>15</u>	<u>18</u>

Total hours required for graduation = 74

**NIGHT SEQUENCE**

<b>Fall Quarter</b>		<b>Title</b>	<b>Hours</b>		
			<b>Class</b>	<b>Shop</b>	<b>Credit</b>
DSL	1101	Diesel Engines I	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
DFT	110	Introduction to Drafting	4	0	4
			<u>10</u>	<u>6</u>	<u>12</u>
<b>Winter Quarter</b>					
DSL	1102	Diesel Engines II	3	9	6
WLD	1101	Basic Gas Welding	1	3	2
			<u>4</u>	<u>12</u>	<u>8</u>
<b>Spring Quarter</b>					
DSL	1103	Diesel Electrical, Fuel and Air Conditioning Systems I	2	6	4
PME	1227	Power Accessories	1	3	2
			<u>3</u>	<u>9</u>	<u>6</u>
<b>Summer Quarter</b>					
DSL	1104	Diesel Electrical, Fuel and Air Conditioning Systems I	3	9	6
PHY	1101	Applied Physics	4	0	4
DFT	1014	Blueprint Reading: Mechanical	3	0	3
			<u>10</u>	<u>9</u>	<u>13</u>
<b>Fall Quarter</b>					
DSL	1105	Diesel Truck Chassis, Suspension and Brakes I	2	6	4
ENG	1102	Communication Skills	4	0	4
			<u>6</u>	<u>6</u>	<u>8</u>
<b>Winter Quarter</b>					
DSL	1106	Diesel Truck Chassis, Suspension and Brakes II	3	9	6
COE	101	Work Experience (or elective)	3	0	3
			<u>6</u>	<u>9</u>	<u>9</u>
<b>Spring Quarter</b>					
DSL	1107	Power Trains I	2	6	4
PSY	1101	Human Relations	4	0	4
			<u>6</u>	<u>6</u>	<u>8</u>
<b>Summer Quarter</b>					
DSL	1108	Power Trains II	3	9	6
BUS	287	Small Business Management	4	0	4
			<u>7</u>	<u>6</u>	<u>10</u>

Total hours for graduation = 74

Electives may be chosen from other curriculum course offerings in the catalog (subject to Department Head's approval).

## 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 segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

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

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

		Hours		
Fall Quarter	Title	Class	Shop	Credit
ELC 1111	Basic Electrical Circuits, Machines, and Transformers I	4	3	5
ELC 1311	Basic Electrical Circuits, Machines and Transformers II	4	3	5
MAT 1101	Vocational Basic Arithmetic	4	0	4
DFT 110	Introduction to Drafting	4	0	4
DFT 1113	Blueprint Reading: Electrical	4	0	4
		20	6	22
<b>Winter Quarter</b>				
ELC 1113	AC/DC Machines and Controls I	2	6	4
ELC 1313	AC/DC Machines and Controls II	2	6	4
PHY 1101	Applied Physics	4	0	4
MAT 1110	Electrical Mathematics	4	0	4
ISC 1101	General Industrial Survey	4	0	4
		16	12	20
<b>Spring Quarter</b>				
ELC 1124	Residential Wiring I	2	6	4
ELC 1324	Residential Wiring II	2	6	4
ENG 1102	Communication Skills	4	0	4
ELN 1103	Solid State Devices	4	0	4
		12	12	16
<b>Summer Quarter</b>				
ELC 1125	Commercial and Industrial Wiring I	2	6	4
ELC 1325	Commercial and Industrial Wiring II	2	6	4
PSY 1101	Human Relations	4	0	4
ELC 1114	National Electrical Code	4	0	4
		12	12	16

Total hours required for graduation = 74

## NIGHT SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
ELC	1111	Basic Electrical Circuits, Machines and Transformers	4	3	5
MAT	1101	Vocational Basic Arithmetic	4	0	4
DFT	110	Introduction to Drafting	<u>4</u>	<u>0</u>	<u>4</u>
			12	3	13
<b>Winter Quarter</b>					
ELC	1311	Basic Electrical Circuits, Machines and Transformers II	4	3	5
ISC	1101	General Industrial Survey	<u>4</u>	<u>0</u>	<u>4</u>
			8	3	9
<b>Spring Quarter</b>					
ELC	1113	AC/DC Machines and Controls I	2	6	4
DFT	113	Blueprint Reading: Electrical	4	0	4
MAT	1110	Electrical Mathematics	<u>4</u>	<u>0</u>	<u>4</u>
			10	6	12
<b>Summer Quarter</b>					
ELC	1313	AC/DC Machines and Controls II	2	6	4
PHY	1101	Applied Physics	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Fall Quarter</b>					
ELC	1124	Residential Wiring I	2	6	4
ENG	1102	Communication Skills	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Winter Quarter</b>					
ELC	1324	Residential Wiring II	2	6	4
ELN	1103	Solid State Devices	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Spring Quarter</b>					
ELC	1125	Commercial and Industrial Wiring I	2	6	4
PSY	1101	Human Relations	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Summer Quarter</b>					
ELC	1325	Commercial and Industrial Wiring II	2	6	4
ELC	1114	National Electrical Code	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8

Total hours required for graduation = 74

## FOOD SERVICE SPECIALIST (V-053) (PRISON PROGRAM ONLY)

The Food Service Specialist curriculum trains students in the art and science of quantity food preparation with particular emphasis on institutional food service. Using a career ladder concept, it is an open-ended curriculum allowing the students more flexibility in their training. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and appreciation of food and equipment purchasing, financial control, record-keeping, basic nutrition and menu planning, and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short-order cook, cook, chef's assistant, cook manager, baker, assistant baker, and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, college and university foodservice, school foodservice, industrial cafeterias, private clubs, airline foodservice, food processing manufacturers, foodservice contract companies, and commercial restaurants.

### COURSE AND HOUR REQUIREMENTS

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
FSO	1102	Food Preparation and Baking I	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
FSO	1103	Sanitation Safety and Equipment	4	0	4
FOS	1302	Food Preparation and Baking II	<u>2</u>	<u>6</u>	<u>4</u>
			12	12	16
<b>Winter Quarter</b>					
FSO	1112	Food Preparation and Baking III	2	6	4
FSO	1105	Purchasing	2	0	2
FSO	1109	Production Management	2	0	2
MAT	1102	Food Service Math	4	0	4
FSO	1312	Food Preparation and Baking IV	<u>2</u>	<u>6</u>	<u>4</u>
			12	12	16
<b>Spring Quarter</b>					
FSO	1122	Food Preparation V	2	6	4
FSO	1106	Menu Planning	3	0	3
ENG	1102	Communication Skills	4	0	4
NUT	101	Nutrition and Diet Theory	3	0	3
FSO	1322	Food Preparation VI	<u>2</u>	<u>6</u>	<u>4</u>
			14	12	18
<b>Summer Quarter</b>					
FSO	1116	Baking V	2	6	4
FSO	1108	Personnel Management	2	0	2
ENG	1101	Reading Improvement	4	0	4
PSY	1101	Human Relations	4	0	4
FSO	1316	Baking VI	<u>2</u>	<u>6</u>	<u>4</u>
			14	12	18

Total hours required for graduation = 68

# INDUSTRIAL MAINTENANCE

## (V-028)

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

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

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
MEC	1101	Machine Shop Theory and Practices I	2	6	4
MEC	1301	Machine Shop Theory and Practices II	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
DFT	110	Introduction to Drafting	4	0	4
			<u>12</u>	<u>12</u>	<u>16</u>
<b>Winter Quarter</b>					
ELC	1113	AC/DC Machines and Controls I	2	6	4
ELC	1313	AC/DC Machines and Controls II	2	6	4
PHY	1101	Applied Physics	4	0	4
DFT	1104	Blueprint Reading: Mechanical	3	0	3
ENV	1105	Hydraulic Fundamentals	4	0	4
			<u>15</u>	<u>12</u>	<u>19</u>
<b>Spring Quarter</b>					
AHR	1121	Principles of Refrigeration	2	6	4
AHR	1115	Fundamentals of Heating	2	6	4
ENG	1102	Communication Skills	4	0	4
ISC	1101	General Industrial Survey	4	0	4
COE	101	Work Experience (or elective)	3	0	3
			<u>15</u>	<u>12</u>	<u>19</u>
<b>Summer Quarter</b>					
WLD	1122	Commercial and Industrial Practices I	2	6	4
WLD	1322	Commercial and Industrial Practices II	3	9	6
PSY	1101	Human Relations	4	0	4
MEC	1133	Mechanical Maintenance	3	3	—
			<u>12</u>	<u>18</u>	<u>18</u>

Total hours required for graduation = 72

## NIGHT SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
MEC	1101	Machine Shop Theory and Practices I	2	6	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
			6	6	8
<b>Winter Quarter</b>					
MEC	1301	Machine Shop Theory and Practices II	2	6	4
DFT	110	Introduction to Drafting	4	0	4
			6	6	8
<b>Spring Quarter</b>					
ELC	1113	AC/DC Machines and Controls I	2	6	4
PHY	1101	Applied Physics	4	0	4
ENV	1105	Hydraulic Fundamentals	4	0	4
			10	6	12
<b>Summer Quarter</b>					
ELC	1313	AC/DC Machines and Controls II	2	6	4
DFT	1104	Blueprint Reading: Mechanical	3	0	3
			5	6	7
<b>Fall Quarter</b>					
AHR	1121	Principles of Refrigeration	2	6	4
ISC	1101	General Industrial Survey	4	0	4
COE	101	Work Experience (or elective)	3	0	3
			9	6	11
<b>Winter Quarter</b>					
AHR	1115	Fundamentals of Heating	2	6	4
ENG	1102	Communication Skills	4	0	4
			6	6	8
<b>Spring Quarter</b>					
WLD	1122	Commercial and Industrial Practices I	2	6	4
PSY	1101	Human Relations	4	0	4
			6	6	8
<b>Summer Quarter</b>					
WLD	1322	Commercial and Industrial Practices II	3	9	6
MEC	1133	Mechanical Maintenance	3	3	4
			6	12	10

Total hours required for graduation = 72

Electives can be chosen from other curriculum course offerings  
in the catalog (subject to Department Head's approval).

## MACHINIST (V-032)

The Machinist curriculum gives the individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer numerical control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

Fall Quarter	Title	Hours		
		Class	Shop	Credit
MEC 1101	Machine Shop Theory and Practices I	2	6	4
MEC 1301	Machine Shop Theory and Practices II	2	6	4
MAT 1101	Vocational Basic Arithmetic	4	0	4
WLD 1330	Machine Shop Welding	1	3	2
DFT 1305	Blueprint Reading: Machinist	4	0	4
		<u>13</u>	<u>15</u>	<u>18</u>
<b>Winter Quarter</b>				
MEC 1102	Machine Shop Theory and Practices III	2	6	4
MEC 1302	Machine Shop Theory and Practices IV	2	6	4
MAT 1103	Applied Math: Geometry	4	0	4
PHY 1101	Applied Physics	4	0	4
MEC 1105	Introduction to CNC Lathe & Mill	4	0	4
		<u>16</u>	<u>12</u>	<u>20</u>
<b>Spring Quarter</b>				
MEC 1103	Machine Shop Theory and Practices V	2	6	4
MEC 1303	Machine Shop Theory and Practices VI	2	6	4
MAT 1104	Applied Math: Trigonometry	4	0	4
ENG 1102	Communication Skills	4	0	4
MEC 1106	Programming for CNC Lathe	4	0	4
		<u>16</u>	<u>12</u>	<u>20</u>

**Summer Quarter**

MEC	1104	Machine Shop Theory and Practices VII	2	6	4
MEC	1304	Machine Shop Theory and Practices VIII	2	6	4
PSY	1101	Human Relations	4	0	4
MEC	1107	Programming the CNC Mill	<u>4</u>	<u>0</u>	<u>4</u>
			12	12	16

Total hours required for graduation = 74

**NIGHT SEQUENCE**

		Hours			
Fall Quarter	Title	Class	Shop	Credit	
MEC	1101	Machine Shop Theory and Practices I	2	6	4
MEC	1101	Vocational Basic Arithmetic	4	0	4
DFT	1305	Blueprint Reading: Machinist	<u>4</u>	<u>0</u>	<u>4</u>
		10	6	12	
<b>Winter Quarter</b>					
MEC	1301	Machine Shop Theory and Practices II	2	6	4
PSY	1101	Human Relations	<u>4</u>	<u>0</u>	<u>4</u>
		6	6	8	
<b>Spring Quarter</b>					
MEC	1102	Machine Shop Theory and Practices III	2	6	4
MAT	1103	Applied Math: Geometry	4	0	4
WLD	1330	Machine Shop Welding	<u>1</u>	<u>3</u>	<u>2</u>
		7	9	10	
<b>Summer Quarter</b>					
MEC	1302	Machine Shop Theory and Practices IV	2	6	4
PHY	1101	Applied Physics	<u>4</u>	<u>0</u>	<u>4</u>
		6	6	8	
<b>Fall Quarter</b>					
MEC	1103	Machine Shop Theory and Practices V	2	6	4
MAT	1104	Applied Math: Trigonometry	4	0	4
MEC	1105	Introduction to CNC Lathe & Mill	<u>4</u>	<u>0</u>	<u>4</u>
		10	6	12	
<b>Winter Quarter</b>					
MEC	1303	Machine Shop Theory and Practices V	2	6	4
ENG	1102	Communication Skills	4	0	4
MEC	1106	Programming the CNC Lathe	<u>4</u>	<u>0</u>	<u>4</u>
		10	6	12	



**Spring Quarter**

MEC	1104	Machine Shop Theory and Practices VII	2	6	4
MEC	1107	Programming the CNC Mill	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8

**Summer Quarter**

MEC	1304	Machine Shop Theory and Practices VIII	2	6	4
BUS	287	Small Business Management	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8

Total hours required for graduation = 74



## PLUMBING AND PIPEFITTING (V-37) (PRISON PROGRAM ONLY)

The Plumbing and Pipefitting curriculum is designed to train individuals to repair or install plumbing systems in residences and small commercial buildings. Courses in plumbing practices and pipefitting are included to provide practical experience as well as courses in theory that one must know to advance and keep up to date. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Plumbers are employed by contractors in the building construction fields to install pipe systems which carry water, steam, air or other liquids or gases for sanitation, heating, industrial production and various other uses. They also alter and repair existing pipe systems and install plumbing fixtures, appliances, and heating and refrigeration units.

### COURSE AND HOUR REQUIREMENTS

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
PLU	1110	Plumbing Pipework	4	12	8
DFT	1115	Blueprint Reading: Plumbing	4	0	4
MAT	1101	Vocational Basic Arithmetic	4	0	4
ENG	1102	Communication Skills	4	0	4
			16	12	20
<b>Winter Quarter</b>					
PLU	1112	Installation of Plumbing Fixtures	2	6	4
PLU	1125	Industrial Piping	3	9	6
PHY	1101	Applied Physics	4	0	4
PSY	1101	Human Relations	4	0	4
			13	15	18
<b>Spring Quarter</b>					
PLU	1111	Domestic Water Systems	4	9	7
WLD	1101	Basic Gas Welding	1	3	2
PLU	1120	Low Pressure Steam Systems	2	6	4
			7	18	13
<b>Summer Quarter</b>					
PLU	1123	Hot Water and Panel Heating	3	6	5
BUS	287	Small Business Management	4	0	4
PLU	1126	Hydraulic Systems Plumbing	3	3	4
PLU	1128	Plumbing Code	4	0	4
			14	9	17

Total hours required for graduation = 68

## WELDING (V-050)

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

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

### COURSE AND HOUR REQUIREMENTS DAY SEQUENCE

Fall Quarter	Title	Hours		
		Class	Shop	Credit
WLD 1120	Oxyacetylene Welding I	2	6	4
WLD 1320	Oxyacetylene Welding II	3	9	6
MAT 1101	Vocational Basic Arithmetic	4	0	4
DFT 110	Introduction to Drafting	4	0	4
		13	15	18
Winter Quarter	Title	Hours		
WLD 1121	Arc Welding I	2	6	4
WLD 1321	Arc Welding II	3	9	6
PHY 1101	Applied Physics	4	0	4
DFT 1104	Blueprint Reading: Mechanical	3	0	3
		12	15	17
Spring Quarter	Title	Hours		
WLD 1124	Pipe Welding I	2	6	4
WLD 1324	Pipe Welding II	3	9	6
ENG 1102	Communication Skills	4	0	4
ISC 1101	General Industrial Survey	4	0	4
		13	15	18
Summer Quarter	Title	Hours		
WLD 1122	Commercial and Industrial Practices I	2	6	4
WLD 1322	Commercial and Industrial Practices II	3	9	6
PSY 1101	Human Relations	4	0	4
BUS 287	Small Business Management	4	0	4
		13	15	18

Total hours required for graduation = 71

## NIGHT SEQUENCE

		Title	Hours		
			Class	Shop	Credit
<b>Fall Quarter</b>					
WLD	1120	Oxyacetylene Welding I	2	6	4
MAT	1101	Vocational Basic Arithmetic	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Winter Quarter</b>					
WLD	1320	Oxyacetylene Welding II	3	9	6
DFT	110	Introduction to Drafting	<u>4</u>	<u>0</u>	<u>4</u>
			7	9	10
<b>Spring Quarter</b>					
WLD	1121	Arc Welding I	2	6	4
PHY	1101	Applied Physics	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Summer Quarter</b>					
WLD	1321	Arc Welding II	3	9	6
DFT	1104	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
<b>Fall Quarter</b>					
WLD	1124	Pipe Welding I	2	6	4
ISC	1101	General Industrial Survey	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Winter Quarter</b>					
WLD	1324	Pipe Welding II	3	9	6
ENG	1102	Communication Skills	<u>4</u>	<u>0</u>	<u>4</u>
			7	9	10
<b>Spring Quarter</b>					
WLD	1122	Commercial and Industrial Practices I	2	6	4
PSY	1101	Human Relations	<u>4</u>	<u>0</u>	<u>4</u>
			6	6	8
<b>Summer Quarter</b>					
WLD	1322	Commercial and Industrial Practices II	3	9	6
BUS	287	Small Business Management	<u>4</u>	<u>0</u>	<u>4</u>
			7	9	10

Total hours required for graduation = 71

# ***NURSING DEPARTMENT***

## **VOCATIONAL DIPLOMA**

### **PRACTICAL NURSE EDUCATION (V-038)**

#### **(DAY SCHEDULE ONLY)**

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

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

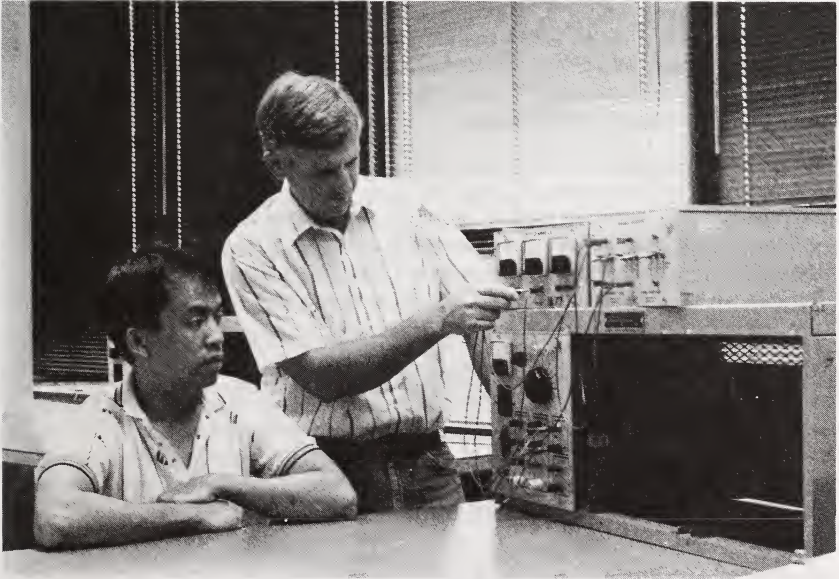
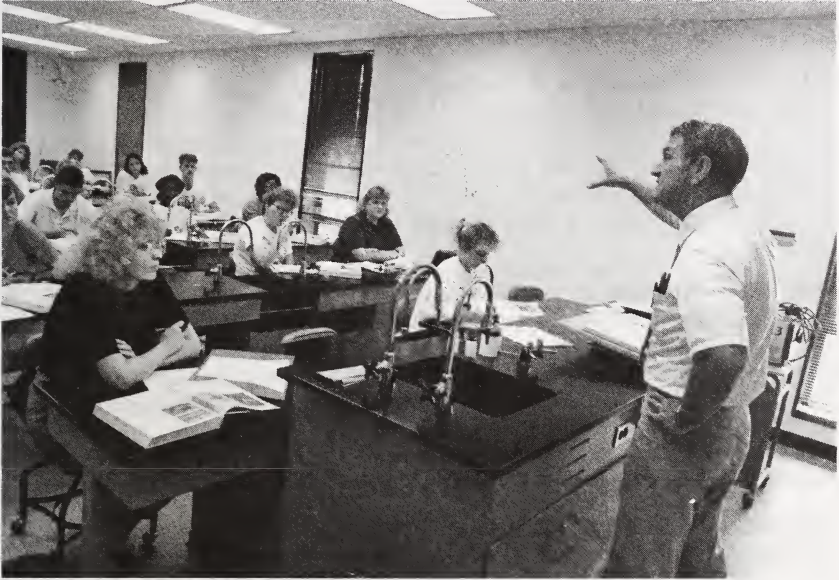
Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

## COURSE AND HOUR REQUIREMENTS

Fall Quarter		Title	Hours			
			Class	Shop	Credit	
NUR	1101	Fundamentals of Nursing	9	6	0	12
NUT	101	Nutrition & Diet Therapy	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
ENG	130	English Grammar and Composition	3	0	0	3
BIO	107	Anatomy & Physiology I	3	2	0	4
			<u>21</u>	<u>8</u>	<u>0</u>	<u>25</u>
<b>Second Quarter</b>						
NUR	1115	Medical-Surgical Nursing I	6	0	0	6
NUR	1104	Basic Pharmacology	3	0	0	3
NUR	1112	Clinical I	0	0	18	6
BIO	108	Anatomy & Physiology II	3	2	0	4
			<u>12</u>	<u>2</u>	<u>18</u>	<u>19</u>
<b>Third Quarter</b>						
NUR	1108	Obstetrical Nursing	5	0	0	5
NUR	1111	Pharmacology II	2	0	0	2
NUR	1106	Medical-Surgical Nursing II	5	0	0	5
NUR	1113	Clinical II	0	0	18	6
			<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
<b>Fourth Quarter</b>						
NUR	1109	Pediatric Nursing	6	0	0	6
NUR	1107	Medical-Surgical Nursing III	5	0	0	5
NUR	1110	Vocational Adjustments	1	0	0	1
NUR	1114	Clinical III	0	0	18	6
			<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>

Total hours required for graduation = 80

# COURSE DESCRIPTIONS



**AIR CONDITIONING, HEATING, REFRIGERATION****AHR 1101—Auto Air Conditioning** 2 6 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.

