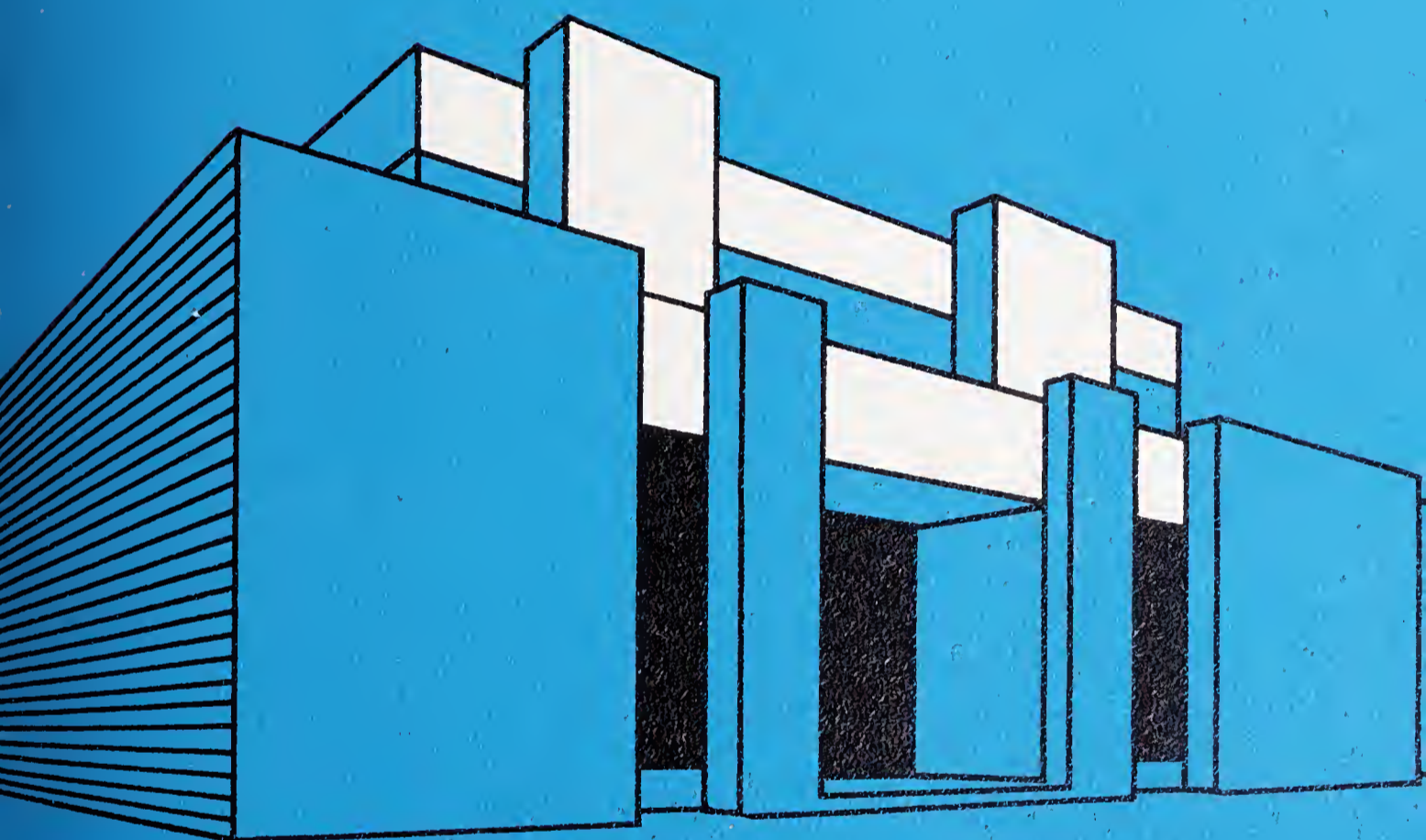


1971 - 1972



**COASTAL CAROLINA
COMMUNITY COLLEGE**
Jacksonville, North Carolina

PURPOSE

The purpose of Coastal Carolina Community College is to provide specialized occupational education to fill the manpower needs in our society, and to provide a two-year college-transfer program, and to provide for the fullest possible development of the potential of each student so that he may attain effective citizenship in his society.