**AHR 1115—Fundamentals of Heating** 2 6 4

An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies and installing equipment and ductwork to make up a heating system are covered. Also, introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems.

**AHR 1121—Principles of Refrigeration** 2 6 4

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment and the identification and function of the components of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

**AHR 1122—Domestic and Commercial Refrigeration** 2 6 4

Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet care, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units and mobile refrigeration systems is studied. Using manufacturer's catalogs in sizing and matching system components and a study of control, refrigerants, servicing methods is made. The American standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

**AHR 1123—Principles of Air Conditioning I** 2 6 4

Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. Prerequisite: AHR 1122.

**AHR 1124—Air Conditioning and Refrigeration Servicing** 2 6 4

Emphasis is placed on the installation, maintenance and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment failure. Prerequisite: AHR 1123.

**AHR 1126—All Year Comfort Systems** 2 6 4

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil fired, gas fired, water circulating, electric-resistance and an introduction to solar heating and cooling systems. Specialized controls required for all year comfort systems, preventive maintenance, and balancing are included in the course.



- AHR 1128—Automatic Controls** 2 6 4  
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls and radiant panel controls. Prerequisite: AHR 1126.
- AHR 1130—Year Around Duct System Design** 4 0 4  
This course will enable the Air Conditioning, Heating and Refrigeration student to design the necessary ductwork for residential and light commercial structures. Students will be able to also evaluate existing duct systems for adequate performance. This course is based on ACCA Manual D, D1 and D2 worksheets thereby assuring a duct system design that will meet all code jurisdictions.
- AHR 1131—State Air Conditioning-Heating-Refrigeration Licensing Law** 4 0 4  
An in-depth study of the North Carolina Code for Heating, Air Conditioning and Refrigeration as set forth by General Statute 143-138 (b). The purpose of the code, and the effect its provisions will impose upon the pertinent industry, will be covered by this course.
- ART**
- ART 101—Art Appreciation** 3 0 3  
An introduction to fundamental elements and principles of creative art expression emphasizing composition, design, shape, value styles, and movement.
- ART 102—Beginning Drawing** 2 2 3  
A general introduction for the beginning art student who wishes to develop an ability to create two-dimensional representational images in traditional drawing media.
- ART 103—American Art History** 3 0 3  
A study of the principal painters, sculptors, architects and craftsmen in American from pre-Columbian time to the present and the work they produced, which greatly enhanced our cultural heritage.
- ART 104—Beginning Painting** 2 2 3  
This course is for students who have drawing experience and wish to advance to painting. Students will work with various media, exploring the techniques of each.
- ART 105—Western Civilization Art History** 3 0 3  
A survey of the history of visual art from ancient times to modern emphasizing the impact of masterpieces of painting, sculpture, and architecture on the past and the present.
- ART 151—Creative Art for Children** 2 2 3  
A study of art for the elementary grades with concentration on theory, media, methods and creative art activities appropriate for the young child.
- ART 202—Advanced Drawing** 2 2 3  
A development of the basic skill acquired in Beginning Drawing or other art courses. Topics of study include still life, landscape, and figure drawing.
- ART 203—Painting Seminar** 2 2 3  
This course is designed for the student who desires further art experience after completing Beginning Painting. A variety of projects are covered in a group seminar setting.

**ART 204—Advanced Painting Seminar** 2 2 3

This course is designed for students who would like to develop new and more advanced skills.

**ART 205—Film Appreciation** 3 0 3

An analysis of the creativity and special techniques that combine to represent the broad range of ideas and emotions of quality motion pictures.

**AUTO BODY REPAIR****AUT 1111—Auto Body Repair I** 2 6 4

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.

**AUT 1112—Auto Body Repair III** 2 6 4

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 contours of the metal of the body and fenders. Metal working and painting.

**AUT 1113—Metal Finishing and Painting I** 2 6 4

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.

**AUT 1114—Body Shop Applications I** 2 6 4

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 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 the adjuster.

**AUT 1123—Brakes**

A complete study of various braking systems employed on automobiles and light trucks.

**AUT 1311—Auto Body Repair II** 3 9 6

A continuation of AUT 1111.

**AUT 1312—Auto Body Repair IV** 3 9 6

A continuation of AUT 1112.

**AUT 1313—Metal, Finishing and Painting II** 3 9 6

A continuation of AUT 1113.

**AUT 1314—Body Shop Applications II** 3 9 6

A continuation of AUT 1114.

**AUDIOVISUAL****AVM 100—Introduction to Television and Cable Production** 3 2 4

An introduction to creative techniques, materials, and equipment involved in television taping. Pre-production, production, and post-production principles and methods are designed for beginning and intermediate students to improve their use of home and professional systems.

**AVM 101—Advanced Television and Cable Production** 3 2 4  
A continuation of AVM 100; use of studio equipment for titling and effects; special projects on television production.

**AVM 102—Introduction to Audio-Visual Equipment and Basic Production** 2 2 3  
A study of the operation of projection equipment, tape recorders, record players and synchronization equipment.

**AVM 103—Media Writing** 3 2 4  
The study and production of the various formats for effective writing for radio, television, and film.

**AVM 104—Introduction to Mass Communication** 3 0 3  
History and review of media development and means of informing and influencing public views.

**AVM 200—Media Production I** 3 2 4  
Planning, scripting, and developing sequences for transparencies, audiotapes, displays, videotapes, films; titling, audio mixing, displaying materials. Prerequisite: AVM 102.

**AVM 201—Media Production Lab Project** 0 10 5  
Student will work in cooperation with the photography and the audio-visual services departments in the production of instructional and institutional media.

**AVM 202—Media Production II** 3 2 4  
The development of a photographic series, including film processing, editing negatives, and making, mounting, and displaying prints. Development of a sound-slide series. Prerequisites: CAT 118, AVM 200.

**AVM 205—Equipment Repair** 2 2 3  
This course is designed to help the student understand the mechanical and electrical operations of projection equipment, tape recorders, record players, cable and television equipment, etc. Emphasis will be on locating, trouble-shooting, and repairing equipment.

**AVM 206—Lighting and Sound** 2 2 3  
A study of the use of lighting for stage, film, and video; a study of studio sound problems, microphone types, and use of audio mixers.

**AVM 207—Video Graphics** 3 2 4  
A study of and creation of computer-generated television images, from titling to animation.

**AVM 208—Law and Ethics** 3 0 3  
A review of the legal and moral principles that have influenced and continue to influence conduct in media communication.

## **BIOLOGY**

**BIO 101—Biology I - Principles of Biology** 3 2 4  
An introduction to basic biological principles, including elementary chemistry, cell structure and function, genetics, molecular biology, ecology and evolution.

**BIO 102—Biology II - Zoology** 3 2 4  
A survey of the animal kingdom including study of selected animals from each of the major groups. Emphasis is placed on the vertebrates.

**BIO 103—Biology III - Botany**

3 2 4

A survey of the plant kingdom including study of selected plants from each of the major groups, with emphasis on the seed plants.

**BIO 107—Anatomy & Physiology I**

3 2 0 4

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic physiologic aspects of skin; the skeletal, articular, muscular, and nervous systems; and the special senses. A laboratory portion includes relevant experiments to augment the student's learning of body structure and functions.

**BIO 108—Anatomy & Physiology II**

3 2 0 4

A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences included study of models and small animal dissection for insight into comparative structure and function of man. Prerequisite: BIO 107.

**BIO 201—Advanced Zoology**

3 2 4

A comprehensive study of the animal kingdom including anatomy, physiology, taxonomy, and ecology. Special emphasis will be placed on the invertebrates, and local animals. Prerequisites: Bio 101, 102, 103, or permission of instructor.

**BIO 202—Advanced Botany**

3 2 4

A comprehensive study of the plant kingdom including anatomy, physiology, taxonomy, and ecology. Special emphasis will be placed on the higher plants. Prerequisites: BIO 101, 102, 103, or permission of instructor.

**BIO 205—Microbiology**

3 2 4

A study of General Microbiology including identification, classification, morphology and culture methods of the representative groups.

**BUSINESS****BUS 101—Introduction to Business**

4 0 4

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organizations and management. Students learn the basic fundamentals of the free enterprise system.

**BUS 102—Keyboarding**

2 2 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence and tabulation.

**BUS 103—Document Formatting**

2 2 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence and business forms. Prerequisite: BUS 102 or equivalent.

**BUS 104—Document Production/Word Processing**

2 2 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or equivalent.

- BUS 106—Shorthand I** 2 2 3  
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms and phrases.
- BUS 107—Shorthand II** 2 2 3  
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.
- BUS 108—Shorthand III** 2 2 3  
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.
- BUS 109—Business Math I** 4 0 4  
This course stresses the fundamental operations and their application to business problems. Topics covered include: fractions, decimals, percents, ratios, payroll, interest, and installment buying. Prerequisite: MAT 100.
- BUS 111—Business Math II** 4 0 4  
This course covers advanced business math topics such as makeup, markdown, inventory, depreciation, stock, and displaying data. Continuation of BUS 109. Prerequisite: BUS 109.
- BUS 112—Records Management** 2 2 3  
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Methods covered are Alphabetic, Numeric, Geographic, Subject, Soundrex and Chronological filing.
- BUS 115—Business Law I** 4 0 4  
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments and agencies.
- BUS 116—Business Law II** 4 0 4  
Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115.
- BUS 117—Personal Law** 4 0 4  
A general survey of law as it affects the individual citizen including the court system and protection of the individual's rights. Emphasis is placed on the Bill of Rights to the U.S. Constitution. Laws governing vehicle operation, domestic relations and consumer protection will also be covered.
- BUS 120—Accounting I** 4 4 6  
Principles, techniques and tools of accounting, summarizing, analyzing and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 109.
- BUS 121—Accounting II** 4 4 6  
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution to management problems. Prerequisite: BUS 120.
- BUS 122—Payroll Accounting** 2 2 3  
A detailed study of federal and state regulations, computations, deductions and general accounting for payrolls. Prerequisite: BUS 120.

- BUS 123—Business Finance I** 4 0 4  
 Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, long-term and consumer financing.
- BUS 124—Business Finance II** 4 0 4  
 Financing federal, state and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: BUS 123.
- BUS 130—Financial Accounting for Banking** 3 0 3  
 This course is designed especially for those persons who will work in the Banking and Credit Union profession. It will prepare those students who so desire to be able to take the Certified Credit Union Executive Exam. It is being offered at the request of the local credit union and will be elective credit for those completing it. The course includes a study of the Financial Statements from the Bank or Credit Union Point of View, along with other areas that are unique to the Banking Industry.
- BUS 162—Fundamentals of Real Estate** 6 0 6  
 This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, taxation and mathematics. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate Commission. Upon completion of this course, the student will have met the educational requirements of the North Carolina Real Estate Licensing Board for admission to the real estate broker licensing examination. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary for entry-level real estate salesmen and (2) to prepare students for the real estate salesman licensing examination.
- BUS 164—Real Estate Law** 3 0 3  
 This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines." Prerequisite: Bus 162 or possession of a current salesman's license.
- BUS 183M—Medical Terminology and Vocabulary I** 4 0 4  
 This course teaches the student the mechanics of understanding medical words—their roots, prefixes and suffixes. Students learn to spell, pronounce and define medical terms that may be encountered by a medical secretary.
- BUS 201—Machine Dictation and Transcription** 2 2 3  
 Objectives of this course are to develop skill in using various transcription machines and to transcribe correctly at the typewriter. The student will gain a knowledge of many kinds of business correspondence, increase business vocabulary and develop an understanding of secretarial procedures.
- BUS 202M—Medical Dictation and Transcription I** 2 2 3  
 This course prepares the student to become a skilled medical transcriptionist using a typewriter, transcribing unit and pre-recorded cassettes and belts. Material covered includes case studies, physical examinations, operation records, medical correspondence, and x-ray or pathological reports, etc. Prerequisites: BUS 183M, BUS 205.

**BUS 203M—Medical Dictation and Transcription II** 2 2 3

This course is a continuation of BUS 202. The student continues to build skill and speed in transcribing various medical records at the typewriter. Upon successful completion of course requirements the student will receive the AMRA certificate. Prerequisite: BUS 202M.

**BUS 204—Business Communications** 4 0 4

Develops skills and techniques in writing and typing business communications. Emphasis is placed on writing and typing action-getting sales letters and prospectuses. Business reports, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry are covered in this course. Prerequisites: BUS 102 and ENG 130.

**BUS 205—Advanced Work Processing Application** 2 2 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104.

**BUS 206E—Dictation and Transcription I** 2 2 3

Develops the skills of taking dictation and transcription at the typewriter, materials appropriate to the course of study, which includes a review of theory and dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 108.

**BUS 207E—Dictation and Transcription II** 2 2 3

Covering materials appropriate to the course of study, the student develops the accuracy, speed and vocabulary to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 206E.

**BUS 208E—Dictation and Transcription III** 2 2 3

Principally a speed building course covering materials appropriate to the course of study, with emphasis on building transcription speed and the producing of mailable copies. Prerequisite: BUS 207E.

**BUS 209—Real Estate Finance** 3 0 3

This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions and finance mathematics. Prerequisite: BUS 162 or possession of current salesman's license.

**BUS 210—Typing Office Practice** 2 2 3

A course designed to familiarize the student with the correct typing of business correspondence. Emphasis is placed upon correct procedures and adaptability of varying office methods. Prerequisite: BUS 205.

**BUS 211—Office Machines** 0 2 1

This course is designed to teach the student the correct procedures to follow in preparing, copying and duplicating masters. In addition, the student learns to operate various types of copying and duplicating equipment. Prerequisite: BUS 104.

- BUS 214—Administrative Office Procedures** 2 2 3  
Designed to acquaint the student with the responsibilities encountered by a secretary during a work day. Among these are the following: receptionist duties, handling mail, telephone techniques, telegrams, office records, travel information, purchasing of supplies, office organization and insurance claims. Prerequisite: BUS 104.
- BUS 216—Medical Secretarial Procedures** 2 2 3  
This course introduces the medical secretary to the activities, responsibilities, skills and work habits encountered in the professional office. Some of these are meeting and handling patients, processing medical records and forms, managing the office and assisting the doctor. Suggested Prerequisite: BUS 104.
- BUS 219—Credit Procedures and Problems** 4 0 4  
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.
- BUS 222—Accounting III** 4 4 6  
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capitals. Prerequisite: BUS 121.
- BUS 223—Intermediate Accounting I** 4 4 6  
This course presents concepts adhered to in modern accounting, including the principles, procedures, and methods that are applied in the preparation of financial statements. Changes in the form of content of basic financial statements receive special emphasis. Prerequisite: BUS 222.
- BUS 224—Intermediate Accounting II** 4 4 6  
This course provides instruction in the organizational, structural, and financial levels of accounting. Special emphasis being given to owners equity, business financing, bonds and notes, etc. Prerequisite: BUS 223.
- BUS 225—Cost Accounting I** 2 2 3  
Nature and purposes of cost accounting; accounting for direct labor, materials and factory burden; job cost and standard cost principles and procedures; selling and distribution cost; budgets and executive use of cost figures. Prerequisite: BUS 222.
- BUS 226—Cost Accounting II** 2 2 3  
Continued study in cost accounting with emphasis on process cost systems, standard cost accounting and cost analysis for management decision making. Prerequisite: BUS 225.
- BUS 229—Taxes I** 4 0 4  
Preparation of Individual Tax Returns — 104OZ, 104OA, 1040, Schedule A and B — are covered in this course, along with other supporting schedules and forms.
- BUS 230—Taxes II** 4 0 4  
This course provides instruction to Business and Professional Tax Returns. More involved and complicated tax situations — Capital Gains and Losses, Retirement Plans, etc. — are given special emphasis. Instruction in Partnership and Corporation Taxes and Tax Returns is also provided. Prerequisite: BUS 229.



- BUS 231—Leadership Development** 4 0 4  
 Leadership Development helps students attain the personal attributes and managerial skills that foster success on the job. Case histories, self-assessment quizzes, and step-by-step guidelines build students' self-confidence while covering personality development, speech power, memory, creativity, creative selling, telephone technique, management and leadership, personal appearance, business and social success, and employment.
- BUS 232—Sales Development** 4 0 4  
 A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstration required.
- BUS 233—Human Resources Management** 4 0 4  
 Principles of organization and management of personnel, procurement, placement training, performance, checking, supervision, remuneration, labor relations, fringe benefits and security.
- BUS 234—Real Estate Sales and Brokerage** 3 0 3  
 This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations. Prerequisite: BUS 162 or possession of a current salesman's license.
- BUS 235—Business Management** 4 0 4  
 Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing and financing. Clarification of the decision-making function versus the operating function. Role of management in business qualifications and requirements.
- BUS 239—Marketing** 4 0 4  
 An overall survey of the field of marketing, with detailed emphasis on marketing policies, functions and institutions involved in the marketing process.
- BUS 243—Advertising** 4 0 4  
 The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; products and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.
- BUS 245—Retailing** 4 0 4  
 A study of the role in 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.
- BUS 248—Medical Insurance** 2 2 3  
 This course is designed to provide medical office personnel with a basic understanding of medical insurance, terminology, types of health insurance available and claims processing for the medical secretary.
- BUS 269—Auditing I** 2 2 3  
 Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit and writing the audit report. Emphasis is placed on detailed audits, internal auditing and internal control. Prerequisite: BUS 223.

**BUS 271—Office Management** 4 0 4

Presents the fundamental principles of office management. Emphasis is on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems.

**BUS 284M—Medical Terminology and Vocabulary II** 4 0 4

This course emphasizes a more detailed and comprehensive study of medical terms. The student's ability to spell, define and pronounce medical words is enhanced while studying basic anatomical terminology. Suggested prerequisite: BUS 183M.

**BUS 287—Small Business Management** 4 0 4

"How to" introduction to the practices involved in small business operations. For business people who will one day find themselves financially able to start or buy a business; it provides an overview of the major problems they will face and the pitfalls they must avoid if success is to be assured.

**CARPENTRY****CAR 1001—Blueprint Layout and Design** 4 0 4

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

**CAR 1102—Carpentry I** 2 6 4

Carpentry I is a course designed to provide the student with the necessary skills to use power and hand tools safely and according to their recommended use. The student will also be able to correctly identify all power and hand tools relating to the field of carpentry. Lecture and shop will provide experience and knowledge in this course.

**CAR 1101—Carpentry III** 2 6 4

Carpentry III is a course designed to enable a student to have competency in building floor systems of various types. The student will be able to correctly estimate and determine floor joist size. The student will learn the limitations of construction grade lumber and how to correctly size lumber for girders, headers and floor joists. Lecture and shop will provide experience and knowledge in this course.

**CAR 1103—Carpentry V** 2 6 4

Carpentry V is a course designed to enable a student to have competency in building and framing roof structures. The various types of roofs will be covered, and the student will be able to identify each and have a general idea of how each is constructed. How to cut and figure rafters will be covered. Also, truss application will be covered.

**CAR 1104—Carpentry VII** 2 6 4

Carpentry VII is a course designed to give a student competency in finished carpentry in the interior of a structure. This course will cover interior wall finish and how to run moldings of various types. It will also include how to install various types of hardware (hinges, locks, hasps, rollers) and how to install cabinets and mechanical devices. Stairs and stairway construction will be a major part covered in this course.

**CAR 1106—Construction Seminar** 4 0 4

Designed to survey current and new techniques in the construction field. This will be done through class research, demonstration, and lecture. Students will participate in all facets of the instructional process. Subject areas will be: innovations in the construction field, site layout, traditional techniques, materials and methods comparison, and approved areas for research such as solar energy and geothermal applications.

**CAR 1301—Carpentry II** 2 6 4

Carpentry II is a course designed to enable a student to properly lay-off and stake-out a house. Practice in site work (using a transit and builder's level) will be an important topic of study. Carpentry II is a course designed to provide the student with the skills necessary to lay block and brick, to align and also to construct simple corners and foundation walls. Lecture and laboratory will be coordinated to provide development in this skilled area.

**CAR 1302—Carpentry IV** 2 6 4

Carpentry IV is a course designed to enable a student to have competency in constructing walls. Corner construction and partition intersection framing will enable the student to assemble all exterior and partitioned walls. The course will cover how to properly locate and frame all windows and door openings. Bracing of walls and preparing walls for rafters will also be covered.

**CAR 1303—Carpentry VI** 2 6 4

Carpentry VI is a course designed to enable a student to have competency in the exterior finish of a structure. Major things covered in this course will be: how to frame and finish overhang gutter work, door and window frames, wall coverings and trim.

**CAR 1304—Carpentry VIII** 2 6 4

Carpentry VIII is a course designed to give the student general knowledge and experience in cabinet work.

**CAR 1305—Building Code** 4 0 4

This Building Code is designed to give the student specific knowledge in residential building construction. The *North Carolina Uniform Residential Building Code* will be studied. Lecture will give the student knowledge and experience on how to use this book.

**CAR 1306—Introduction to Woodworking** 4 0 4

A beginning course in hand woodworking tools and use. This course covers major hand working tools, their care, maintenance and use; types of wood and their use as related to industrial, commercial and residential use.

**PHOTOGRAPHY****CAT 116—Photography I** 2 2 3

An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.

**CAT 117—Photography II** 2 2 3

Continuation of CAT 116.

**CAT 118—Basic Film Technology** 2 2 3

A study of basic film techniques including camera use, lighting, exposure, editing, emphasis on distinction between film and video; animation; projects in "Super-8mm."

**CAT 119—Photography III—Color Printing** 2 2 3  
 Photography III is a continuation of the learning experience begun in Photography I and Photography II. (These courses will not be prerequisites to Photography III.) Many aspects and techniques involved with photographing in color beyond those normally encountered in black and white photography will be covered in detail. The processing and printing in color images from color negatives and color slides will give each student a thorough working knowledge of new lab procedures and color printing techniques.

## CHEMISTRY

**CHM 101—Chemistry I** 3 2 4  
 Fundamental principles and laws underlying chemical action with special emphasis on the non-metals, their compounds, theories and problems. Laboratory deals with the non-metallic elements and their compounds, and the theories of qualitative and quantitative analysis. A working knowledge of algebra is highly recommended before entry into these courses which must be completed in sequence. Prerequisite: MAT 102.

**CHM 102—Chemistry II** 3 2 4  
 A continuation of CHM 101. Prerequisite: CHM 101.

**CHM 103—Chemistry III** 3 2 4  
 A continuation of CHM 101 and CHM 102. Prerequisite: CHM 102.

## CRIMINAL JUSTICE

**CJC 101—Introduction to Criminal Justice** 4 0 4  
 A general course to familiarize the student with a philosophy and history of criminal justice, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various criminal justice agencies, a delineation of the basic processes of justice, an evaluation of criminal justice's current position, and an orientation relative to criminal justice as a vocation.

**CJC 102—Introduction to Criminology** 4 0 4  
 An in-depth look and study of the nature and causes of crime, theories of crime and punishment, the law enforcement officer's role in the control of crime, and a look at society as a cause or control of crime development.

**CJC 106—Security Investigation** 4 0 4  
 This course is designed to familiarize the student with utilization of personnel security questionnaires and other sources of background data to assure complete investigations. Familiarization with investigative techniques and procedures are emphasized along with the working relationship between the security investigator and other members of the Criminal Justice community.

**CJC 110—Juvenile Delinquency** 4 0 4  
 A study of the nature and extent of juvenile delinquency; methods of research; delinquency and the law; delinquency causation and principles of delinquency control. Emphasis is on North Carolina juvenile delinquency procedures and practices.

**CJC 115—Criminal Law** 4 0 4  
 This course is designed to present a basic concept of criminal law and to provide a legal groundwork for those who seek to enter the criminal justice field. Historical development of criminal laws will be discussed from sources such as English Common Law.

- CJC 116—Laws of Arrest, Search, and Seizure** 4 0 4  
The constitutional requirements and limitations for a lawful arrest and legal search; delinquency and the law; delinquency causation and principles of requirements will be studied.
- CJC 118—Criminal Justice Information Services** 4 0 4  
Analysis of methods of communications within the police area. These shall include basic incident reporting, verbal communications, records administration, and basic research design. The overall importance of each area as they relate to the information flow and the impact of that flow on the Criminal Justice System will be studied.
- CJC 200—Basic Police Techniques** 6 18 12  
An elective course designed to meet and exceed the North Carolina Training Standards Council requirement for police officer basic training. This course will be taught by a combination of inservice and academic professionals utilizing a hands-on approach to learning.
- CJC 201—Traffic Planning and Management** 4 2 5  
A study which covers the history of the traffic enforcement problems and gives overviews of the problem as it exists today. Attention will be given to the three "E's" and the organization of the traffic unit: the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.
- CJC 203—Introduction to Corrections** 4 0 4  
A history and philosophy of the field of correction with an examination of the total correctional process from the enforcement through the administration of justice, probation, prisons, and correctional institutions and parole.
- CJC 204—Introduction to Probation and Parole** 4 0 4  
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons are reviewed providing an overview of this administrative process.
- CJC 205—Criminal Evidence** 4 0 4  
This course is designed to cover the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
- CJC 206—Police Photography** 4 0 4  
Instruction covers the processing and printing of film; what pictures to take of a crime scene; legal aspects of crime photography; preparation of courtroom photo evidence; lighting at a crime scene; care of photographic equipment.
- CJC 207—Confinement Facilities Administration** 4 0 4  
This course is designed to familiarize the student with the supervision and the administration of confinement facilities involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions and jails.
- CJC 208—Patrol Procedures** 4 0 4  
Various functions of the Patrol Division and the basic divisions of the police force will be discussed. This course utilizes a "field problem" approach to learning by providing various alternatives of action on the part of the student.

- CJC 209—Criminal Investigation I** 4 0 4  
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 will be discussed.
- CJC 210—Criminal Investigation II** 4 0 4  
A continuation of Criminal Investigation I with emphasis on specific offenses such as homicide, burglary, robbery, larceny, narcotics, arson, and sex crimes. Prerequisite: CJC 209.
- CJC 211—Introduction to Criminalistics** 4 2 5  
Study of Criminal Investigation including a general survey of the methods and techniques used in modern scientific investigation of crime, and emphasis upon the practical use of these modern methods by the student. Laboratory techniques will be demonstrated and the student will participate in the actual use of the scientific laboratory and its equipment.
- CJC 215—Contemporary Correctional Issues** 4 0 4  
A look at current trends and controversial issues within the correctional institutions. A critical look at serving time and punitive vs. rehabilitation techniques are explored along with philosophical concepts of incarceration.
- CJC 220—Police Organization and Management** 4 0 4  
Introduction of principles of organization and administration, personnel management, training, communication, records and property maintenance will be discussed. Emphasis will be on administrative decision making and leadership styles necessary for the proper functioning of a police organization.
- CJC 221—Correctional Administration** 4 0 4  
Emphasis in the principles of administration in the correctional setting including budgeting, financial control, recruitment and development of staff, administration, decision making, public relations, and other correctional administrative functions.
- CJC 222—Introduction to Security Systems** 4 0 4  
An overview of the total security concept which includes industrial, commercial, retail security. A general background of security designed for individuals interested in employment in private security will also be discussed.
- CJC 223—Correctional Law** 4 0 4  
A look at specific laws as they pertain to correction, care, custody, and control. A look at the basic responsibilities of the correctional officer concerning the law, liability and consequences of actions taken.
- CJC 224—Rehabilitation Techniques** 4 0 4  
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. The new and innovative techniques of rehabilitation will be emphasized as they relate to successful methods.
- CJC 225—Criminal Procedures** 4 0 4  
This course is designed to provide the student with a review of court system procedures from incident to final disposition. The principles of constitutional, federal, state, local and civil laws as they apply to and affect Criminal Justice personnel are studied.
- CJC 226—Civil and Criminal Responsibility** 4 0 4  
This course emphasizes the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exits. It stresses the legal liability of the individual and the company.

**CJC 230—Correctional Counseling** 4 0 4

This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a corrections officer. Areas to be examined: vocational rehabilitation, alcohol detoxification, welfare services, child guidance and mental health clinics, employment services.

**CJC 240—Defense Tactics and Firearms** 2 2 3

Actual firearm training on the firing range, proper use and care of weapons will be demonstrated, with student participation.

**CJC 245—Electronic Detection and Polygraph** 4 2 5

This course is designed to provide the student with an understanding of electronic detection devices and equipment. It stresses the legalities of their use. The use of the polygraph as an investigative aid is covered along with the PSE. The importance of the pre-test interview, question formulation and post-test interview is stressed and demonstrated.

**CJC 248—Surveillance Techniques** 4 0 4

This course is designed to cover all types of surveillance techniques and the use of surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings. Legal implications of surveillance equipment will also be examined.

**CJC 249—Seminar in Criminal Justice** 4 0 4

An overview of the Criminal Justice System. Critical analysis of all areas of the system with emphasis on student oral participation.

**COMPUTER OFFICE AUTOMATION****COA 101—Introduction to Computer Technology** 4 0 4

An introductory course designed to acquaint the student with microcomputer office automation. The basic terminology and fundamental components of automated offices will be studied.

**COA 102—Microcomputer Applications** 4 0 4

A survey of things personal computers can do. The student learns how to interact with a computer while learning fundamental skills in several computer applications such as WORDSTAR 3.3 word processing, SUPERCALC 3 spreadsheets, and dBASE III data base management. This course may be taken at the same time as EDP 101.

**COA 110—Data Entry** 3 2 4

This course is designed to introduce students to keyboarding on a microcomputer using a variety of applications. Both speed and accuracy will be emphasized. Use of source documents, procedures, and controls will be explored. Prerequisite: Bus 102.

**COA 120—Microcomputer Operating Systems** 3 2 4

This course is designed to acquaint the student with microcomputer operating systems. Emphasis is placed on controlling input and output, hard disk management, maintenance utilities, and software installation. Prerequisite: COA 101.

**COA 130—Microcomputer Graphics** 3 2 4

Introductory course designed to acquaint the student with microcomputer graphics software capabilities. Students will use microcomputer graphics software to produce visual displays of processed data. Students will also learn to evaluate, select, maintain and utilize microcomputer graphics software. Prerequisite: COA 101.

**COA 140—Hardware Maintenance and Installation** 4 0 4

This course is designed to introduce the student to microcomputer hardware components. Topics include diagnostic testing procedures, installation of memory and peripherals, general maintenance and troubleshooting. Prerequisite: COA 101.

**COA 210—Microcomputer Office Systems** 4 0 4

A study of the techniques utilized in the development of office automation systems. Emphasis is on organization concepts, skills, and procedures; capturing, storing and retrieving information; traditional and electronic information resources, decision making, and communication systems. Prerequisites: COA 101, COA 120, EDP 210, EDP 106, EDP 212, COA 240.

**COA 230—Data Communications** 3 2 4

This course is designed to introduce students to the concepts and technology of data communications in the context of computerized information systems. Includes a study of interfaces, local area networks, distributed processing, network management, security and trends in applications and technology. Prerequisites: COA 140, COA 120.

**COA 240—Automated Accounting Systems** 3 2 4

This course is designed to acquaint the student with integrated office software. Components include payroll, general ledger, inventory, billing, and other office functions. Prerequisite: BUS 120, BUS 121.

**COA 260—Microcomputer Training & Support** 4 0 4

This course is designed to introduce the student to training and support techniques. Writing and using documentation; selecting, learning, and teaching software packages; vendor resources; and adult education theory will be included. This course prepares the student to work with management and technical personnel responsible for information processing functions. Prerequisite: COA 210.

**COA 270—Microcomputer Systems Project** 1 6 4

This course is designed to provide the student an opportunity for applying office automation technology. The student will use the skills acquired in previous courses to design and implement an integrated office system. Prerequisite: COA 210.

**COOPERATIVE EDUCATION****COE 100—Career Planning and Development** 1 0 1

A study of cooperative work experience education. All phases of the program are reviewed with particular attention devoted to preparing the student for entry into the world of work. The individual process of career decision making and methods of securing and retaining a job are emphasized.

**COE 101-106—Work Experience I-VI each - up to** 0 20 2

Through the Cooperative Education Program the student works on a part-time basis in a position closely related to his or her program of study and for an employer selected and/or approved by the College. In addition to on-the-job supervision by the employer, the student is supervised periodically by a Co-op coordinator from the institution. Prerequisites: One quarter as a full-time student at CCC and full admission to the Co-op Program.



**DRAFTING****DFT 110—Introduction to Drafting** 4 0 4

In this course, the student will learn to organize for presentation on prints mechanical, architectural, and geographic information. This information will be presented through use of orthographics, isometrics, sectional drawings, detail drawings, dimensioning, notes and lettering. The course emphasis will be on the general presentation of this information as applied to different areas of drafting and drawing. The student will develop these skills through actual practice with the most common drawing tools.

**DFT 1104—Blueprint Reading: Mechanical** 3 0 3

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

**DFT 1113—Blueprint Reading: Electrical** 4 0 4

Electrical-Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams and electrical plans for electrical installation using appropriate symbols and notes according to the applicable codes will be a part of this course.

**DFT 1115—Blueprint Reading: Plumbing** 4 0 4

Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

**DFT 1116—Blueprint Reading: Air Conditioning** 4 0 4

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams, and schematics, floor plans, heating system plans including duct and equipment layout plans and shop sketches. The student will make tracings of floor plans and layout air conditioning.

**DFT 1305—Blueprint Reading for Machinist** 4 0 4

Advanced blueprint reading as related to actual complete detailed drawings found in machine shops. Discussion as to how pieces will be produced and this relationship to the drawing.

**DISTRIBUTION AND MARKETING****DMK 240—Math for Retail Buying** 4 0 4

Concerns itself with the scientific use of numbers in merchandising, and the figures and mathematical techniques that are employed to translate fashion into the profit-making activities of planning, pricing, and controlling quantities. Prerequisite: BUS 109.

**DMK 249—Fashion Buying and Merchandising** 4 0 4

This course examines in depth the planning, buying, and selling of merchandise. The course deals with buying as a career and the organization of retail stores. Merchandising techniques that are used to plan assortments, determine sources of supply, select merchandise, negotiate buying, and follow through on the sales of merchandise are some of the more important parts of the course.

**DMK 260—Visual Merchandising** 4 0 4  
Examines display as a visual merchandising medium, and covers the principles of display design and their applications to fashion merchandising environs.

## DRAMA

**DRA 105—Theatrical Performance** 2 2 3  
Designed to give the student experience in an appreciation of a variety of behind-the-scenes and on-stage procedures that are requisite to a theatrical production.

**DRA 106—Dramatic Production** 2 2 3  
Designed to give the student further experience in theatrical productions with emphasis placed on technical theatre.

**DRA 200—Creative Dramatics** 1 0 1  
A course designed for teachers and other youth leaders who wish to use creative dramatics as a teaching tool. Different types of creative communication appropriate for children and adolescents will be studied. Major topics are Creative Theatre, Formal Theatre, and Oral Interpretation. Projects will include selected readings, improvisations, and skits.

**DRA 202—Musical Theatre** 3 0 3  
The study of musical theatre — its origins, history, etc. Participation in musical skits will be encouraged.

**DRA 208—Children's Theatre** 3 0 3  
This course introduces the student to the different types of theatre appropriate for children. These types include, but are not limited to, Reader's Theatre, Mime, Creative Dramatics, Story Theatre, and Presentation Theatre. A course requirement will be the actual selection, rehearsal and presentation of a mini production for children by adults and/or a production by children.

## DIESEL

**DSL 1101—Diesel Engines I** 2 6 4  
This course will introduce the student to the diesel engine. The theory and principle of engine operation will be covered with emphasis on application through disassembly and rebuild.

**DSL 1102—Diesel Engines II** 3 9 6  
A continuation of DSL 1101.

**DSL 1103—Diesel Electrical, Fuel and Air  
Conditioning Systems I** 2 6 4  
This course is designed to study the electrical system as it relates to the engine, air conditioning and auxiliary systems of the tractor. Principles of air conditioning, fuel systems and electrical systems will be covered.

**DSL 1104—Diesel Electrical, Fuel and Air  
Conditioning Systems II** 3 9 6  
A continuation of DSL 1103.

**DSL 1105—Diesel Truck Chassis, Suspension  
and Brakes I** 2 6 4  
This course will build competency in braking, hydraulic and air systems on the tractor. It also covers the chassis suspension and common job tasks related to these areas.

**DSL 1106—Diesel Truck Chassis, Suspension and Brakes II** 3 9 6

A continuation of DSL 1105.

**DSL 1107—Power Trains I** 2 6 4

This course is designed to build competency in heavy truck transmission and differentials in the area of troubleshooting, servicing, repair and rebuild.

**DSL 1108—Power Train II** 3 9 6

A continuation of DSL 1107.

## ECONOMICS

**ECO 102—Economics I** 5 0 5

The fundamental principles of economics including the institutions and practice by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large.

**ECO 104—Economics II** 5 0 5

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade of finance and economic problems.

**ECO 201—Labor Economics** 4 0 4

Emphasis is placed on the history of the labor movements in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control, and the factors on income and economic security.

## COMPUTER OFFICE AUTOMATION TECHNOLOGY

**EDP 106—Word Processing I** 3 2 4

An extensive course designed to teach computer users word processing skills using WordPerfect. Creating, editing, printing, and storing documents will be learned.

**EDP 107—Word Processing II** 3 2 4

A continuation of EDP 106 using advanced concepts in WordPerfect.

**EDP 110—COBOL II** 3 2 4

A second course in the COBOL programming language using more advanced programming techniques in a business environment. Prerequisite: EDP 109.

**EDP 116—Business BASIC Language I** 3 2 4

This course is designed to provide the student with fundamental principles essential to proper programming practices including flowcharting and pseudocoding. Computer programming skills are developed through the use of the BASIC Programming Language with intense stress being placed on personal computer application in a business environment.

**EDP 117—Business BASIC Language II** 3 2 4

A continuation of EDP 116 with advanced BASIC concepts and commands. Systems are studied, file handling skills are developed, and typical business problems are developed. Prerequisite: EDP 116.

**EDP 118—Business BASIC Language III**

3 2 4

A continuation of EDP 117 designed to teach advanced system design and file handling concepts in the BASIC language. Interactive programming techniques, error checking routines, and advanced applications are stressed. A system project is assigned to simulate a business environment. Prerequisite: EDP 117.

**EDP 210—LOTUS 1-2-3**

3 2 4

A course designed to teach users how to use LOTUS 1-2-3, a spreadsheet, database, and graphics program. Learning will be facilitated through the solving of practical business problems in a "hands-on" environment.

**EDP 211—Advanced Lotus 1-2-3**

3 2 4

An advanced course in the utilization of LOTUS 1-2-3 application software. Emphasis will be placed on database functions, file combining and manipulation, advanced spreadsheet commands, and macro programming. Advanced LOTUS commands and concepts will be taught through the use of realistic examples and practical lab applications.

**EDP 212—Data Base Management**

4 0 4

An introduction to using database management applications on personal computers. Creation, inquiry, updating and reporting are learned through business applications. The student will gain a working knowledge of dBase III.

**EDP 213—Advanced DataBase Management**

3 2 4

This class is designed to teach advanced concepts in database management. Students will gain an understanding of programming concepts to allow customizing of whole multi-file systems for use in business. The software use will be dBASE IV.



**EDUCATION****EDU 121—Effective Teaching Strategies** 3 0 3

Emphasis is placed on learning effective teaching techniques to enhance expertise as an instructor. Practical examples will be studied with use of videotaping to evaluate organization, techniques, and behavior.

**EDU 201—Teaching for Thinking** 3 0 3

A multidisciplinary course designed to help teachers help their students learn to think for themselves. Techniques and strategies for creating situations in which students must organize, analyze, synthesize, evaluate, guess, imagine, classify, and interpret are demonstrated.

**EDU 202—Reading in the Content Area** 3 0 3

This course, which provides instruction in the teaching of reading in the content areas (such as history, science, social studies), is designed for classroom teachers who teach at the junior high, senior high, and adult level. Basic theories and their practical application to teaching are emphasized. Topics include informal testing, textbook selection, making effective reading assignments, teaching students how to study, and designing strategies for presenting textbook content to students.

**ELECTRICITY****ELC 112—Electronics Fundamentals I** 3 2 4

Presents fundamental principles of Direct Current electricity including: units of measurement, OHM's law, Kirchoff's laws, simple series, parallel, and series parallel resistive circuits, R-C & L-R circuits, power, resistance, current, capacitance, magnetism, and basic circuit components. Lab work will cover the proper use and care of hand tools, and measuring equipment such as the VOM and VTM. Interpretation of schematic diagrams and component identification, and verification of basic electrical laws will be included.

**ELC 113—Electronics Fundamentals II** 3 2 4

Presents fundamental principles of alternating current electricity including: resistive, capacitive, and inductive circuits, impedance, phase relationships, resonant and nonresonant series and parallel LRC circuits, inductive coupling, and air and iron core transformers concepts. Lab work will include use of the DVM and oscilloscope, and verification of basic electrical laws. Prerequisites: ELC 112, MAT 101.

**ELC 114—Active Devices** 3 2 4

Covers basics of vacuum tubes and solid state devices including: transistors, diodes, photocells, and thermistors. Lab experiments will verify the function of these components in circuits. Prerequisites: ELC 113, MAT 102.