OBJECTIVES

The major objectives of Coastal Carolina Community College are as follows:

1. To provide expanded educational opportunities from the first grade through high school and beyond high school for thousands of young people and adults who would not otherwise continue their education.
2. To provide relatively inexpensive, nearby educational opportunities for high school graduates, non-high school graduates, and adults.
3. To provide college transfer programs, consisting of the first two years of regular college studies.
4. To provide technical programs, preparing students for jobs in industry, agriculture, business, government, and service occupations.
5. To provide vocational programs preparing students for jobs requiring varying levels of ability and skill.
6. To provide occupational education programs for employed adults who need training or re-training, or who can otherwise profit from the program.
7. To provide courses that will meet the general adult and community service needs of the people of the community.
8. To provide a program of guidance and instruction designed to help all students understand themselves better and make wiser choices of both vocations and avocations so that they may become effective and productive members of a democratic society.

CATALOG

ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1971 - 1972



COASTAL CAROLINA
COMMUNITY COLLEGE

222 GEORGETOWN ROAD

JACKSONVILLE, NORTH CAROLINA 28540

TELEPHONE: 455-1221

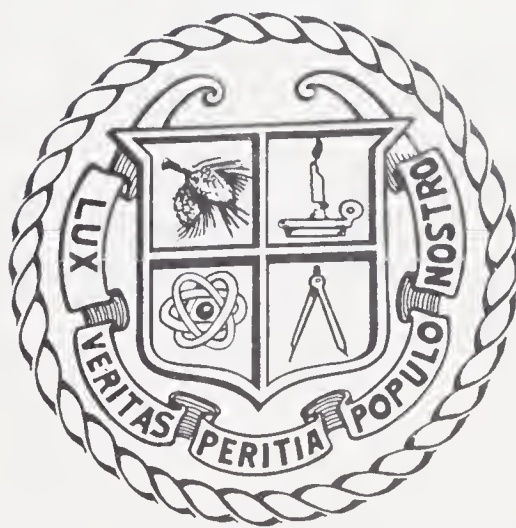
FEBRUARY 1971

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1971/72 -
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GENERAL INFORMATION



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COLLEGE CALENDAR

1971 - 72

FALL QUARTER (55 days)

SEPTEMBER

6 Holiday
7 Orientation and Registration
8 Registration
9 Classes Begin
15 Last day to register or add a course
29 Last day to withdraw from class without penalty

NOVEMBER

4 Last day to withdraw from class
22-23-24 Fall Quarter Final Exams
24 Fall Quarter Ends
25-26 Thanksgiving Holiday

WINTER QUARTER (55 days)

DECEMBER

2-3 Registration
6 Classes Begin
10 Last day to register or add a course
17 Holidays Begin (4:30 p.m.)

JANUARY

3 Classes Resume (8:00 a.m.)
7 Last day to withdraw from class without penalty

FEBRUARY

14 Last day to withdraw from class

MARCH

1-2-3 Winter Quarter Final Exams
3 Winter Quarter Ends

SPRING QUARTER (55 days)

MARCH

9-10 Registration
13 Classes Begin
17 Last day to register or add a course
31 Last day to withdraw from class without penalty

APRIL

3 Easter Holiday (school closed)

MAY

9 Last day to withdraw from class
25-26, 29 Spring Quarter Final Exams
29 Spring Quarter Ends

JUNE

2 Graduation

SUMMER QUARTER (55 days)

JUNE

6 Registration
7 Classes Begin
13 Last day to register or add a course
27 Last day to withdraw from class without penalty

JULY

4 Holiday

AUGUST

3 Last day to withdraw from a class
21-22-23 Summer Quarter Final Exams
23 Summer Quarter Ends

THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school vocational opportunities as early as 1957. The development of Industrial Education Centers was approved by the General Assembly and by 1962 twenty (20) institutions were approved.

In the fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U. S. Highway 17 for the establishment of an Industrial Education Center. The newly established Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills and Senator Carl Venters secured an appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the fall of 1965, voted for a seven cents per one hundred dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide the vocational and technical education opportunities for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request a community college. Onslow Technical Institute was granted community college status July 1, 1970 and became Coastal Carolina Community College.