**ELC 115—Rotary Machines and Controls** 3 2 4

Concepts of motor construction; power requirements; mechanical aspects of electric motors, including DC and stepping motors; and single and multiphase AC motors. The course includes wiring, testing, starting, reversing, and speed control of various types of motors. Motor control circuits include electro-mechanical and solid-state devices and times or sequencing switches. Information also aids in proper choice of motor types for specific applications.

- ELC 1102—Basic Electricity for Air Conditioning, Heating, and Refrigeration** 2 6 4  
 The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.
- ELC 1111—Basic Electrical Circuits, Machines, and Transformers I** 4 3 5  
 A student will gain competency in construction and using series and parallel circuits. Single and polyphase rotating machinery, transformers and transformer connections will also be studied. A large portion of lab time will be used to build competency in understanding and practical application of these circuits and machines.
- ELC 1113—Alternating Current and Direct Current Machines and Control I** 2 6 4  
 This course is designed to build competency in the area of magnetic motor controls. Basic start-stop-job circuits and their many variations as well as limiting devices in these circuits will be studied in detail. Large portions of lab time will be spent in developing competency in the use of the circuits as they apply to industry.
- ELC 1114—National Electrical Code** 4 0 4  
 A study of the National Electrical Code in preparation for the licensing examination. Instruction will include the latest code revisions, safety measures and standard practices in the wiring of single and multifamily dwellings, commercial establishments and industrial locations.
- ELC 1124—Residential Wiring I** 2 6 4  
 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, National Electrical Codes regulators in actual building mock-ups.
- ELC 1125—Commercial and Industrial Wiring I** 2 6 4  
 Layout, planning and installation of wiring systems in commercials and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring conduit preparation and installation of simple systems.
- ELC 1311—Basic Electrical Circuits, Machines and Transformers II** 4 3 5  
 A continuation of ELC 1111.
- ELC 1313—AC/DC Machines and Controls II** 2 6 4  
 A continuation of ELC 1112.
- ELC 1324—Residential Wiring II** 2 6 4  
 A continuation of ELC 1124.
- ELC 1325—Commercial and Industrial Wiring II** 2 6 4  
 A continuation of ELC 1125.

**ELECTRONICS****ELN 100—Introduction to Electronics** 4 0 4

A survey of electronics with particular attention to what electronics consist of. A non-mathematical approach will be utilized in this course. Students also learn the magnitude of the Electronics Engineering Technology degree requirements.

**ELN 103—Circuit Layout and Design** 3 2 4

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

**ELN 121—Electronic Circuits I** 3 2 4

Covers the building blocks of electronics such as: power supplies, amplifiers, oscillators, feedback circuits, and tuned circuits. Lab work will give experience in building and troubleshooting these circuits. Prerequisite: ELC 113.

**ELN 122—Electronic Circuits II** 3 2 4

Allows the student to study the relationships of the circuits covered in ELN 121. Discussion will center around the networks formed by interconnection of these circuits. Prerequisite: ELN 121.

**ELN 123—Introduction to Microprocessors** 3 2 4

A study of the computer in its smallest physical form. The student will be given practice in BASIC programming and the utilization of the microprocessor in manufacturing situations.

**ELN 208—Industrial Electronics** 3 2 4

Electronics as applied in industrial control and production systems: study includes types of components and circuits used to control processes and equipment such as DC motors, drives, switching, and control processes and equipment and its installation and safety considerations. Includes the study of circuits used in sensing and control as well as monitoring manufacturing processes.

**ELN 218—Logic Fundamentals** 3 2 4

Covers basic logic circuit design and application including: OR gates, AND gates, NOR gates, NAND gates, binary numbering systems and Boolean Algebra.

**ELN 219—Pulse and Logic Circuits** 3 2 4

This course continues the study of topics covered in ELN 218 and introduces bistable and monostable multivibrators, integrators, Schmit trigger circuits, and transistor switches. Prerequisite: ELN 218.

**ELN 235—Industrial Instrumentation** 3 2 4

Principles of measurement of electrical values and other parameters for use in the automatic control of machinery and equipment are covered. Electronic circuits necessary for the processing of information and display are investigated. Several types of transducers for the detection and conversion of various parameters are studied and their interfacing with indicators and other systems are discussed.

**ELN 242—Electronic Systems I** 3 2 4

Study of Motorola 6800 series machine language instruction set. The course will cover most of the 72 types of instruction that make up the 6800's instructions set. An assembler will be used to convert programs from assembly language to machine code. Prerequisite: ELN 123.

**ELN 243—Electronic Systems II** 3 2 4  
Covers microprocessor applications and interfacing. Discussion of Basic Input/Outputs, serial and parallel data communication, and Analog to Digital and Digital to Analog conversions. Prerequisite: ELN 242.

**ELN 246—Electronic Systems Project** 3 2 4  
A class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.

**ELN 249—Electronic Technique & Problem Solving** 3 2 4  
ELN-249 is primarily a “hands-on” course to give the student the opportunity to gain proficiency with tools of the trade by project design, layout, drilling, cutting, fastening and soldering as they carry out assignments from the instructor. The student also gains knowledge of procedures used in problem solving by application of previously learned material as well as troubleshooting procedures for many systems. The course objective is to prepare the student for work-bench applications of electronics and the use of various hand and power tools.

## ENGLISH

**ENG 100—Basic English Skills** 3 0 3  
A review of basic English skills which will prepare students for the competencies needed in English 130 and 131. Course content includes a study of major structural errors, grammar, mechanics, punctuation and spelling.

**ENG 103—Report Writing** 3 0 3  
A study of standard English and the organization and techniques of modern report writing. Exercises in developing typical reports using writing techniques and graphic devices. Special emphasis is on practical application of occupational writing demands.

**ENG 104—Reading Dynamics** 3 0 3  
An aid to improve the student’s ability to read rapidly and accurately. Special emphasis on comprehension, vocabulary, critical and analytical reading skills, and the study of reading materials related to the student’s curriculum.

**ENG 105—Masterpieces of World Literature** 3 0 3  
A study of novels, short stories, poetry, plays, and non-fiction representative of both classic and contemporary world literature.

**ENG 107—Theatre Appreciation** 3 0 3  
A general survey of theatre history including an investigation of the origins of tragedy and comedy. A study of medieval church drama, Shakespeare, the Renaissance and the Romantic traditions, Ibsen and realism, Theatre of the Absurd and some of its more recent descendants. Appropriate selections from the literature of some of the above-mentioned periods will be included.

**ENG 116—Journalism I** 3 0 3  
A study of journalistic writing with special emphasis on collecting, writing, and editing news stories; a study of freedom of the press and basic news legality. Practical application of newswriting through the development of the college newspaper.

**ENG 117—Journalism II** 3 0 3  
Continuation of ENG 116.



- ENG 118—Publications Design and Production I** 2 2 3  
A study of techniques and problems in the design and production of publications, including pamphlets, brochures, catalogues, and the college yearbook.
- ENG 119—Publications Design and Production II** 2 2 3  
Continuation of ENG 118.
- ENG 120—Publications Design and Production III** 2 2 3  
Continuation of ENG 119.
- ENG 121—Publications Design and Production IV** 2 2 3  
Continuation of ENG 120.
- ENG 130—English Grammar and Composition** 3 0 3  
A study of English grammar, usage, punctuation, mechanics, and basic library skills. Special emphasis on the writing process and the development of the paragraph and the essay.
- ENG 131—Composition and Introduction to Literature** 3 0 3  
A continuation of ENG 130 with special emphasis on the development of interpretive essays on thematic and structural topics in four genres: poetry, short story, drama, and the essay. Prerequisite: ENG 130.
- ENG 132—Composition, Research, and Documentation** 3 0 3  
A study of research in the college library including the card catalog. *Reader's Guide to Periodical Literature*, and bibliographic resources. Emphasis on the development of the research paper, including notetaking, paraphrasing, and documentation. Prerequisite: ENG 131.
- ENG 200—Storytelling** 1 0 1  
A course designed to motivate students to collect and record stories and legends from both written and oral sources. In addition, students will learn effective storytelling techniques through model presentations and from sharing their own work. Topics of study include sources for stories, types of stories, and effective storytelling techniques.
- ENG 201—English Literature Survey** 3 0 3  
English 201 is a study of selected works of major British writers, including discussion of the milieu in which they wrote. Students papers analyze and criticize authors and their work. ENG 201 covers major British writers beginning with Chaucer and continuing through the twentieth century. Prerequisite: ENG 131 or advisor approval.
- ENG 203—Creative Writing** 3 0 3  
Creative writing laboratory. Emphasis on imaginative writing with special emphasis on essays, short stories and poetry. Prerequisite: ENG 130.
- ENG 204—Fundamentals of Speech** 3 0 3  
A study of basic concepts and principles of oral communication to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice and the application of particular techniques of theory to correct speaking habits and to improve effective oral presentation.
- ENG 205—Major American Writers** 3 0 3  
A study of major American authors representative of literary movements from Romanticism to the present.

- ENG 207—Southern American Writers** 3 0 3  
A study of principal authors, from colonial times to the present, who have made a contribution to a better understanding of the people and institutions of the South.
- ENG 209—Creative Writing Workshop** 3 0 3  
Continuation of ENG 203 — Creative Writing. ENG 203 — Creative Writing is a didactic course. ENG 209 — Creative Writing Workshop will be responsible for all phases of the publication of the literary magazine *Foothill Notes*; i.e., writing, editing, typing, distributing, etc.
- ENG 210—Effective Communication** 3 0 3  
A course designed to help participants understand their own communication problems, overcome or prevent communication breakdowns, and improve their relationships with others through more effective listening and speaking skills.
- ENG 216—Walden** by Henry David Thoreau 1 0 1  
A course designed to familiarize students with Thoreau's *Walden*. This book will be read and discussed in a seminar setting. Thoreau's life will also be discussed.
- ENG 217—The Poetry of Robert Frost** 1 0 1  
A course designed to familiarize students with the poetry of Robert Frost. Appropriate selections will be read and discussed in a seminar setting. Frost's life will also be discussed.
- ENG 218—Children's Library** 3 0 3  
This course is a critical study of those books, both classical and current which are appropriate for the varying needs and developmental stages of children from kindergarten through the ninth grade.
- ENG 221—American Literature Survey I** 3 0 3  
From the foundations of the republic to the late 19th Century, emphasizing distinctive lines of thought.
- ENG 222—American Literature Survey II** 3 0 3  
From naturalism to the present, emphasizing the tension between romantic and neo-classical principles.
- ENG 1101—Reading Improvement** 4 0 4  
Designed to improve overall efficiency with special emphasis on purpose, comprehension, word recognition skills, and the study of reading materials related to the student's curriculum.
- ENG 1102—Communication Skills** 4 0 4  
Explains topics in oral and written communication including the communication process, listening, oral presentations, nonverbal communication, participation in meetings, writing the letter of application and accompanying resume, and special problems of English grammar and usage.

## ENVIRONMENTAL

- ENV 206—Environmental Law** 4 0 4  
A study of local, state, and federal laws and acts concerning environmental quality standards and the use of resources, legal procedure for enforcing laws, and problems concerning enforcement. Included will be environmental standards dealing with polluting sources such as industry, agriculture, municipalities, and individuals.

**ENV 1105—Hydraulic Fundamentals** 4 0 4  
 An introduction to basic hydraulic principles including Pascal's Principles of static fluids, Bernoulli's theorem of fluids in motion, viscosity, laminar and turbulent flow, Reynolds' number, dynamic similitude, velocity gradient, etc.

## FASHION

**FAS 101—Principles of Fashion Merchandising** 4 0 4  
 This course is designed as an introduction to fashion terminology and the components of fashion. It explores the manner in which economic, sociological, and psychological factors influence fashion demand. A brief history of fashion is discussed along with the roles and responsibilities of designers, manufacturers, and retailers. Great emphasis is also placed on careers in fashion.

**FAS 102—Modeling and Social Usage** 2 2 3  
 This course is designed as an introduction to the techniques and skills needed to improve one's stance, posture, carriage and body control and business manners in order that each student can better meet the requirements they will face in the business world.

**FAS 103—Fashion Accessories** 4 0 4  
 Concerns itself with properties, characteristics, and construction of leathers, fur, hosiery, intimate apparel, belts, umbrellas, millinery, wigs, jewelry, and cosmetics as they affect the knowledgeable buying and selling of these products.

**FAS 104—Fashion Sketching** 2 0 2  
 To help students develop fashion sketching techniques for promotion designs which are already complete, for illustrations in magazines, newspapers, poster design, display, etc. Enables students to acquire knowledge of figure proportions.

**FAS 105—Professional Development** 4 0 4  
 This course stresses the individual development of the student's potential in enhancing and training mind and body in the following areas: self-esteem and personality, physical conditioning, nutrition and diet, clothing and appearance, habits or orderliness, overall grooming, graciousness, manners, and consumer awareness.

**FAS 106—Fabric Science** 4 0 4  
 Analyzes textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use.

**FAS 208—Fashion Salesmanship** 4 0 4  
 This course will analyze the basics and nature of selling. The course will study the consumer buying habit, behavior and communications process. A thorough study of the importance of personal selling to our socioeconomic system, the way culture influences the behavior of buyers, background information for identifying prospects, and characteristics for special types of selling and the building of a sales force.

**FAS 209—Fashion Writing and Communication** 4 0 4  
 Examines specific areas of fashion writing, such as: Fashion reports, press release, fashion news stories, fashion and trade magazine articles, and fashion show commentary.

**FAS 210—Fashion Advertising and Sales Promotion** 4 0 4  
 This course will serve as an introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed to implement the activities of advertising and copywriting. It will cover the types and objectives of the different sales promotion activities used to sell fashion products and the techniques that are important to implement fashion shows, special events and publicity.

**FAS 211—Introduction to Apparel Design** 4 0 4  
 This course examines the job of the designer, how the designer functions in the context of an apparel manufacturing firm, the mechanics of creation and production, and the principles and elements of design.

**FAS 212—Psychology of Dress** 4 0 4  
 Examines the interrelationship between clothing and its cultural, social, psychological, physical, economic, and aesthetic implications.

**FAS 215—New York Field Studies Seminar** 1 6 3  
 Four days and three nights to New York City's Garment District. To offer students of design, retailing and merchandising a behind-the-scenes look at the fashion industry along with new perspectives on fashion careers. Institutional visits to the Metropolitan Museum's Costume Collection, other museums and the Fashion Group Headquarters. Company visits to design studios, showrooms and factories of apparel-makers, fur, lingerie and accessories, fashion publications and other establishments. Offered upon sufficient enrollment demand once every two years.

## FOOD SERVICE

**FSO 1102—Food Preparation & Baking I** 2 6 4  
 A study of the scientific principles of baking, food preparation, and cooking procedures; included will be preparation of salads, stocks, sauces, breads, desserts, and beverages.

**FSO 1103—Sanitation-Safety Equipment** 4 0 4  
 A study of sanitation standards and safety precautions as related to food storage, preparation, and service. The student will also learn the design, methods and care of kitchen equipment.

**FSO 1105—Purchasing** 2 0 2  
 To indicate the functions and administrative operations of the food purchaser's department. Methods and procedures for purchasing foods, standards, grading, and inspecting those items bought. Also, the student will learn how items are to be received, stored, and issued.

**FSO 1106—Menu Planning** 3 0 3  
 This course will demonstrate a study of composing a menu. It will reflect the seasonal changes necessary in menu planning, the essential human food requirements and the types of food that produce these requirements.

**FSO 1108—Personnel Management** 2 0 2  
 A study of the job responsibilities and duties of the food service worker; his relationship to his associates, with emphasis on understanding human behavior, labor policies and legislation, and the importance of self-development in relation to professional responsibility.

**FSO 1109—Production Management** 2 0 2  
 Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on motion economy.

<b>FSO 1112—Food Preparation &amp; Baking III</b>	2 6 4
The course will develop artistic skills related to cooking and baking. The course will introduce more detailed assignments in the practical shop work to achieve increased skills. The student will learn the principles and preparation of egg cookery. All breakfast preparation will be taught.	
<b>FSO 1116—Baking V</b>	2 6 4
A continuation of FSO 1312 - Food Preparation & Baking IV.	
<b>FSO 1122—Food Preparation V</b>	2 6 4
A continuation of FSO 1312 - Food Preparation & Baking IV.	
<b>FSO 1302—Food Preparation &amp; Baking II</b>	2 6 4
This course is primarily designed to teach the students the different cuts of meats and their respective cooking methods. Fish, seafood, and poultry will also be stressed. The student will also be required to expand his knowledge in breads, cakes, pies, and other desserts.	
<b>FSO 1312—Food Preparation &amp; Baking IV</b>	2 6 4
A continuation of FSO 1112 - Food Preparation & Baking III.	
<b>FSO 1316—Baking VI</b>	2 6 4
A continuation of FSO 1116 - Baking V.	
<b>FSO 1322—Food Preparation VI</b>	2 6 4
A continuation of FSO 1122 - Food Preparation V.	

## HEALTH

<b>HEA 106—First Aid and Safety</b>	3 0 3
Students taking this course should acquire a better understanding of first aid and emergency care procedures.	
<b>HEA 107—Personal and Community Health</b>	3 0 3
This course, a basic study of personal and community health, includes topics such as proper health habits and attitudes, diet, drugs, and health service agencies.	

## HISTORY

<b>HIS 101—World Civilization I</b>	3 0 3
A survey of the cultural beginning of Eastern and Western civilizations, dealing with migrations, cultural diffusion, and the development of governmental and ethical structures through the fall of the Roman Empire.	
<b>HIS 102—World Civilization II</b>	3 0 3
A continuation of HIS 101 from the Middle Ages, through the Renaissance, the Voyages of Discovery, Colonization, the Reformation and the Age of Enlightenment.	
<b>HIS 103—World Civilization III</b>	3 0 3
A continuation beginning with the Industrial Revolution, the impact of industrial imperialism, the American and French Revolutions; the rise of political democracy and modern nationalism to the present.	
<b>HIS 110—American History I</b>	3 0 3
A comprehensive survey of American History from colonial times through the Civil War. It is a study of the political and social history of a pluralistic society with emphasis upon manners, mores, literary and artistic movement, religions and philosophical schools of thought, and the general outlook of the American people on particular subjects.	

**HIS 111—American History II** 3 0 3  
A continuation of American History I, beginning with the reconstruction period after the Civil War and proceeding through history up to the present.

**HIS 112—American History III** 3 0 3  
A continuation of American History I and American History II. An in-depth study of the United States Supreme Court Justices and landmark decisions, especially those decisions affecting educational institutions.

## HUMANITIES

**HUM 101—Dimensions of Human Experience** 3 0 3  
An interdisciplinary course in the humanities emphasizing some of the major dimensions of human experience, as reflected in philosophy, art, literature, music, history, religion, and psychology.

**HUM 110—History of Dress** 4 0 4  
A study of the costumes of the ancient world. Europe and America and the effects of the social environment upon appearance and the evolution of garments with special emphasis on the influence of history on modern concepts of dress.

## INDUSTRIAL MANAGEMENT

**ISC 107—Occupational Safety and Health Act** 4 0 4  
A survey of the Williams-Steiger Occupational Safety and Health Act of 1970. Application of the Federal Standards in various industries.

**ISC 120—Principles of Industrial Management I** 4 0 4  
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory organization and control, planning, scheduling, routing factory production, and labor control.

**ISC 121—Principles of Industrial Management II** 4 0 4  
Continuation of Principles of Industrial Management I. Prerequisite: ISC 120.

**ISC 122—Industrial Drawing** 4 0 4  
Drafting fundamentals and blueprints interpreting techniques common to commercial buildings covered from a safety technician's point of view. Schematics and diagrams to include electrical, plumbing, and heating installations using appropriate symbols and notes.

**ISC 209—Plant Layout** 4 0 4  
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-size plant, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money, and materials in a manufacturing operation.

**ISC 211—Work Measurement** 4 0 4  
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques, use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods of evaluation are studied.

**ISC 213—Production Planning** 4 0 4  
Day to day plant direction; forecasting, product planning and control, scheduling, dispatching, work loading. Routing and inventory control are studied.

**ISC 218—Plant Security** 4 0 4  
 Survey of the organization and function of the plant security force. Items stressed include: entrance procedures, petty thievery of company owned materials, parking lot security, use of fire arms in an emergency situation, disaster preparedness, and handling of bomb scares.

**ISC 220—Management Problems** 4 0 4  
 A study of personnel and production problems from the standpoint of middle management. Includes selection and development of products, control problems and techniques, development of standards, employer-employee relations. Case studies are extensively utilized.

**ISC 224—Elements of Industrial Hygiene** 4 0 4  
 Course designed to develop understanding of broad concepts of industrial hygiene and to develop ability to recognize potentially hazardous environmental conditions. A survey of the effects of toxic agents on the body and general methods of control will be included.

**ISC 243—Free Enterprise** 4 0 4  
 An in-depth examination of the component parts of free market capitalism and the complex interaction of producer, consumer and government. The fundamental principles which have contributed so vitally to the economic and industrial preeminence of the United States are employed. Some of these are relying on industry keeping government in its place, and the encouragement of productivity and ingenuity by the worker.

**ISC 250—Statistical Process Control** 3 0 3  
 This course is designed to introduce the student to the fundamentals of Statistical Process Control in manufacturing management. It acquaints the student with the terms, symbols, charts, math and graphics necessary to accomplish implementation of a control program using this concept. Prerequisite: MAT 117 or equivalent.

**ISC 1101—General Industrial Survey** 4 0 4  
 This course will cover a wide variety of industrial processes, from conception to final production. It includes processes in graphics, wood industries, plastic and metal industry.

## MATHEMATICS

**MAT 100—Basic Arithmetic Skills** 3 0 3  
 A review course in the principles and manipulations of arithmetic operations. Topics of study include: whole numbers, fractions, decimals, factoring, and simple applications of these areas.

**MAT 101—Principles of Mathematics** 4 0 4  
 A course emphasizing applications of mathematics and geometry. Topics of study include: geometry of plane figures, ratios and proportion, percents, use of calculator, powers and roots, and the metric system of measurement. Prerequisite: MAT 100 or equivalent.

**MAT 102—Introduction to Algebra** 4 0 4  
 An introductory course acquainting students with the basic principles of the study and application of algebra. Topics of study include: The equation, signed numbers, monomials, polynomials, graphing and set theory. Prerequisite: MAT 101 or equivalent.

- MAT 106—Math for Pharmacology** 3 0 3  
A course designed to review the basic mathematics needed for Pharmacology. The course will also include work in the various measurement systems and conversion between the systems. The course is designed for students who are planning to enter an LPN or RN program.
- MAT 117—Introduction to Statistics** 4 0 4  
An elementary course concerning the basic concepts of probability theory and the methods of statistical inference. Topics of study include: Sets and functions, probability, sampling, parameters and normal probability distribution. Prerequisite: MAT 102 or equivalent.
- MAT 121—College Algebra I** 3 0 3  
A study of the manipulation of polynomials, rational expressions, and solutions of equations. Topics of study to include: Linear equations, inequalities, exponents, polynomials, rational expressions, powers, roots, radicals, quadratics, and logarithmic functions. Prerequisite: High School Algebra.
- MAT 122—College Algebra II** 3 0 3  
A study of the solution of equations and systems of equations through advanced algebraic techniques. Outline of study includes: functions, graphing, operations with polynomials, solution of quadratics, linear equations, inequalities, matrices, determinants and exponential and logarithmic functions. Prerequisite: MAT 121.
- MAT 123—Trigonometry** 3 0 3  
An intermediate course in the principles and applications of trigonometric functions and algebraic manipulations of trigonometric functions. Outline of study includes: trigonometric functions, solution of triangles, radian measure, trigonometric identities and inverse trigonometric functions. Prerequisite: High School Algebra.
- MAT 201—Differential Calculus** 5 0 5  
A course in the principles, concepts, and applications of differential calculus. Outline of study includes: limits, continuity, derivation, and application of the derivative. Prerequisite: MAT 121 or equivalent.
- MAT 202—Calculus and Analytic Geometry** 5 0 5  
The study of the properties and application of the derivative with emphasis on: conic sections, transcendental function, exponential and logarithmic functions. Prerequisite: MAT 201.
- MAT 203—Integral Calculus** 5 0 5  
The study of the properties and applications of integral calculus with emphasis on: vectors and solid analytical geometry, partial differentiation, multiple integral and vector calculus. Prerequisite: MAT 202 or equivalent.
- MAT 205—Calculus for Business and Social Science** 4 0 4  
A one-quarter course which is to cover both differential and integral calculus. The course will use the intuitive approach, with theory applied where necessary. A major aim will be to show application of the tools of calculus. Recommended prerequisites: MAT 121, 123.
- MAT 210—Math for Elementary Teachers** 3 0 3  
A survey course that explains the development of our number system from natural numbers, to geometry, to logarithms, to calculus, to modern algebra.



**MAT 1102—Food Service Math** 4 0 4

This course focuses on the essentials of mathematics required in the food service industry. Topics covered include arithmetic operations with whole numbers, rational numbers, decimals, and percentages. Fundamental principles of business mathematics are used in practical problems of food industry.

**MAT 1103—Applied Math: Geometry** 4 0 4

An exploration of the fundamental properties of plane and solid geometric figures encountered in machine shop processes and other trades.

**MAT 1104—Applied Math: Trigonometry** 4 0 4

Trigonometric ratios; solving problems with right triangles, using tables and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equation. All topics are applied to practical problems.

**MAT 1110—Electrical Mathematics** 4 0 4

A course in algebraic and trigonometric processes involved in theoretical and applied electronics. Topics of study include: factoring roots, use of calculator, electrical equations, electrical units; fractional equations, polynomials, simultaneous equations of two unknowns and trigonometric functions.

**MAT 1112—Construction Estimating** 4 0 4

Construction Estimating is a course designed to give a student specific knowledge in estimating the various phases of a residence or small structure. Quantity takeoff will be taught. Estimating will be a major part of the course. Competency will come with many hours of practice.

**MACHINE SHOP****MEC 1101—Machine Shop Theory and Practices I** 2 6 4

An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring tools.

**MEC 1102—Machine Shop Theory and Practices III** 2 6 4

Advanced operations in layout tools and procedures, surface grinding, milling machines, lathe, and planer will be taught in this course. The students will also be doing projects showing proper sets and machine operation.

**MEC 1103—Machine Shop Theory and Practices V** 2 6 4

Advanced work on the engine lathe, turning, boring and threading machine and shaper will be dealt with in this course. The student will be introduced to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels.

**MEC 1104—Machine Shop Theory and Practices VII** 2 6 4

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc.

**MEC 1105—Introduction to the CNC Lathe and Mill** 4 0 4

The student will be oriented to the CNC lathe and mill, tooling safety and basic programming. The student will be instructed in the math and blueprint reading needed to program and operate the CNC lathe and mill.

**MEC 1106—Programming the CNC Lathe** 4 0 4

An advanced programming course for the CNC lathe. As a continuation of MEC 1105, this course will give students advanced training in machine set-up and tooling for CNC. Students will write their own programs, choose tooling, set-up and run the lathe with their programs.

**MEC 1107—Programming the CNC Mill** 4 0 4

An advanced programming course for the CNC mill. As a continuation of MEC 1105, this course will give students advanced training in machine set-up and tooling for the CNC mill. Students will write their own programs, choose tooling, set-up and run the mill with their programs.

**MEC 1133—Mechanical Maintenance** 3 3 4

To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and use of precision measuring tools and checking for accuracy, squareness, and correct center line distance is stressed for pre-start inspection. Prerequisites: MEC 1101, MEC 1102, DFT 1104, DFT 1113. Corequisites: ELC 1112.

**MEC 1199—Automotive Machine Shop** 2 6 4

This course is designed for the student to gain competency in machine shop processes related to the automotive industry. Such processes include use of the brake drum lathe, valve grinding equipment, precision measure and use of the boring bar.

**MEC 1301—Machine Shop Theory and Practices II** 2 6 4

Layout procedure and processes of the power cut-off saw, band saw, drill press, milling machine, lathe, and off hand grinding will be introduced both in theory and practice.

**MEC 1302—Machine Shop Theory and Practices IV** 2 6 4

The students will be introduced to operations involved in cylindrical, cutter and internal cylindrical grinding. Projects will be selected encompassing proper setups and machine operations.

**MEC 1303—Machine Shop Theory and Practices VI** 2 6 4

The trainee will use precision tools and measuring instruments such as the vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

**MEC 1304—Machine Shop Theory and Practices VIII** 2 6 4

Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

**MUSIC****MUS 101—Music Appreciation** 3 0 3

A basic orientation to music with emphasis on simple form and analysis, instrumentation aesthetics, masterpieces and other significant works.

**NURSING****NUR 1101—Fundamentals of Nursing** 9 6 0 12

A study of principles which are basic to safe effective nursing care with laboratory practice in basic nursing skills. Introduces student to nursing care planning, care of the patient's environment; care of a dependent patient, observing a patient's condition and reporting pertinent information.

**NUR 1104—Basic Pharmacology** 3 0 0 3

An introduction to drug therapy. A foundation of general knowledge in sources of drugs, legal control of drugs, computing dosage, classification and action of common drugs, and safety factors the nurse must use in administering drugs. Prerequisite: Completed first quarter of PNE.

**NUR 1115—Medical-Surgical Nursing I** 6 0 0 6

This course is an introduction to medical-surgical nursing. It is a study of classification, etiology, symptoms, methods of diagnosis, prevention, therapy, and nursing interventions of illnesses. Emphasis is the surgical patient, geriatrics, long-term illnesses, cancer, and allergies. Prerequisite: Completed first quarter of PNE. Corequisite: NUR 1112.

**NUR 1106—Medical-Surgical Nursing II** 5 0 0 5

A continuation of Medical-Surgical Nursing I. This course is a study of the nursing needs of patients with conditions related to various body systems—integumentary, respiratory, cardiovascular, gastrointestinal, and adult communicable diseases. Prerequisite: Completed second quarter of practical nursing. Corequisite: NUR 1113.

**NUR 1107—Medical-Surgical Nursing III** 5 0 0 5

A continuation of Medical-Surgical Nursing II. A study of the nursing needs of patients with conditions related to various body systems. Also includes study of the needs of the psychiatric patient, emergency nursing care, and nursing care of the seriously ill and dying patient. Prerequisite: NUR 1106. Corequisite: NUR 1114.

**NUR 1108—Obstetrical Nursing** 5 0 0 5

An introduction to the needs of the mother during normal pregnancy, labor, delivery, and post partum states. It includes a study of the needs and care of the newborn and an introduction to common complications of obstetrical patients. This background knowledge is essential for planned clinical practice in care of the mother and newborn. Prerequisite: Completed first quarter of PNE. Corequisite: NUR 1112.

**NUR 1109—Pediatric Nursing** 6 0 0 6

Provides an opportunity for the practical nurse student to study the well child, nursing principles and skills that are common in the care of sick children and adapting these to the level of the child. Includes study of common illnesses of children—symptoms, diagnostic procedures, treatments, and nursing interventions. This background study is essential to planned clinical practice in nursing care of children. Prerequisite: Completed second quarter of PNE. Corequisite: NUR 1113.

**NUR 1110—Vocational Adjustments** 1 0 0 1

This course is designed to help the student make the adjustment from the role of a student to that of a graduate practical nurse. Includes a review of legal and ethical aspects, employment, organizations, and continuing education as it relates to the graduate practical nurse. Prerequisite: Enrolled in fourth quarter of PNE.

**NUR 1111—Pharmacology II** 2 0 0 2

A continuation of basic pharmacology with emphasis on the nurse's responsibilities in preparing and giving intradermal, subcutaneous, and intramuscular injections. Includes nursing interventions for patients receiving intravenous administrations. Prerequisite: Enrolled in fourth quarter of PNE. Corequisite: NUR 1114.

**NUR 1112—Clinical I** 0 0 18 6  
 Beginning clinical practice in a general hospital with clinical activities planned in assessing, planning, implementing, and evaluating care for assigned medical, surgical, and obstetrical patients. Involves related clinical assignments in obstetrical nursing at local health department. Prerequisite: Completed first quarter of PNE. Corequisites: NUR 1108, NUR 1115.

**NUR 1113—Clinical II** 0 0 18 6  
 A continuation of Clinical I with planned clinical activities in a general hospital in surgical and pediatric patient care and beginning practice in administration of oral medication under supervision of an instructor. Involves related clinical assignments in pediatric patient care at local health department. Prerequisite: Enrolled in third quarter of PNE. Corequisites: NUR 1109, NUR 1106.

**NUR 1114—Clinical III** 0 0 18 6  
 A continuation of Clinical II with planned clinical experience in a general hospital in medical patient care, patient care in special services areas (ER, CCU), beginning administration of injectable medications under supervision of an instructor, and an increased complexity of patient care assignments. Involves related clinical experience in home health care and extended patient care facilities. Prerequisite: Enrolled in fourth quarter of PNE. Corequisite: NUR 1107, NUR 1111.

## NUTRITION

**NUT 101—Nutrition and Diet Therapy** 3 0 3  
 The course focuses on the nutritional requirements of growth and the contribution to good health by proper nutrition. The harmful effects of inadequate diet are discussed. Fundamentals of normal nutrition are used to introduce the student to diet changes made necessary by illness. The principles of meal planning and the selection, preparation, and storage of foods are included.

## PHYSICAL EDUCATION

**PED 101—Physical Conditioning I** 0 2 1  
 A course designed to teach the student basic conditioning techniques with an overall objective of the physical fitness.

**PED 102—Softball** 0 2 1  
 A course designed to teach the basic fundamental skills of softball. Emphasis is placed on conditioning, rules and skills.

**PED 103—Tumbling** 0 2 1  
 The fundamentals of rolls, cartwheels, and pyramids are taught using the springboard and mats. Major emphasis of the course is to learn how to fall without injury. Group stunts are also covered.

**PED 104—Basketball** 0 2 1  
 This course introduces the student to various rules, skills, and fundamental techniques of basketball.

**PED 105—Weight Training** 0 2 1  
 Introduction to the proper skills in the execution of the various lifts and instruction in the health and safety factors that are related to the development of an individualized weight training program.

**PED 108—Tennis I** 0 2 1  
 A course designed to develop a higher level of neuromuscular skill, coordination, balance, endurance and tennis strategy.

**PED 109—Modern Dance** 0 2 1  
A course designed to develop and improve fundamental skills in dance movements and techniques and to encourage appreciation of dance as an art form and medium of education.

**PED 110—Volleyball** 0 2 1  
A course designed to include the fundamental skills, history, rules, and strategy of the game with special emphasis on carry-over value of activity.

**PED 111—Golf** 0 2 1  
A course designed to teach the student the rules, regulations, etiquette and fundamental skills of beginning golf.

**PED 112—Physical Conditioning by Circuit Training** 0 2 1  
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training. The student also develops a personal physical maintenance program. Prerequisite: PED 101.

**PED 113—Tennis II** 0 2 1  
A course designed to teach strategy and execution of successful skills used in a tennis match. Emphasis is placed on execution of forehand, backhand, serve, volley, and doubles play and strategy. Prerequisite: PED 108.

**PED 114—Physical Fitness** 0 2 1  
In this course students are taught aerobic exercises, composed of light to vigorous choreographed movements, designed to improve and maintain cardiovascular endurance. A major goal of the class is to lower the resting heart rate of all students.

**PED 115—Self Defense** 0 2 1  
This course is designed to help students learn and understand basic self defense techniques. Philosophies and attitudes regarding personal security are discussed.

## PHILOSOPHY

**PHI 101—Introduction to Philosophy** 3 0 3  
A survey course of the major philosophical writings from ancient to modern times, with special emphasis on philosophical concepts including naturalism, idealism, systematic philosophy, realism, British empiricism, and existentialism. Representative thinkers include Plato, Decartes, Berkeley, Kant, Aristotle, St. Augustine, Hegel, Bacon, Kirkegaard, Sartre, and Camus.

## PHYSICS

**PHY 107—General Physics** 4 0 0 4  
This course is designed to take the student from basic fundamentals through advanced physics covering such areas as: structure of matter; electric current; electrostatics, units of measurement; electrodynamics; magnetism and electromagnetism, electric generators and motors.

**PHY 108—Radiation Physics** 3 2 0 4  
The production and control of high voltage and rectification; x-ray tubes and rectifiers and an introduction to therapy and nuclear medicine. Prerequisite: PHY 107.

**PHY 201—Physics I** 3 2 4  
The first quarter of college physics; mechanics (with emphasis on measurement); vectors and scalars; force systems, translational and rotational motion; work and energy; hydraulics. Prerequisite: MAT 102.

**PHY 202—Physics II** 3 2 4  
 The second quarter of college physics; kinetic theory of matter, heat, thermodynamics, wave motion and sound, and the properties of light. Prerequisite: PHY 201.

**PHY 203—Physics III** 3 2 4  
 The third quarter of college physics: electricity and magnetism-static electricity, potential, Ohm's law, parallel and series circuits, Kirchoff's Laws, magnets, induced electromotive force, motors and generators. Also modern physics: relativity; Bohr atom, x-ray and gamma rays, and atomic structure. Prerequisite: PHY 202.

**PHY 1101—Applied Physics** 4 0 4  
 An introduction to physical principle and their application in industry. Topics in this course include measurements, properties of solids, liquids, gases and basic electrical principles.

## **PLUMBING**

**PLU 1110—Plumbing Pipework** 4 12 8  
 This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.

**PLU 1111—Domestic Water Systems** 4 9 7  
 The installation of water distribution systems, beginning with the source of supply and including the location of pipes, valves and pumps in both single-story and multi-story buildings will be studied. Heating devices and drainage systems, including their ventilation, are part of this course. Field trips will be taken to study various types of installations.

**PLU 1112—Installation of Plumbing Fixtures** 2 6 4  
 The difference in materials and styles of laboratories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

**PLU 1120—Low Pressure Steam Systems** 2 6 4  
 The student will become acquainted with types of low pressure steam boilers, the principles of boiler operation. Boiler accessories such as connectors, fittings, and insulation are to be included. Low pressure steam systems, their layout, and component parts will be studied and installed. Equipment used in heat transmission, such as radiators, coils and connectors will be included.

**PLU 1123—Hot Water and Panel Heating** 3 6 5  
 The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disadvantages of each of these units will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

**PLU 1125—Industrial Piping** 3 9 6  
 Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as in the chemical industries will be major emphasis of this course.

**PLU 1112—Installation of Plumbing Fixtures** 2 6 4

The difference in materials and styles of laboratories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

**PLU 1120—Low Pressure Steam Systems** 2 6 4

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**PLU 1125—Industrial Piping** 3 9 6

Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as in the chemical industries will be major emphasis of this course.

**PLU 1126—Hydraulic Systems Plumbing** 3 3 4

Plumbing application in hydraulic systems. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.

**PLU 1128—North Carolina Plumbing Code** 4 0 4

A study of the North Carolina plumbing code, in preparation for the licensing examination. Instruction will include the latest code revisions, safety measures and standard practices in the plumbing of single and multi-family dwellings, commercial establishments and industrial locations.

**POWER MECHANICS****PME 1101—Internal Combustion Engines I** 5 3 6

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 operating of components of internal combustion engines. Testing of engine performance, servicing and maintaining of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication and methods of testing, diagnosing, and repairing.

**PME 1102—Engine Electrical Systems** 5 3 6

A thorough study of the electrical systems in the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.

**PME 1103—Automotive Analyzing Equipment** 5 3 6

Development of a thorough knowledge of and ability to use engine analyzing equipment. The testing of the ignition systems, fuel system, exhaust, and emissions system.

**POLITICAL SCIENCE****POL 102—Government—National** 3 0 3

English and Colonial background, the Articles of Confederation and the framing of the Federal constitution will be discussed. The nature of the Federal Union, Federal powers, and political parties will be studied, as will the general organization and functions of the national government.

**POL 103—Government—State and Local** 3 0 3

A study of state government, state-federal inter-relationships, the functions and prerogatives of the branches will be made. Problems of administration, legal procedures, law enforcement, police power, revenues and appropriations, with special attention to North Carolina will be discussed.

**POL 204—Great Decisions—Foreign Policy** 3 0 3

A discussion of key foreign policy issues faced by the United States and its citizens in the current year.

**PSYCHOLOGY****PSY 101—Introduction to Psychology** 3 0 3

A survey of major psychological theories (behavioral, cognitive, psychoanalytic, and humanistic) including the developmental process, motivation, emotion, frustration and adjustment, attention and perception, and problems of group living. Attention is given to application of these topics, to problems of study, self-understanding, and adjustment to demands of society.

**PSY 103—Adolescent Psychology** 3 0 3

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

**PSY 201—Abnormal Psychology** 3 0 3

Abnormal behavior studied in the context of modern life: Case studies, differential diagnosis, psychological dynamics of abnormal behavior, including theoretical, clinical and experimental contributions in the field.

**PSY 202—Group Processes** 3 0 3

A study of dynamics and leadership roles utilizing group experimentations. Applicability to other settings is also explored.

**PSY 208—Human Growth and Development** 3 0 3

A developmental approach in examining processes of growth physically, intellectually, psychologically, and socially. Covers infancy, adolescence, adulthood, and aging.

**PSY 209—Living with Ten-to-Fifteen Year Olds** 3 0 3

The study of the processes of development for a specific age group, such as adolescence. (Only one age grouping will be covered each time the course is taught and will depend upon interest.)

**PSY 210—Child Psychology** 3 0 3

A study of the child from conception through pre-adolescence. Social, intellectual, emotional and personality development are emphasized.

**PSY 238—Dynamics of Group Encounter** 3 0 3

A close in-depth study of sensitivity training. Student participation will enhance this course in actual group situations. Exploration of group behavior of others and role playing techniques of individuals is analyzed along with the dynamics of group relations and interrelations.



**PSY 240—Motivating the Individual** 3 0 3

This course introduces the student to the principles that are considered the basis for self-confidence, for goal achievement and success in the competitive career world, for recognition and personal achievement, and for successful living.

**PSY 1101—Human Relations** 4 0 4

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationship within the work situation.

**RADIOGRAPHY****RAD 101—Positioning I** 3 2 0 4

This course will cover basic radiographic positions for the upper and lower extremities. Basic radiographic terminology will be taught.

**RAD 102—Principles of Radiographic Technique I** 3 2 0 4

The student will be taught the fundamental principles of Radiographic exposure. This course will include all technical information of proper contrast and technical selections needed for Radiography conversion of techniques, evaluation of technical quality, and technical changes necessary to improve quality.

**RAD 103—Processing Technique** 2 2 0 3

This course will deal with manual and automatic processing with film critique for darkroom application. All studies of chemistry and all stages of processing will be taught.

**RAD 104—Radiographic Anatomy** 4 0 4

A study of the anatomy of the nine systems of the body with special emphasis on the skeletal system.

**RAD 105—Critique I** 1 0 0 1

Evaluation of repeated radiographs and high quality radiographs to instruct students in prevention of technical and positioning errors and how to attain top quality in Radiography. Special emphasis will be placed on positions taught in Positioning I.