ACCREDITATION

Coastal Carolina Community College is accredited by the North Carolina Department of Community Colleges and approved by the State Board of Education as specified in Chapter 115-A of the General Statutes of North Carolina. The college is a correspondent with the Southern Association of Colleges and Schools and will be visited by a Southern Association team in April 1971 to evaluate the college in preparation for accreditation.

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a fifty (50) acre campus at 222 Georgetown Road just outside the Jacksonville city limits. In addition to the four existing buildings, the college has developed long range plans to establish a new seventy-five (75) acre campus on Western Boulevard. Construction is underway on a modern classroom building at this location.

LIBRARY

The library is located in the east wing of the administration building with a seating capacity of forty (40) readers.

Present library holdings include approximately 8,000 volumes in general, technical and vocational fields. The library subscribes to 233 periodicals and 10 periodical indexes. Of these, 70 publications are also available on microfilm. The library staff consists of two professional librarians, a library assistant, a secretary and three student assistants.

The library also houses the audio-visual equipment.

BOOKSTORE

The college operates a bookstore where students may purchase books and supplies.

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The Student Personnel Office will provide guide service for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open until 9:30 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. Friday. Visitors are welcome during these hours. Questions about the college and its programs will be answered by personnel from the Student Personnel Office.

STATEMENT OF POLICY

Coastal Carolina Community College issues this catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provision or requirement at any time within the student's term of residence, or to add or withdraw course offerings.

The contact hours shown in this publication are minimal. It is the policy of the college to permit students to enroll in additional subjects and laboratory work beyond those shown.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Coastal Carolina Community College maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth (18) birthday. The college serves all students regardless of race, color, creed, sex, or national origin. Selective placement of individual students in the different curricula within the college is determined by the admissions officer, within the guidelines established by the State Board of Education and the Department of Community Colleges for each curriculum and course offered.

ADMISSIONS REQUIREMENTS

An applicant for admission to the Practical Nursing Curriculum, Dental Assistant Curriculum and all college transfer and technical curricula must be a high school graduate or possess or have GED scores to qualify for a high school equivalency certificate issued by the North Carolina Department of Public Instruction or by the Department of Public Instruction of any one of the United States.

An applicant for a vocational program (except practical nursing and dental assistant as noted above) who has reached his eighteenth (18) birthday and has the ability as indicated on placement tests to make advancement in the program selected, may be admitted with a minimum of eight (8) units of accredited secondary education or its equivalent. Applicants are admitted upon the recommendation of the admissions officer.

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admission requirements in effect at the time of his application. If the student is ineligible to return to the institution last attended, he may be admitted on probation to the college at the discretion of the Director of Admissions.

Any adult is eligible to attend adult education classes offered by the college on campus or at any of the several locations in the college service area. Persons admitted to class must have reached their eighteenth (18) birthday and their regular public school classes must have graduated. Persons who are not eighteen (18) years of age may be admitted for special programs when approved by the appropriate secondary school officials and college officials.

ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student:

1. submit an application,

2. submit a transcript of all previous education beyond the elementary school or GED scores of equivalency certificate,
3. report to the college for admissions counseling and appropriate testing (appointment schedules will be mailed as applications are processed).

TEN-HOUR REGULATION

Adult students may be admitted under special provision which allows them to take up to ten (10) quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed ten (10) quarter hours of work if credit is to be granted.

TRANSFER RESPONSIBILITY

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

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

The Coastal Carolina Community College transfer student will have little difficulty in completing his transfer satisfactorily if he:

1. decides early which senior institution to attend (Contact the college for recommendations concerning appropriate courses),
2. obtains a current copy of the catalog of that college and studies its entrance requirements.
3. confers with his faculty advisor or guidance counselor at Coastal Carolina Community College about his transfer plans,
4. checks carefully at least a quarter or two before transfer to be sure that all necessary requirements are being met and all necessary steps are taken.

SCHEDULES OF TUITION AND FEES

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person who has reached his twenty-first (21) birthday is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one (21) years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

A student who is in doubt as to his status as a resident should request clarification by writing to or consulting the Business Manager before registration.

TUITION

In accordance with the basic concept of comprehensive community colleges, all fees are nominal and are held to a minimum. Tuition per quarter is as follows:

Transfer Program Students (in-state)	
12 quarter hours or more (full-time)	\$42.00
Part-time students per quarter hour	3.00
Vocational and Technical Students (in-state)	
12 quarter hours or more (full-time)	32.00
Part-time students per quarter hour	2.50

Out-of-state Students

Out-of-state tuition is determined at a rate of two and one-half (2½) times those for in-state students.

FEES

Activity Fee (per quarter)	\$ 4.00
Late Registration Fee	5.00
Graduation Fee*	10.00
Insurance Fee per year (optional)	3.00

*The graduation fee of \$10.00 is payable at the student's next to last registration before completing course requirements for graduation. The fee covers the cost of the diploma and cap and gown rental. It is not refundable.

TUITION REFUND POLICY

Tuition refunds will be made only if the student is, in the judgment of the administration, compelled to withdraw for unavoidable reasons. In such cases two-thirds ($2/3$) of the student's tuition may be refunded, providing the student withdraws within ten (10) calendar days after the first day of classes. The activity fee is not refundable.

Refunds will not be considered for tuitions of five dollars (\$5) or less. In cases where a course or curriculum fails to materialize, all the student's tuition shall be refunded.

The refund policy is subject to change at the discretion of the State Board of Education.

In order to comply with federal regulations, veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used at the time of withdrawal.



ACADEMIC REGULATIONS

REGISTRATION

All students are urged to register on the days designated. All late registrants will be charged an additional fee of five dollars (\$5.00). Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance.

QUARTER HOURS

The unit of measurement for credit purposes is the quarter hour. One (1) quarter hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a quarter of eleven (11) weeks, except that for laboratory work, two (2) or more class hours in the laboratory are required for a single quarter hour of credit. Most courses meet three (3) hours a week and have a credit value of three (3) quarter hours. Generally a student will have to spend two (2) clock hours in preparation for one (1) class hour.

COURSE LOAD

The normal load for a student enrolled in the transfer program is sixteen (16) quarter hours including such activities as physical education. A normal load for a technical or vocational student will be prescribed by the individual programs as listed. A student may not enroll for more than eighteen (18) credit hours unless he has the approval of the Dean of Student Affairs.

Each student should adjust his course load in accordance with his particular situation involving such factors as academic aptitude, educational background, health, and hours of employment.

AUDITING COURSES

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

ADDING AND DROPPING COURSES

A student who finds it necessary to drop or add a course should secure a "drop-add" form from the Student Personnel Office and obtain the permission to drop from the Dean of Student Affairs and the instructors involved.

No course may be added after one (1) week of classes (five [5] school days). No course may be dropped after three (3) weeks (fifteen [15] school days) unless approval of the Dean of Student Affairs is obtained.

For courses dropped within the drop period, no grade will be reported. For courses dropped after the drop period, the grade of 'WP' or 'WF' will be reported according to the student's academic standing. The "WF" will be treated as an "F" in computing grade point averages.

A grade of "I" may be given at the instructor's discretion to the student who has not successfully mastered course content but by attendance and concerted effort shows that he can attain mastery if given more time. The student is expected to repeat the course the following quarter or make up assigned work to remove the incomplete grade. The "I" grade will not be used in computing grade point averages. It must be removed during the next quarter in which the student is enrolled or the "I" automatically becomes an "F".

WITHDRAWAL FROM THE COLLEGE

A student who finds it necessary to withdraw from the college must do so through the Student Affairs Office. The student will complete a withdrawal form and obtain the signature of the various officials designated on the form.

If a student withdraws from the college within the first fifteen (15) school days of a regular quarter no grade will be reported.

A student who withdraws from the college after the first fifteen (15) school days of a regular quarter will receive a grade of "WP" or "WF" according to his academic standing. The "WF" will be given the same weight as the "F" in computing grade point averages.

A student may not withdraw from the college within fifteen (15) days of the end of a regular quarter for reasons other than those of a documented medical or emergency nature.

A student who leaves college after the first fifteen (15) school days without obtaining an official withdrawal will receive an "F" for each course regardless of his academic standing at the time of his departure.

TRANSFER OF CREDITS

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements at Coastal Carolina Community College. In order to be eligible for graduation the student is required to attend full time for a minimum of two (2) quarters. The maximum credit transferable

from another institution is sixty-six (66) quarter hours of academic study.