**RAD 106—Clinical I** 0 0 15 5

Practical experience in a clinical setting. This experience will include practice in ethical and attitudinal situations during patient contact, patient care and basic positioning for radiologic studies of the chest, upper and lower limbs, and the abdomen. The student will process radiographs and apply basic principles in radiographic exposure. Departmental professional procedures will be initiated into the student's clinical routine.

**RAD 110—Introduction to Radiologic Technology** 1 0 0 1

An introduction to the field of Radiology with an overall view of Radiologic Technology and the part Radiology plays in medicine. The student will become completely acquainted with the ethics and basic radiation protection and will be acquired with the administrative structure of the hospital and departmental functions.

**RAD 111—Positioning II** 3 2 0 4

This course will cover basic radiographic positions of the spine and skull. Prerequisite: RAD 101.

<b>RAD 112—Principles of Radiographic Technique II</b>	2 2 0 3
Advanced formulation of techniques for all phases of radiography. Experimentation on various technical procedures with written reports to coordinate results of experiments. Prerequisite: RAD 102.	
<b>RAD 113—Critique II</b>	1 0 0 1
A continuation of Critique I with special emphasis on positions taught in Positioning II.	
<b>RAD 114—Clinical II</b>	0 0 15 5
The student will apply, in the hospital, what he has learned in class. All students will be under the supervision of an instructor or a registered technologists.	
<b>RAD 121—Positioning III</b>	3 2 0 4
This course will cover basic radiographic positions of examinations using contrast media and advance skull positioning. Prerequisite: RAD 111.	
<b>RAD 123—Critique III</b>	1 0 0 1
A continuation of Critique II with special emphasis on positions taught in Positioning III.	
<b>RAD 131—Positioning IV</b>	4 0 0 4
The final study of radiographic positioning other than the routine positions and pediatric radiography. Prerequisite: RAD 121.	
<b>RAD 134—Clinical IV</b>	0 0 24 8
Intensified practicum in the hospital to apply all the didactical knowledge the student has acquired in the past year.	
<b>RAD 141—Special Procedures I</b>	2 0 0 2
Detailed studies of special procedures, the related contrast media used, pathology demonstrated and anatomy demonstrated.	
<b>RAD 201—Radiologic Protection</b>	4 0 0 4
This course will deal with the effects of radiation on the body, ways of patient and personal protection and governmental regulations.	
<b>RAD 203—Clinical V</b>	0 0 24 8
Continuation of practicum with emphasis on finer details of improvements to attain a high quality in practicum.	
<b>RAD 212—Clinical VI</b>	0 0 24 8
Practicum with emphasis on special procedures and examinations not commonly performed on a routine basis.	
<b>RAD 223—Clinical VII</b>	0 0 24 8
Detailed practicum as a prerequisite for final evaluation.	
<b>RAD 233—Clinical VIII</b>	0 0 36 12
Practicum within the hospital with oral and practical examination. General evaluation of the student's practicum capabilities will be summarized.	
<b>RAD 241—Special Procedures II</b>	2 0 0 2
A continuation of Special Procedures I.	
<b>RAD 245—Seminar I</b>	1 0 0 1
A general course that will prepare the student for national certification.	
<b>RAD 246—Seminar II</b>	1 0 0 1
A continuation of RAD 245.	

**RELIGION****REL 101—Major World Religions** 3 0 3

A comparative religion course examining six major religions: Hinduism, Buddhism, Zoroastrianism, Islam, Judaism, and Christianity.

**REL 102—Old Testament Survey** 3 0 3

A survey of the history, literature, personalities and religion of the Old Testament.

**REL 103—New Testament Survey** 3 0 3

A general survey of the New Testament literature including the Hellenistic background, the life and teaching of Jesus, the growth and faith of the church, the letters of Paul and other writings.

**SOCIOLOGY****SOC 101—Introduction to Sociology** 3 0 3

An introductory course in the principles of sociology, culture, personality development, social class, and social control. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior.

**SOC 202—Marriage and Family** 3 0 3

A course designed to provide understanding of family relationships; a functional approach to the interpersonal relationships of courtship, marriage, and family life.

**SOC 203—Contemporary Issues** 3 0 3

A culminating interdisciplinary course dealing with basic economic, social, scientific and moral issues confronting human society.

**SOC 208—Black Studies** 3 0 3

This course is designed to provide opportunities for students to review, discuss and evaluate the experience of Black Americans through the use of films, filmstrips, records, and tapes as well as selected readings, from autobiographies and biographies of distinguished Black Americans, historical records and documents, and outstanding works of literature and art. Resource people in the community are used whenever possible.

**SPANISH****SPA 101—Fundamentals of Spanish I** 2 2 3

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.

**SPA 102—Fundamentals of Spanish II** 2 2 3

Continuation of Fundamentals of Spanish I. Prerequisite: SPA 101.

**SPA 103—Fundamentals of Spanish III** 2 2 3

Continuation of Spanish II. Prerequisites: SPA 101, SPA 102.

**SPA 201—Intermediate Spanish I** 2 2 3

In this course of study, the fundamentals of Spanish are used in the background for a basic study of culture, civilization and literature of Spain with further development of language skills. Prerequisite: Fundamentals of Spanish I, II, III or two years of high school Spanish.

<b>SPA 202— Intermediate Spanish II</b>	2	2	3
Continuation of Intermediate Spanish I. Prerequisite: SPA 202.			
<b>SPA 203—Intermediate Spanish III</b>	2	2	3
Continuation of Intermediate Spanish II. Prerequisites: SPA 201, SPA 202.			

## WELDING

**WLD 1101—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 assembly and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work.

**WLD 1105—Auto Body Welding** 4 0 4  
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course.

**WLD 1120—Oxyacetylene Welding I** 2 6 4  
This course is designed to acquaint the student with the safety rules of welding, identification, set-up and operation of oxyacetylene welding equipment. The student will be able to carry a puddle without filler rods, weld in the vertical, horizontal and overhead positions, weld heavy steel plates, identify, weld and braze cast iron, and operate a cutting torch efficiently. The student will be introduced to welding symbols and metallurgy as it relates to oxyacetylene welding.

**WLD 1121—Arc Welding I** 2 6 4  
The student will learn the safety rules of welding, understand the operation and use of the arc welding machine, identify and know the importance of personal protective equipment, identify welding tools and types of electrodes, strike an arc and run a bend, and bond two pieces of metal together. The student will be introduced to welding symbols and metallurgy as it applies to arc welding. The student will also become acquainted with blueprints and how they relate to arc welding.

**WLD 1122—Commercial and Industrial Practices I** 2 6 4  
This course is designed to instruct the student in the proper procedure for repairing broken equipment, to fabricate and build parts from new stock. The student will learn the inert gas welding process, practice and become proficient in flat-plate welding and also become familiar with the welding codes, specifications, and certification of the American Welding Society.

**WLD 1124—Pipe Welding I** 2 6 4  
This course is designed to give the student knowledge in the operation of pipe welding equipment and accessories, specific welding operations, preparing a welding joint, welding in specified positions, obtaining knowledge of designing and fabrication of pipe and duct ways. The student will be introduced to welding symbols and metallurgy as it applies to pipe welding.

**WLD 1320—Oxyacetylene Welding II** 3 9 6  
A continuation of WLD 1120.

**WLD 1321—Arc Welding II** 3 9 6  
A continuation of WLD 1121.

**WLD 1322—Commercial and Industrial Practices II** 3 9 6  
A continuation of WLD 1122.

**WLD 1324—Pipe Welding II**

3 9 6

A continuation of WLD 1124.

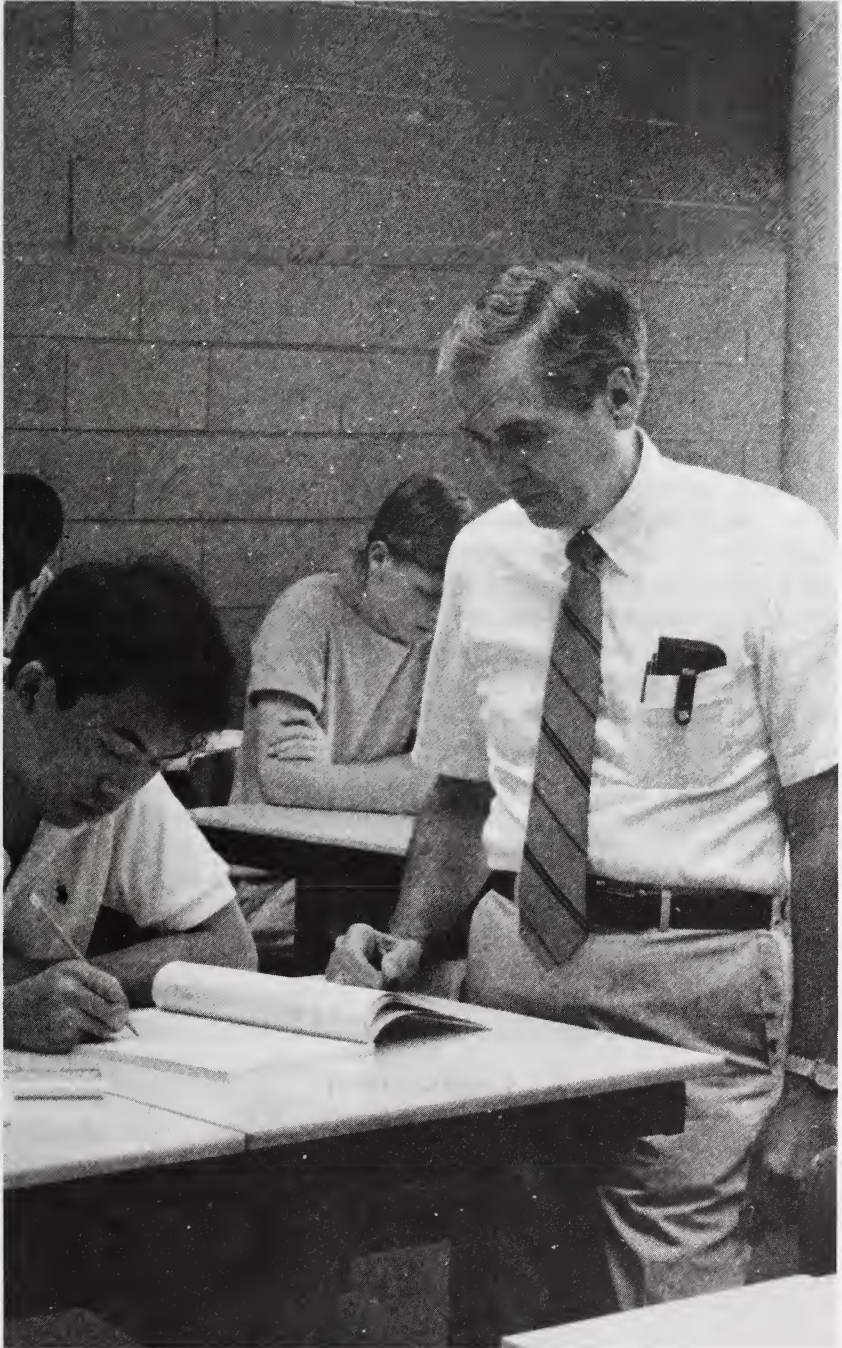
**WLD 1330—Machine Shop Welding**

1 3 2

Arc welding demonstrations by the instructor and practice by the students. The operation of AC & DC arc welding machines. Studies are made of welding heats, polarities and electrodes. Practice will be given for masking groove and fillet type welds. Also deals with the physical and chemical behavior of the metals during shaping, welding, and treating operations.



# NON-CREDIT PROGRAMS



# **INDUSTRY AND COMMUNITY SERVICE**

## **CONTINUING EDUCATION PROGRAMS**

Adult or Continuing Education as defined in this catalog includes activities designed to meet the needs of people beyond compulsory school age whose major occupation may not be that of a full time student. It is the purpose of Cleveland Community College to afford this opportunity to each individual to develop to the fullest potential in vocational, intellectual or cultural areas. It is also the aim of the College to be of service to area industries, businesses and public agencies by providing training and upgrading for employees. In order to meet these aims the Extension and Adult Education Division of the College will help make continuing education available by offering a variety of courses and programs.

The extent of different programs and courses is based upon the interest shown by the community, availability of competent instructors and the limitations of available equipment, space and funds. Whenever possible, courses are scheduled as community needs or interests are indicated. Some classes, constantly in demand, are offered on a continuing basis. Others are started at the request of individuals or organizations. The College welcomes such requests and suggestions for additional courses.

Continuing education classes conducted by Cleveland Community College have four separate classifications: occupational, academic, practical skills, and avocational. The classes are non-curriculum, vary in length, conducted both day and evening, and are taught by qualified instructors selected by the College. A schedule of some classes being offered is announced by the College prior to each quarter and other classes are announced during the quarter, as they are arranged.

### **ADMISSION**

Any adult 18 years of age or older, who is not enrolled in public school is eligible to enroll.

### **REGISTRATION**

Registration will be held at the first class meeting unless specified otherwise. In some instances when enrollment is limited, adults should notify the College by phone, letter, or personal visit to place their names on the pre-registration list for classes.



## **EXPENSES**

Continuing Education classes have a \$25.00 registration fee. The only exceptions to the fees are in Fire Service and Law Enforcement Training programs including Civil Preparedness courses and programs for Emergency Medical personnel. Also, registration fees are waived for North Carolina residents 65 years of age or older in all courses. A charge may be necessary in some courses for class supplies. Books, when required, are available through the College Bookstore for both campus and off-campus classes.

## **REFUNDS**

Registration fees for Continuing Education classes are collected for the State and are generally non-refundable. Refunds will be granted if the class is cancelled by the College except in the case of poor attendance.

## **CLASS LOCATIONS**

Many of the Continuing Education classes are held on the campus at Cleveland Community College. Others are conducted throughout Cleveland County in local public schools, community centers, churches, industries, businesses or wherever a suitable meeting place can be arranged. Classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

## **ATTENDANCE**

A minimum enrollment of 15 persons is needed to conduct a class. Adults are expected to attend class regularly. Attendance records are maintained by the instructors. Insufficient enrollment or attendance may result in cancellation of the class.

## **CERTIFICATES**

Certificates are awarded in certain classes to students successfully completing course requirements. Also, a certificate of High School Equivalency (GED) is awarded to adults who successfully complete the high school equivalency tests.

## **INSTRUCTORS**

Qualified instructors, as determined by the Extension and Adult Education Divisions, will be employed for Continuing Education classes.

## **OCCUPATIONAL EXTENSION EDUCATION PROGRAMS**

Extension classes are designed to meet the needs of industry, business and other areas of occupational endeavor. Specifically, classes may be organized when there is a need for:

1. Upgrading for those within a specific occupation.
2. Retraining classes for those wishing to change their vocation.
3. Preparation of individuals for initial employment.

All classes are organized where a demand for certain skills is required, based upon the needs of the firm or group as represented. The classes may be arranged on a short or long-range schedule as needed. Flexibility is the key asset in the Occupational Extension Program.

The following is a partial list of the many broad areas of instruction in which training is available.:

**Fire Service Training**  
**Hospitality Education**  
**Law Enforcement Training**  
**Industrial Training**  
**Woodworking Occupations**  
**Building Trades**  
**Agricultural Business and Production**  
**Equipment Maintenance and Repair**

## **NEW INDUSTRY TRAINING**

One of the primary functions of Cleveland Community College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a type of training geared to the needs of new and/or expanding industries. With some limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer special programs for training the production manpower required by any new or expanding industry which results in creating new job opportunities for North Carolina.

In addition to helping any new or expanding industry meet its immediate manpower needs the program seeks to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further information on the New or Expanding Industry program, please contact the Department of Continuing Education, Cleveland Community College, or the Director, Industrial Services Division, North Carolina Department or Community Colleges, Raleigh, North Carolina.

## **GENERAL ADULT EDUCATION**

General Adult and Community Service classes and programs are offered through the Extension Division of Cleveland Community College to enable individuals to gain personal satisfaction and knowledge through self-advancement. These programs include opportunities for intellectual growth, the development of creative skills or talents, the learning of hobby or leisure time activities, and the opportunity of gaining civic and cultural awareness.

## **TEACHERS' CERTIFICATE RENEWAL**

Teachers' certificate renewal courses and workshops are provided by Cleveland Community College in cooperation with the local public school systems within the county.

The courses and workshops are initiated by the College or the public school systems based on interests and needs expressed by school teachers and officials. In the past, these have included such courses as Great Decisions, Psychology, Guitar, Drawing & Sketching Anthropology, and media workshops.

When a need for a particular course has been determined, Cleveland Community College, working cooperatively with the public schools in-service directors, plans and organizes the class, scheduling it for a time convenient to the participants.

Teachers receive one (1) C.E.U. toward certificate renewal for each 10 hours of successfully completed work.

## **FOCUSED INDUSTRIAL TRAINING**

The primary goal of the program is to provide a comprehensive training program capable of meeting the expressed training needs of the industries of Cleveland County. The College works jointly with industrial representatives to assess their needs and provides appropriate training to upgrade their employees' skill levels.

Working cooperatively with industry, the staff selects course content, decides on the length, time and location for the course to be offered. Instructional personnel is selected for training courses on the basis of competence in the specific subject area to be taught.

The training is conducted on a competency based instructional mode. External and internal evaluation of trainee progress by the program staff and the trainee's employer is a cooperative venture.

## COMPREHENSIVE EDUCATION PROJECT

The Comprehensive Education Project which is located at the correctional institute is structured toward meeting the academic, vocational, and social needs of selected medium custody inmates who plan to reside in the South Piedmont area when paroled.

Upon completion of the program, the inmates receive a certificate in the vocational areas of Electrical Installation and Maintenance (9 months), Welding (6 months), Carpentry and Cabinet Making (9 months), Plumbing (6 months), Food Service Management or Cooking and Baking (6 months). The inmates attend classes 30 hours a week.

Related subjects are required in the areas of reading, math, and human relations. Preparation for the GED examination is also available with the test being administered monthly.

It is anticipated that each inmate who completes the Comprehensive Education Project will acquire the necessary vocational skills to obtain permanent employment under the work-release program and retain this employment upon his release.



## CONTINUING EDUCATION

### ACADEMIC COURSE DESCRIPTIONS

**Algebra:** A course designed to teach the basic fundamental concepts and operations of algebraic computations including grouping, factoring ratio and proportion, and quadratic equations. Application to practical problems will be stressed. 33 hours.

**Anthropology:** The Ascent of Man, a series of 13 outstanding films that dramatically portray the interrelations of science and the humanities throughout history, is used as a basis for this course. The main interest is on the cultural evolution of man from pre-historic times up to the present. 20 hours.

**Business Mathematics:** A study of mathematical solutions to business problems including graphical representation of business data and the concepts of various functions as tools for analyzing pertinent business data. 24 hours.

**Genealogy/Local History (N.C.):** This course has a two-fold purpose; to teach the mechanics of genealogy with opportunities to apply the lessons learned; and to teach the history of North Carolina with special emphasis on local history. Several field trips are included. 100 hours.

**Great Decisions:** A yearly study and discussion of the eight most important issues facing our nation at the current time. 20 hours.

**Income Tax Preparation:** Instructions are offered in basic fundamentals of individual income tax preparation. Topics considered are gross income, deductions and exemptions, joint and separate returns, tax computations, and methods of reporting income. Both state and federal forms are covered in this class. 30 hours.

**Metric System:** A basic course in the use of the Metric System. Conversion tables are used in the class in order that students may become familiar with metrical computations as compared to conventional methods. 24 hours.

**Music Theory:** The course is designed for pianists, organists, and other musicians with no formal training in music theory. Course includes major and minor scales; major, minor and dominant seventh chords; elementary harmony; simple modulation, transposition of simple pieces; sight singing; and an investigation of rhythm. 20 hours.

**Psychology:** The basic principles of psychology are explored and how they may be applied to practical problems of every day life. The aim of the course is to help people get along better in school, jobs and human relations. 33 hours.

**Sign Language:** Instruction is designed for the parents of deaf children and for others who come in contact with deaf people. Classes begin with finger spelling and continue through the more difficult signs. 33 hours.

**Sociology:** A course designed to create a knowledge and awareness of the problems in society today and to fit the students for involvement in those problems that affect their personal lives. Information from other fields in the social sciences have a bearing on major social problems will be incorporated in the course. 33 hours.

**Effective Speaking:** Theory and practice in the art of effective speaking. Instruction will center around methods of planning and presenting the talk. Class reactions will be used as a method of evaluation and emphasis placed on the dynamics of public speaking. Self-confidence, poise, creative thinking, personality development, and effective communications with others will be stressed. 20 hours.

**Securities and Investments:** Stocks, Bonds, and mutual funds will be the central area of focus on this course. Discussions will include the operation of the stock exchanges, buying and selling procedures, analysis of stocks and bonds for investment purposes, and when to buy and sell. 33 hours.

**Short Story Writing:** This course will provide the beginning writer with an understanding of the basic concepts of the elements and structure of the short story. Content will include characterization, mood, perspective, plot and use of symbolism. 24 hours.

**Speed Reading:** A program designed for the average adult reader who needs to improve overall reading efficiency including speed, comprehension and flexibility. This course welcomes the supervisors and others in management positions who have much paper work and whose jobs require much reading. 24 hours.

## CONTINUING EDUCATION

### OCCUPATIONAL COURSE DESCRIPTIONS

**Amateur Radio Operations:** A course which deals with basic electronics and a working knowledge of Morse Code. Successful completion of the course prepares students for taking the FCC Amateur Radio Licensing examination. 45 hours.

**Basic Horticulture:** A course designed to familiarize participants with the fundamentals of soil fertility, the principles of attractive home landscaping, the characteristics of various ornamental plants suitable for home landscaping, vegetable gardening, plant maintenance, and small greenhouse structures. 20 hours.

**Bookkeeping:** A course dealing with methods of recording and reporting business records. Practical work is done involving business, individual and family bookkeeping. 30 hours.

**Bricklaying:** Instruction will be geared to practical work in how to mix and spread mortar, lay bricks, and proper use of the masonry rule. Simple construction projects will constitute a large part of the course. 88 hours.

**Cardio-Pulmonary Resuscitation:** A special class dealing with the various techniques of cardio-pulmonary resuscitation and the role of the nurse in this situation. 10 hours.

**Driver Education:** (48 hours, \$40.00) This class is designed for those students 18 years of age or over who wish to prepare for the State License Examination. The instructors lay the foundation for proper use of motor vehicles by developing mature driving attitudes, knowledge, skills and habits which are so important in today's complex traffic. The course consists of 36 hours of classroom instruction. 12 hours in the car as an observer, and 6 hours of actual driving practice. 54 hours.

**Emergency Medical Technician (EMT):** A more detailed course with emphasis on the development of skill in recognition of systems of illness and injuries and proper procedures of emergency care. Much stress will be given in demonstration and practice as a teaching method. Ten hours of in-hospital observation is included. 114 hours.

**Emergency Medical Technician (EMT) Refresher:** A course in skills training and retraining for Emergency Medical Technicians required once every two years. A minimum of 24 hours.

**First Aid:** This course is taught by an approved American Red Cross instructor and is open to anyone interested in learning how to care for the victims of an accident or illness. Topics covered include bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, artificial respiration and safe use and storage of medicines. Students completing the course are certified by the American Red Cross. 15 hours.

**Funeral Service Training:** An annual variety of topics relating to funeral service personnel to meet continuing education requirements of the North Carolina State Board of Mortuary Science. Each topic is of five hours duration.

**Home-Sitter Nursing:** Instruction in the basic nursing skills that would aid students in caring for children, older people, and even themselves. Nursing skills such as bedmaking, baths, back-rubs, positioning, diet therapy, basic first aid, and a limited amount of basic psychology needed to related productively with those who are sick are taught in this course. 50 hours.

**Intensive Coronary Care:** The role of the nurse in caring for the acutely ill cardiac patient is taught in this class. New techniques in diagnosis and treatment are used, including monitoring, resuscitation and other special procedures. Various audio-visual media and special professional personnel are utilized in the class. 30-120 hours.

**Medical Terminology:** A course designed to build a workable medical vocabulary for office and hospital clerical personnel. Terminology commonly used in the medical setting will be presented. Hours of course flexible to needs.

**Motorcycle Mechanics:** This course is especially designed for those people interested in servicing their own motorcycle and other small engines. Students who complete this course will be able to service and repair their own motorcycle. 36 hours.

**Multimedia First Aid:** A course covering the same topics but using American Red Cross films for demonstration followed by actual practice of the techniques by the students. 8 contact hours.

**National Electric Code:** This course is provided for those who wish to study the National Electric Code in preparation for the licensing examination. Instruction will include the latest code revisions, safety measures and standard practices in the wiring of single and multi-family dwellings, commercial establishments and industrial locations. 80 hours.

**Nurse's Aide:** A program designed to give instruction and practice in basic bedside care of the sick, especially the hospitalized patient. Basic procedures such as bathing, bedmaking, taking vital signs, collecting specimens, feeding the patient, moving, lifting and positioning the patient are included. The class consists of lectures and laboratory work in addition to some clinical practice in a local hospital. 120 hours.

**Office Practice:** A course for all clerical personnel stressing techniques of letter writing, correct spelling, communication skills both oral and written, and proper telephone usage. Hours adjusted to needs of students.

**Pharmacology:** A course designed to assist students in acquiring understanding and skills basic to safe and intelligent administration of drugs. Emphasizes the need of the nurse to prepare and administer drugs safely, observe intelligently, and to report and record accurately; a review of specific drugs. Hours are flexible according to needs.

**Pottery Design and Production:** Instruction in producing ceramic, pottery, and porcelain products. Designed to train individuals to enter the trade with basic skills to perform effectively on the job or to begin their own shop. Methods, projects, and kiln operation area covered. 33 hours.

**Practical Welding:** Students will be given basic practice in all types of welding procedures and flame-cutting methods which are associated with mechanical and farm repair work. Safety procedures are stressed throughout the course in the use of tools and equipment. 33 hours.

**Prepared Childbirth:** This class prepares the prospective mother emotionally, intellectually, psychologically, and physically for childbirth. Together, both prospective parents are actively involved in the birth of their child. Instruction includes techniques of body building exercises, stretching and breathing exercises, and neuro-muscular control (relaxation). 21 hours.

**Recreational Therapy:** A course using modifications and adaptations in recreation and physical education activities for nursing home and handicapped persons. A combination of physical activities and arts and crafts is used in order to bring about a well-rounded adjustment. Class hours flexible according to need.

**Taxidermy:** A basic course in the fundamental principles of taxidermy. Step-by-step methods are used beginning with birds and fish. Advanced classes progress to larger and more complex animals. A practical course. 33 hours.

**Upholstery:** Instruction includes the techniques of general furniture upholstery including webbing, springing, stuffing, trimming, sewing, restoring, repairing, mounting and tying springs. Equipment is furnished but students supply their own materials and may work on their own furniture with direction and assistance from the instructor. 60 hours.

**Woodworking:** This course is designed to help the woodworking enthusiast in the use, care and safe practice of basic hand and power tools. Considerable time will be spent in the shop in practical use of skills learned. Woodworking projects completed by the student may be retained for personal use. 45 hours.

## CONTINUING EDUCATION

### PRACTICAL SKILLS COURSE DESCRIPTIONS

**Auto Tune-Ups:** General troubleshooting of the automobile engine electrical system and fuel system including replacement of spark plugs, ignition points, condenser, rotor, distribution cap, coil, ignition, cables and wires. Setting up of engine with instruments such as a dwell meter, timing light, volt and amp meter, vacuum gauge and general carburetor repair such as fuel filter replacement and adjustment of automatic choke is also included. 33 hours.



**Clothing Construction I:** Designed for the new sewer or anyone who wishes to brush up on basic sewing techniques. Time will be devoted to learning the necessary equipment for successful sewing, proper selection and fitting of pattern and materials; step by step construction of one or more garments; lectures, demonstrations, practical applications of sewing procedures; individual instruction in use of machines during class time. 33 hours.

**Clothing Construction II:** More detailed instruction for more complicated assembling of garments such as underlining, different sleeves, collars, pockets, trims, buttonholes, and other items. Fashion and styling will also receive attention in this class. 33 hours.

**Custom Sewing:** An advanced course for those students who wish to progress beyond dressmaking. Students will make suits, coats, men's and ladies' sportswear and other projects as desired by individual members of the class. 60 hours.

**Jewelry Making:** Instruction will be given in the basics of good design and creativity in various types of jewelry making. The use of jewelry tools in sawing, filing, soldering, setting, etc., will be stressed. Students will be responsible for their own supplies and materials. 33 hours.

**Microwave Cooking:** Basic instruction will be offered in the many functions of a microwave oven. The cooking of all types of foods including vegetables, meats, and desserts will be covered. Proper utensils for microwave cooking will also be stressed. 33 hours.

**Nutrition and Weight Control:** Training in selection of proper diet for best health, avoiding obesity and related disease, determining one's proper weight, how to achieve and maintain it. 18 hours.

**Outboard Motor Repair:** A practical course in the theory and fundamentals of outboard engines. Actual practice in servicing and repairing engines and motors will enable the student to correct existing problems and minimize expenses on repairs. 30 hours.

**Picture Framing & Matting:** A general course in introduction to picture framing and matting. The course will introduce students to proper tool selection, measuring, wood selection, mitering and selection and proper mat cutting.

**Quilting:** Instruction in the techniques of quilting which will include: patchwork, applique, shadow appliques, soft shading, lap quilting, making pillows, drafting patterns, and continuous bias binding. 33 hours.

**Small Engine Repair:** Instruction in the techniques of two and four cycle engine repair including reconditioning, tune-ups, replacement of parts and detection of engine trouble. 48 hours.

## CONTINUING EDUCATION

### AVOCATIONAL COURSE DESCRIPTIONS

**Basketweaving:** Students will learn the history and techniques of various basketweaving styles, such as: market baskets, key baskets, egg baskets, round baskets using a variety of weaving techniques and materials. 33 hours.

**Cake Decorating I:** An ideal course for the homemaker who would like to learn the art and techniques of decorating cakes for all occasions. Instruction will include preparation and application of various icings, borders, writing, drawing and making flowers for cakes. 33 hours.

**Calligraphy:** This course teaches the art of calligraphy, a beautiful and elegant handwriting. Students will become familiar with pen styles, basic strokes, commercial script, line and letter placement. 33 hours.

**Candy Making:** Instruction in how to make professional looking candies will be stressed. Recipes, correct cooking procedures, and use of candy thermometer will be covered. 33 hours.

**Ceramics:** A popular class where students learn of the formation, finishing and firing of creative pottery. Finishing processes will include pouring, cleaning the greenware, decorating, glazing and firing for the finished product. 33 hours.

**China Painting:** A course in which various types of designs and flowers are applied to chinaware and tiles. Practice in painting and firing is included in the course. 33 hours.

**Community Chorus:** A mixed voice musical organization open to all adult members of the community service area with audition. Two or three major concerts featuring a variety of music are given by participants each year. Each rehearsal contains vocal technique and instruction music reading. 32 hours.

**Copper Tooling:** A fascinating craft class where students make beautiful and useful objects for the home. Simple tools are used for various patterns on copper and brass which are then used to make pictures, plaques, waste baskets, flower urns, etc. 30 hours.

**Crewel Embroidery:** The class will learn a variety of stitches with different types of threads; needlepoint and cross stitching. Students are encouraged to create their own designs. 33 hours.

**Crochet:** A course in the basic principles and art of crocheting, including the actual construction of articles and designs from simple to complex. Students furnish their own materials. 33 hours.

**Decoupage and Repousse:** An interesting and inexpensive leisure time activity involving painting, sanding and finishing items such as table tops, ash trays, picture frames and other similar items which can be used for decorative purposes in the home. 24 hours.

**Drawing:** The course includes one-minute gesture drawings, contour drawings, modelled drawings and quick form studies. Media used are pencil, pen and ink, ink wash, crayon and water colors. Perspective and drapery studies are included. 33 hours.

**Floral Design:** A practical course related to actual arrangements of live and artificial flowers. Students learn uses of flowers, containers and accessories, design principles, color and texture, and arrangements for special occasions. 33 hours.

**Holiday Decorations:** (Arts and Crafts). An exciting class with emphasis on handicrafts and hobbies for home decorating and other occasions. Students will learn to make useful items from such things as bottles, cards and numerous other scrap materials. 33 hours.

**Interior Decorating:** Primary attention will be given to art and practice of decorating. Emphasis will be given to choice and arrangement of furniture; color and how to use it; flooring surfaces and floor covering; window treatment with draperies and curtains. 33 hours.

**Knitting:** Instruction will be given in the basic stitches; knitting language—its terms, definitions, symbols and abbreviations; pattern reading; knit tips. Each student is asked to complete a small project during the course. 33 hours.

**Macrame:** A popular and fascinating craft class using various knot-tying materials to make hanging basket holders and other useful objects and designs for the home. 33 hours.

**Needlepoint:** The student learns to do background stitches; a variety of novelty stitches; transfer of graphs and charts to blank needlepoint canvas, and from that step to transfer on mesh canvas. Finally the student has learned to create a design to be worked in needlepoint for whatever purpose the student intends—upholstery material, draperies, framing, wall hanging, etc. 33 hours.

**Painting with Acrylics:** Same as for oils with more emphasis on modern techniques in the use of the versatile material which is easy to handle, fast drying, waterproof, and easy to mix for different colors. Instruction will involve mixed media and various painting methods. 33 hours.

**Painting with Oils:** Classes are organized for both beginners and more advanced students. Techniques used include brush and palette knife painting, color mixing, composition and design, canvas stretching. Types of painting include academic, impressionistic, expressionistic, abstract and modern. 33 hours.

**Photography:** Introduces the student to fundamental factors influencing the quality of image captured in the photograph. Students may study lighting, the primary subject, the field of view, color and camera techniques. 33 hours.

**Piano I:** Designed for adults with no experience in piano playing. Course covers the preparatory level of piano playing which includes learning the keyboard, learning to read the musical staff, learning note values and simple piano pieces. 33 hours.

**Porcelain:** Advanced students will learn complete process of porcelain doll making as well as other porcelain items; pouring, cleaning greenware; cutting out eyes and insertion; painting dolls; assembling and wiggling. Some dressing instructions. Heritage heirlooms instruction. Can produce (3) three dolls in class. 33 hours.

**Sketching:** An interesting and basic class for the art student who wishes to learn more about drawing simple shapes, one and two-point perspective drawing, and shadowing. Practice exercises with various drawing materials will be used. 33 hours.

**Stained Glass:** The course is designed to teach all techniques in cutting and fitting stained glass in the making of lamps, planters, decorative ornaments, jewel boxes, pictures, etc. 33 hours.

**Tole Painting:** An interesting technique, rather than talent, where patterns of decorative design are painted on tin, wood, glass and metal. Designs are stenciled on material and painted in acrylics or oils. The art of tole painting is the way the brush is held and turned to make details. 33 hours.

**Water Colors:** In this class art students will work with various materials and equipment, color mixing, using wet and dry paper, composition and design. Other techniques will include watercolor tricks, inks and calligraphy. 33 hours.

## LITERACY SKILLS PROGRAMS

The Literacy Skills Program provides a variety of educational experiences for adults by guiding them in the development of individual strategies to improve the necessary skills for coping with change in today's complex society.

Striving to meet the spectrum of needs of the College and the community, the staff of the Literacy Skills Programs provide flexibility within each program. The goal of the department is to assist participants as they strive to become independent learners and productive citizens.

Educational, cultural, economic and social needs are considered when students apply for the various programs. Class sites are on campus and at various locations in Cleveland County.

Following are the programs and services available through the Literacy Skills Programs:

- Adult Basic Education Program

- G.E.D. Preparatory Program and Examination

- Learning Lab Programs

- Human Resources Development Program

- English As A Second Language

- Compensatory Education Program

Adults, eighteen years of age or older, desiring to make application for any of the Literacy Skills Programs should contact the appropriate departments for additional information.

### ADULT BASIC EDUCATION PROGRAM

(Grades 1-8)

Adults who have less than a high school education may enroll in the Adult Basic Education Program. The program includes instruction in reading, writing, mathematics, social studies, science, and health education. In each of these areas, instruction is designed to assist students in meeting adult responsibilities by improving fundamental skills. Learning opportunities range from instruction for those who have received no formal education to those who have received as much as eight years of instruction.

Classes are organized into two groups. The first group is for those who need individual instructional guidance in basic reading and writing skills. In the second group, instruction is offered in reading and writing at a more advanced level than that of group one. The second group also receives instruction in basic science and social studies.

With successful completion of the subject matter taught in group two, the student may then advance into the high school program.

Students may enter ABE classes at any time. However, the staff recommends that individuals enroll during the registration period at the

beginning of each quarter. In order to take advantage of the complete program being offered, the college encourages students to maintain attendance in these classes over a period of several school quarters.

There is no registration fee for ABE classes. Classes are held on campus and at various locations throughout the county.

**(Grades 9-12)**

The Adult High School Program is a cooperative program between the college and the local school systems. It is available to Cleveland County adults who have passed the eighth grade or the Eighth Grade Equivalent Test and wish to complete the high school program. The successful completion of twenty units and a passing score on the North Carolina Competency Test are required for graduation from the Adult High School Program. Any previously earned high school units are usually accepted toward the total requirements. The program is free, although there may be a small fee for textbooks. A graduation fee is charged to each student completing the high school requirements. The graduate will be issued a diploma or certificate from the school district in which he or she lives.

Adult High School students may arrange a schedule to complete high school through the Learning Lab program or the classroom program on campus, or at various locations throughout the county. Interested persons may enroll in the Adult High School Program at any time.

Requirements for graduation include the following:

English .....	4 units
Social Studies .....	3 units
Mathematics .....	3 units
Science .....	3 units
Electives .....	3 units
N.C. Competency Test .....	7 units

Upon completion of the Adult High School Program, graduates may enroll in one of the curriculum programs at Cleveland Community College or some other colleges.

**GENERAL EDUCATIONAL DEVELOPMENT (GED)  
PREPARATORY/EXAMINATION**

The GED (high school equivalency) Preparatory Program is designed for adults preparing to take the GED examination. The preparatory program is recommended but not required. Each student's academic skills are evaluated to determine specific instructional needs. The student primarily studies in the areas of English, reading and math. After achieving specific skills and knowledge, the student is prepared to take the GED examination.

The examination tests knowledge and understanding of correct writing skills, social studies interpretation, natural science interpretation, literature interpretation, and mathematics. Upon successful completion of the examination the adult will be issued a Certificate of High School Equivalency by the North Carolina State Board of Education, and in turn, qualify for admission to the curriculum programs of the College.

The GED examination is scheduled monthly at Cleveland Community College. There is a \$7.50 charge for the testing service. Application to be tested or retested may be made by any North Carolina Adult.

### **LEARNING LAB PROGRAM**

The Learning Lab, located on the campus, includes the high school programs in addition to the General Interest Programs. General Interest Programs are available for adults who have already completed high school or college work but who want to continue their educational development in a free non-credit curriculum.

For their own self-improvement and personal interest, many community residents choose self-instructional courses such as reading improvement, math or English.

Because there are no organized classes in the Learning Lab, the staff will assist the student in arranging a study schedule to meet his or her needs. The student may attend the hours and days which are most convenient for him or her. The Learning Lab is open from 8:00 AM to 10:00 PM, Monday through Thursday and from 8:00 AM to 4:00 PM on Friday.

### **HUMAN RESOURCES DEVELOPMENT PROGRAM**

The Human Resources Development Program provides prevocational training and counseling for unemployed and underemployed adults. Upon graduation, participants receive assistance with job placement or opportunities for skills training.

The goal of the Human Resources Development Program is to prepare persons for successful performance in the work force. The primary objective of the program is to reduce unemployment and underemployment by making it possible for the participants to become and remain productive employees.

Students in the Human Resources Development Program enroll for approximately eight weeks of instruction. The curriculum includes an orientation to the workplace, instruction in reading, writing and arithmetic skills, and instruction in human relations, which are essential to securing and maintaining employment.

Classes are held on campus from 8:30 AM to 12:30 PM, Monday through Thursday.

## ENGLISH AS A SECOND LANGUAGE

English language for the foreign born is taught as written English and as conversational English. Classes are free of charge to those seeking English language skills and citizenship instruction. Classes are available for refugees, migrant workers and other aliens.

## COMPENSATORY EDUCATION PROGRAM

The Compensatory Education Program provides classes in basic education, socialization, and community living skills for the adult mentally retarded.

This program is a cooperative effort through Cleveland County Mental Health, Cleveland Vocational Industries, Inc., Cleveland Community College, and other service provider agencies.

Certification of mental retardation is required prior to enrollment.

## SMALL BUSINESS CENTER

The Small Business Center of Cleveland Community College provides workshops, seminars, counseling, information and referral services for small business owners and operators in Cleveland County. The Center's objectives are:

- \* To provide accessible and flexible training programs for small business operators including workshops, seminars, and continuing education courses.
- \* To develop a resource center of print and non-print reference materials for use by small business operators and employees.
- \* To offer special assistance to small business owners and would-be owners via a network of referral services to the chambers of commerce, banks, the Small Business Administration, and other agencies such as the Department of Commerce.
- \* To offer consultative services to small businesses on a direct one-to-one basis, through cooperation with Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE).

A resource center is available that contains over 300 books, 35 audiovisual materials, and a collection of 67 resource pamphlets that are free to the public. The books and AV materials are available on a check-out basis.

A variety of seminars have been presented including Managing Customer Complaint, Time Management, Effective Selling, Low Cost Advertising, Telephone Professionalism, and Tax Reform. For more information call the Small Business Center Director at 484-4040.

# **LEARNING RESOURCES CENTER**

Hours 7:30 a.m. - 10:00 p.m. Monday - Thursday  
7:30 a.m. - 4:00 p.m. Friday

The Learning Resources Center (LRC) is a multimedia facility designed to support the total educational program at Cleveland Community College. The LRC includes two areas of service: Library Services and Audiovisual Services. The merger of these components provides a broad range of services to meet the instructional and individual needs of the students, beginning at his/her skill level and assisting in that student's development and improvement. These services also include support of the various programs of the college and the enhancement of the teaching/learning process for students, faculty, administration, and community patrons. The LRC staff offers both professional and technical assistance to meet the total institutional and community needs by the careful selection of instructional materials (both print and non-print) and by providing instructional materials in basic library skills and assistance for the students/patrons to most effectively use the materials available. The LRC provides opportunities for life-long learning to adults in the community. As well as providing materials that enhance the productive use of leisure time, the LRC has materials available which allow adults to improve and upgrade their skills for employment, either part-time or full-time. Citizens and students of Cleveland County may take advantage of the offerings and assistance by working at their own pace to teach themselves new skills.

## **LIBRARY SERVICES**

The Library has a growing collection of approximately 28,991 volumes (at end of Spring Qtr. '90), most of which are related to the Degree and Diploma programs. The selection of materials is done in consultation with faculty, students, and administration. The Library has a collection of local history materials that is used in conjunction with Continuing Education courses as well as for anyone who wishes to research local history and genealogy. The open shelf concept is used to encourage browsing and study. The library subscribes to approximately 250 periodicals. For better accessibility, the audio-visual collection is intershelved with the books.



## AUDIO-VISUAL SERVICES

Functions of the audiovisual services section of the LRC include the coordination of AV instructional materials and equipment and media productions.

There are over 5,514 AV acquisitions in the collection including films, cassette tapes, slides, records, filmstrips, film loops, transparencies, video tapes, etc. The department maintains the most up-to-date equipment for all software. This includes portable equipment which is used in the classroom as well as the closed circuit TV system that is available in sixty classrooms, the LRC, and various offices and lobbies as well.

Most of the AV materials may be checked out by students for use in the Learning Resources Center, in the classroom, or at home.

The Audiovisual Department is responsible for the operation of the College's community cable access Channel 22, which began broadcasting September, 1982. The community cable channel provides capabilities for delivery of educational, cultural, and public service programming to approximately 10,000 cable subscribers. This includes Shelby, Boiling Springs, Polkville, Patterson Springs, Fallston, Lawndale and surrounding areas.



# PERSONNEL

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### APPOINTED BY THE CLEVELAND COUNTY COMMISSIONERS

- David S. Banks .....1994  
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- Brooks Piercy, Sr. ....1993  
P.O. Box 752, Boiling Springs, North Carolina 28017
- Grady K. Howard .....1992  
406 Edgemont Road, Kings Mountain, North Carolina 28086
- John F. Schenck, III, Chairman .....1991  
132 Westfield Road, Shelby, North Carolina 28150

### APPOINTED BY THE SCHOOL BOARDS OF CLEVELAND COUNTY

- Hoyt Q. Bailey, Vice Chairman.....1992  
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- Dr. Gene Yarboro.....1993  
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- Mrs. Elsie Enloe Foster.....1994  
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- Robert Howard Bryant.....1991  
703 Crescent Circle, Kings Mountain, North Carolina 28086

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- Mrs. Deborah H. McCartney .....1993  
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- Dr. Charles G. Lampley, III .....1994  
P.O. Box 1807, Shelby, North Carolina 28150
- Stuart LeGrand .....1991  
P.O. Box 1765, Shelby, North Carolina

Current President, Student Government Association, Cleveland Community College (Ex-Officio Member)

**PERSONNEL OF THE INSTITUTE  
(FULL-TIME)**

**OFFICE OF THE PRESIDENT**

President.....L. Steve Thornburg (1990)  
 B.A.J., University of North Carolina at Chapel Hill  
 M.P.A., University of North Carolina at Chapel Hill  
 Ed.D., North Carolina State University in Raleigh

**GENERAL ADMINISTRATION**

Executive Vice President ..... Noel R. Lykins (1967)  
 B.A., University of Louisville  
 B.D., Th.M., Southeastern Baptist Theological Seminary  
 Ed.D., North Carolina State University

Associate Vice President of Communications  
 and Development ..... Dorothy P. McIntyre (1970)  
 A.A., Gardner-Webb College  
 B.A., Limestone College  
 M.A., University of North Carolina at Charlotte  
 Ed.S., Appalachian State University  
 CAGS, Ed.D., Virginia Polytechnic Institute and State University

Computer Systems Administrator and  
 Director of Research ..... Hugh Walker, Jr. (1973)  
 A.A.S., Cleveland Technical College  
 B.S., North Carolina State University  
 M.A. Ed., Western Carolina University

Printshop Technician..... Danny Dedmon (1986)  
 A.G.E., Cleveland Technical College  
 B.A., Limestone College

**DIVISION OF BUSINESS AFFAIRS**

Vice President of Business Affairs.....James E. Greene (1971)  
 A.A., Gardner-Webb College  
 B.S., Limestone College  
 M.A., Appalachian State University

Bookkeeper ..... Jane Webb (1965)  
 Southern Business College  
 A.A.S., Cleveland Technical College

Assistant Bookkeeper..... Carolyn Queen (1974)  
 Gardner-Webb College  
 A.A.S., Cleveland Technical College

Security Officer ..... Glenn Poston (1984)  
 22 years experience with Cleveland County Sheriff's Department

- Purchasing Officer..... Kay Allen (1979)  
 A.A.S., Cleveland Community College  
 B.S., Limestone College
- Bookstore Manager..... Lydia McSwain (1986)  
 A.A.S., Cleveland Community College

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 Community Service.....Joe M. Hamrick (1975)  
 B.S., North Carolina State University  
 M.A., Appalachian State University  
 Doctoral Studies, North Carolina State University
- Dean of Continuing Education ..... David M. (Pete) Stamey (1973)  
 B.S., North Carolina State University  
 M.A.Ed., Western Carolina University  
 Ed.S., Western Carolina University
- Director of Continuing Education ..... John Kilby (1975)  
 B.S., M.A., Appalachian State University  
 Ed.S., Western Carolina University  
 North Carolina State University
- Director of Small Business Center .....Barbara Greene (1989)  
 B.S., Gardner-Webb College  
 M.A., Gardner-Webb College
- Dean of Skills Development Programs ..... Rebecca K. Cook (1970)  
 A.A., Gardner-Webb College  
 B.A., Appalachian State University  
 M.Ed., University of North Carolina at Charlotte
- Literacy Skills Specialist.....Katherine Wallace (1990)  
 B.S., Gardner-Webb College
- Coordinator, Emergency Medical Services ..... Louis Jenkins (1990)  
 B.S., University of North Carolina at Asheville  
 EMS Mangement, UNC at Charlotte  
 Paramedic, McDowell Technical Community College  
 NC/SC Paramedic
- Learning Lab Coordinator (Recruitment,  
 Retention, Assessment)..... Louise H. Martin (1974)  
 B.A., Meredith College  
 M.A.Ed., Western Carolina University
- Coordinator Basic Programs .....W. Cobern Pruitt (1976)  
 B.S., M.A. Ed., Ed.S., Western Carolina University  
 Doctoral Studies, University of North Carolina at Greensboro

- Coordinator, HRD Program ..... Carolyn Petty (1979)  
 A.A.S., Cleveland Technical College  
 North Carolina A and T University  
 Limestone College  
 B.S., Gardner-Webb College
- Instructor/Recruiter - HRD ..... Nancy N. Hopper (1976)  
 A.A.S., Cleveland Technical College  
 B.S., Gardner-Webb College  
 Queens College  
 M.A., Appalachian State University
- Director of Prison Program ..... Donald Smith (1967)  
 B.S., Clemson University  
 M.A., Appalachian State University  
 Ed.S., Western Carolina University

### DIVISION OF INSTRUCTION

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 B.S., Western Carolina University  
 M.A., Gardner-Webb College
- Dean of Arts, Sciences, and Public Services ..... Ronald Wright (1973)  
 A.A., B.A., Gardner-Webb College  
 M.A., Western Carolina University  
 Ph.D., University of South Carolina
- Dean of Business Technologies ..... Madge Wray (1971)  
 B.S., North Carolina A and T University  
 M.A., Winthrop College
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 B.S., Winston-Salem State University  
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 Appalachian State University
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 B.A., Gardner-Webb College
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 A.A., Isothermal Community College  
 University of North Carolina at Charlotte  
 A.A.S., Cleveland Technical College

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 B.B.A., University of Houston  
 M.A.Ed., Western Carolina University
- Registrar and Director of Admissions .....LouAnn Bridges (1976)  
 A.A.S., Cleveland Technical College  
 B.S., M.A., Gardner-Webb College  
 University of South Carolina at Spartanburg
- Director of Financial Aid and Veterans Affairs ..... Alan Price (1976)  
 B.S., Western Carolina University  
 M.A., Appalachian State University
- Director of Recruiting and Counseling .....Jean Cabaniss (1987)  
 A.A., Gardner-Webb College  
 B.A., Wake Forest University  
 M.A., Appalachian State University
- Director of Student Activities and Career  
 Information .....Adrian Wyrick (1976)  
 B.A., M.A., North Carolina Central University

**CLERICAL STAFF**

- Secretary, President's Office .....Pat Anderson (1981)  
 Appalachian State University  
 Cleveland Technical College  
 University of South Carolina at Spartanburg
- Secretary, Instruction .....Lee Bryant (1976)  
 A.A.S., A.G.E., Cleveland Technical College
- Secretary, Business Office .....Phyllis Canipe (1987)  
 Cleveland Community College
- Secretary, Continuing Education.....Nancy W. Carpenter (1981)  
 Jr. Secretarial Degree, Kings College  
 A.A.S., Cleveland Community College
- Secretary, Executive Vice President ..... Jane Gibson (1988)  
 A.A.S., Cleveland Community College
- Secretary, Student Services .....Brenda Hamilton (1989)
- Computer Operator ..... Phyllis Haynes (1985)  
 A.A.S., Cleveland Technical College
- Secretary, Basic Programs.....Joyce Hosch (1979)  
 A.A.S., Cleveland Technical College  
 B.S., Gardner-Webb College
- Secretary, Learning Resources .....Shirley K. Huffman (1976)  
 A.A.S., Cleveland Technical College  
 B.S., Limestone College

- Secretary, Receptionist ..... Billie Jenks (1977)  
 Shelby Business College  
 A.A.S., Cleveland Technical College  
 Gardner-Webb College
- Secretary, Small Business Center &  
 Cont. Education ..... Susan Martin (1990)  
 A.A.S., Cleveland Community College
- Secretary, Student Services ..... Susan Mason, CPS (1990)  
 A.S., Walters State Community College  
 Virginia Highlands Community College  
 Certified Professional Secretary
- Secretary, Student Services ..... Pearl J. Mauney (1986)  
 A.A.S., Cleveland Technical College  
 B.S., Gardner-Webb College
- Secretary, Public Relations ..... Beverly Ponder (1973)  
 Gardner-Webb College  
 A.S., Kings College
- Secretary, Financial Aid ..... Deller Sims (1987)  
 A.A.S., Cleveland Community College
- Secretary, Learning Resources ..... Carolyn Smith (1976)  
 A.A.S., Cleveland Technical College  
 B.S., Gardner-Webb College

### **HOUSEKEEPING AND MAINTENANCE STAFF**

- Supt. of Buildings & Grounds ..... Carroll Hamrick (1982)
- Custodian ..... Keith Willis (1989)
- Housekeeper ..... Dorothy Linda Black (1977)
- Housekeeper ..... Ronald Webber (1989)
- Housekeeper ..... Jessie J. Lott (1975)
- Housekeeper ..... Emma Robbs (1981)
- Housekeeper ..... Barbara Smarr (1988)
- Housekeeper ..... Dorothy Surratt (1976)
- Housekeeper ..... Patricia Wilson (1976)

## FACULTY

- Alex Alexander (1979).....Instructor-Food Service, Prison Program  
 Johns Hopkins University  
 Johnson and Wales Culinary Arts College  
 UNC-Greensboro  
 A.A.S., Cleveland Technical College  
 B.S., Western Carolina University  
 Queens College
- Renee Allison (1983) ..... Instructor-Computer Office Automation Tech.  
 B.S., M.A., Appalachian State University  
 University of North Carolina at Charlotte
- Ada Blankenship (1981) .....Instructor-Ceramics, Pottery, Porcelain  
 University of South Carolina, University of Louisville  
 Certified Mayco Teacher  
 Certified Duncan Ceramic Products Teacher  
 Certified Seeley Porcelain Teacher  
 Over 20 years experience teaching ceramics
- Hal Bryant, Jr. (1975) .....Instructor-Liberal Arts  
 B.A., Gardner-Webb College  
 University of South Carolina
- Ray Fisher (1977) .....Instructor-Allied Services  
 A.S., Gaston College  
 B.S., Western Carolina University
- James Walter Fite (1975) .....Instructor-Math and Science  
 B.S., M.A., Appalachian State University  
 Additional Study, Indiana State University, University of South  
 Carolina, University of North Colorado
- Jean Francis (1971) .....Instructor of Liberal Arts  
 A.A.S., Cleveland Technical College  
 B.S., Limestone College  
 M.A., University of South Carolina at Spartanburg  
 University of North Carolina at Charlotte
- Woodrow Glenn (1976) .....Instructor-Business Technologies  
 B.S., Gardner-Webb College  
 Western Carolina University  
 M.A., Appalachian State University
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 A.A.S., Cleveland Technical College  
 B.S., Limestone College  
 Winthrop College



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 B.S., Fayetteville State University  
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 M.A., Ed.S., Appalachian State University
- Bo Jones (1973) ..... Instructor-Continuing Education  
 16 years experience in automotive mechanics  
 B.S., Western Carolina University
- Kay Jones (1975) ..... Instructor-Nursing  
 A.A., Gardner-Webb College  
 R.N., Rex Hospital School of Nursing  
 B.S.N., North Carolina Wesleyan College  
 East Carolina University
- Jody Ledford (1989) ..... Instructor-Computer Office Automation  
 B.S., Gardner-Webb College
- John B. Martin (1975) ..... Instructor-Business Technologies  
 A.A., Gardner-Webb College  
 B.S., M.A., Appalachian State University  
 North Carolina State University
- Steve Martin (1987) ..... Instructor-Photography  
 Western Carolina University  
 17 years professional photography experience
- C.W. Mauney (1977) ..... Instructor-Allied Services  
 A.A.S., Cleveland Technical College  
 Diplomas in Auto Mechanics and Welding, Cleveland Technical  
 College  
 B.S., Western Carolina University
- Wilbur R. McBride (1975) ..... Instructor-Math & Science  
 B.A., Wofford College  
 M.A.Ed., University of North Carolina at Chapel Hill  
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 University of Kansas, New Mexico State University, University of  
 North Carolina at Chapel Hill
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 A.A., Gardner-Webb College  
 B.A., Carson-Newman College  
 M.A., Appalachian State University
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 Gardner-Webb College  
 NC Shipbuilding School of Engineering  
 Certified Pipe Welder  
 Various trade schools (company sponsored)  
 B.S., Western Carolina University

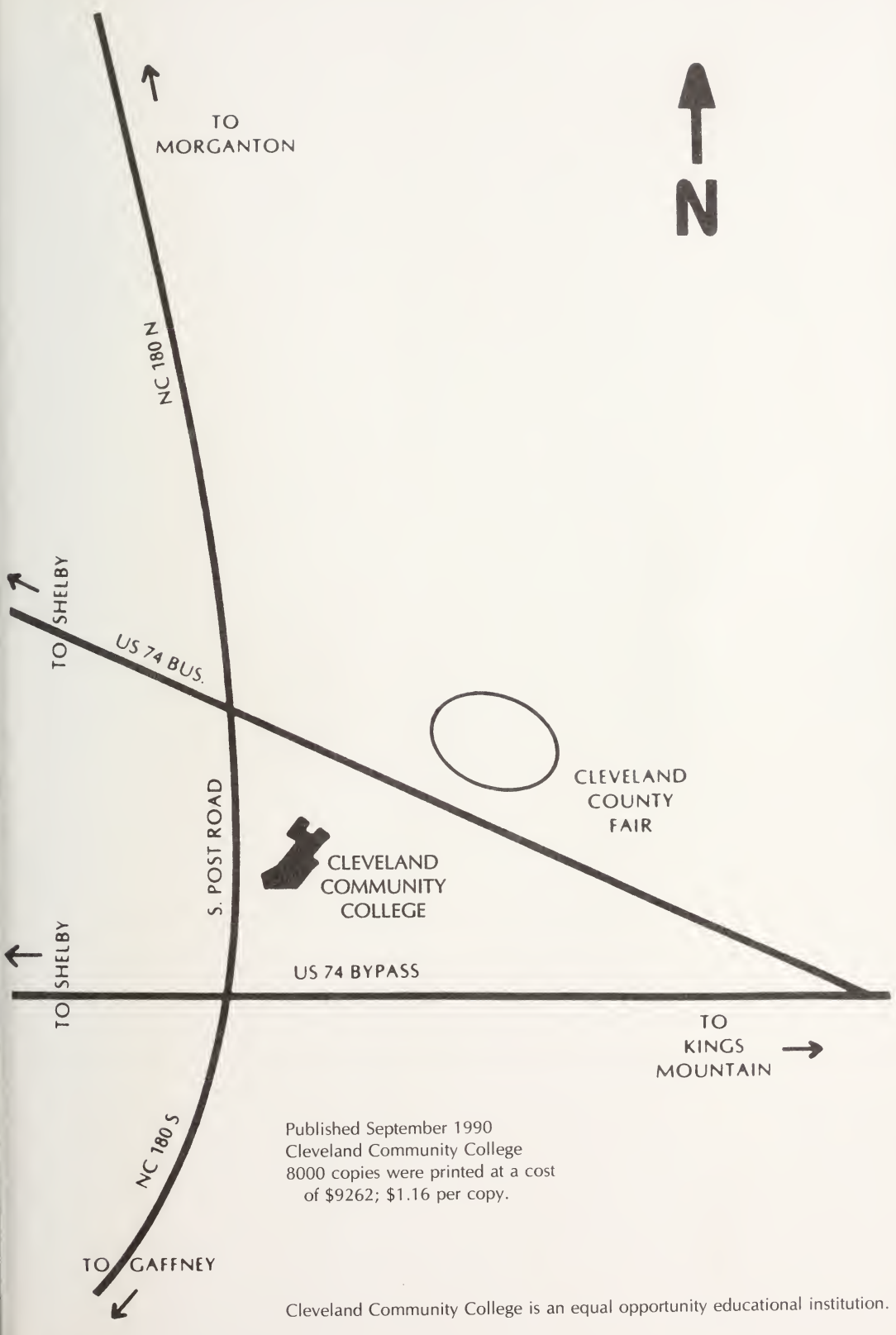
- Michael McSwain (1983) .....Instructor-Allied Services  
A.A.S., United Electronics Institute  
Western Carolina University
- Joyce Meade (1973) .....Department Head-Bus. Admin., Sec. & Fashion  
B.S., University of North Carolina at Greensboro  
M.A., Winthrop College
- Jean Mitchell (1976) .....Instructor-Secretarial  
B.S., North Carolina Central University  
M.A., Appalachian State University
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10 years experience in carpentry
- Becky W. Parrish (1990).....Instructor-Fashion  
A.A.S., Cleveland Technical College  
B.S., Winthrop College
- Franklin Pullen (1971) ..... Instructor-Physical Education  
B.S., North Carolina A and T University  
M.S., University of Rhode Island  
Rhode Island College  
Appalachian State University
- Robert Putnam (1984) .....Instructor-Electrical, Prison Program  
North Carolina Vocational Textile School  
22 years electrical experience  
B.S., Western Carolina University
- Roger Randall (1979).....Instructor-Allied Services  
National Institute Automotive Service Excellence Certification  
21 years experience in automotive service  
B.S., Western Carolina University
- Kay Rast (1982) ..... Instructor-Computer Office Automation  
University of Georgia  
Georgia State University  
B.S., Gardner-Webb College
- Charles D. H. Reynolds (1982).....Instructor-Liberal Arts  
B.A., Williams College  
M.A., University of Chicago  
Ph.D., University of Nebraska  
Northwestern University  
University of California at Berkeley  
Rhode Island School of Design
- Maxine Romney (1976) .....Instructor-Business Technologies  
B.B.A, City University of New York  
M.Ed., Northeastern University  
Vermont State Hospital

- Linda Ross (1978).....Instructor-Business Technologies  
 LPN Diploma, A.A.S., Cleveland Technical College  
 B.A., Limestone College  
 M.S., North Carolina A and T University  
 North Carolina State University  
 Winthrop College
- JoAnn Schilling (1977)..... Department Head-Radiologic Technology  
 R.T., Lewis-Gale Hospital School of Radiologic Technology  
 B.G.S., University of South Carolina  
 M.A.Ed., Western Carolina University  
 Ed.S., Appalachian State University
- Michael Schwartz (1981).....Department Head-Criminal Justice  
 B.S., The Citadel
- Danny Scruggs (1983) .....Department Head-Acct., Computer  
 Office Automation Tech., Management  
 B.S., M.A., Appalachian State University  
 Cleveland Technical College
- Joseph M. Southards (1981)..... Department Head-Math and Science  
 B.S., Gardner-Webb College  
 M.A., Appalachian State University
- Ruth Stamey (1965) ..... Department Head-Nursing  
 A.A., Lenoir Rhyne College  
 R.N., Shelby School of Nursing  
 B.A., Limestone College
- John Swofford (1977).....Instructor-Allied Services  
 U.S. Army welding schools  
 22 years experience in commercial welding  
 B.S., Western Carolina University
- Barbara Taylor (1974).....Instructor-Liberal Arts  
 B.S., Mississippi University for Women  
 M.A., Appalachian State University
- Lawrence Kenneth Vassy (1977).....Instructor-Allied Services  
 Diploma-RCA Institute  
 A.A.S, Cleveland Technical College  
 B.S., Western Carolina University
- Bob G. Wells (1981) .....Instructor-Allied Services  
 Military training school  
 26 years experience as machinist  
 A.G.E., Cleveland Technical College  
 B.S., Western Carolina University

**Notes**

**Notes**

**Notes**



TO  
MORGANTON



NC 180 N

TO SHELBY

US 74 BUS.

S. POST ROAD



CLEVELAND  
COUNTY  
FAIR



CLEVELAND  
COMMUNITY  
COLLEGE

US 74 BYPASS

TO SHELBY

TO  
KINGS  
MOUNTAIN

NC 180 S

TO GAFFNEY

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Cleveland Community College  
137 South Post Road  
Shelby, North Carolina 28150