CREDIT FOR CORRESPONDENCE WORK

Ten (10) quarter hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the Associate in Arts Degree.

UNITED STATES ARMED FORCES INSTITUTE

Up to thirty (30) quarter hours credit of United States Armed Forces Institute course work may be accepted, if determined appropriate and applicable to courses offered at Coastal Carolina Community College, as transfer toward the Associate in Arts Degree.

ATTENDANCE

The nature of the programs of Coastal Carolina Community College are such that it is necessary for students to be regular in attendance.

A student missing one (1) class in excess of the number of credit hours for the course during one (1) quarter will be dropped from that course.

An admission slip from the Dean of Student Affairs will be required for the student to be readmitted to the class.

Each lecture hour missed will be considered as one absence. Each lab session or part thereof missed will be considered as one absence. Students will be responsible for making up any class assignments missed during absence. Instructors will not be expected to give any make-up of scheduled tests or final examinations for any unexcused absence.

Three (3) tardies will be counted as one (1) absence. The first fifteen (15) minutes of class constitutes a tardy; time thereafter is considered an absence.

Whenever possible the student should notify his instructor or department head in advance when it is necessary for him to be absent from class.

Instructors will notify the Student Personnel Office when a student has been dropped from the class. Notification will be on the day the student is dropped. In case of the absence of the instructor and a substitute has not been provided, students are automatically dismissed from class after fifteen (15) minutes.

GRADING SYSTEM

Official grades are issued for each student at the end of each

quarter. Students enrolled in curriculum programs will be graded by the letter-grade system shown below.

Grade	Numerical Grade	Quality Points Per Quarter Hour
A—Excellent	93-100	4
B—Good	85- 92	3
C—Average	77- 84	2
D—Below Average	70- 76	1
F—Unsatisfactory	Below 70	0

I—Incomplete: This indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the grade becomes an automatic “F”.

WP—Withdrew Passing: Student dropped the course, but had a passing average at the point of withdrawal.

WF—Withdrew Failing: Student dropped the course, and had a failing grade average at the point of withdrawal. This grade will be considered as an “F” with notation on transcript that course was not completed.

No grade will be reported if a student withdraws from school or from a course within the first fifteen (15) school days of a regular quarter.

STUDENT CLASSIFICATION

Full-time Student—a student enrolled with twelve (12) or more quarter hours of credit.

Part-time Student—a student enrolled with fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

DEAN’S LIST

At the close of each quarter, regular students who are carrying a full load will be included on the Dean’s List, provided they have no grade lower than a “C” and provided that the quality point average of all their grades for that quarter is 3.0 or better.

ACADEMIC PROBATION AND DISMISSAL

Students failing to maintain the stated cumulative quality point average will be considered on academic probation and may be re-

quired to limit their course load. A student may be asked to withdraw from a regular curriculum program if his quality point average drops below the average on the chart.

Any full-time student who fails to pass at least three credit hours during any term is subject to academic dismissal for one term regardless of his quality point standing.

QUALITY POINT AVERAGE TO DETERMINE CONTINUANCE IN SCHOOL

TWO YEAR CURRICULUM

All Quarter Hours Credit Attempted	Quality Point Average to Continue in School	Quality Point Average Below Which Student is on Academic Probation
1-20	No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
21-40	To Begin Winter Quarter .25	End Winter Quarter 1.50
41-62	To Begin Spring Quarter 1.00	End Spring Quarter 1.85
SUMMER	To Begin Summer Quarter 1.50	
63-79	To Begin Sophomore Year 1.85	End Fall Quarter 1.95
80-99	To Begin Winter Quarter 1.90	End Winter Quarter 2.00
100-Over	To Begin Spring Quarter 1.95	End Spring Quarter 2.00
	To Graduate 2.00	

ONE YEAR CURRICULUM

All Quarter Hours Credit Attempted	Quality Point Average to Continue in School	Quality Point Average Below Which Student is on Academic Probation
1-15	No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
16-18	To Begin Winter Quarter .25	End Winter Quarter 1.25
39-51	To Begin Spring Quarter 1.00	End Spring Quarter 1.50
52+	To Begin Summer Quarter 1.70	End Summer Quarter 2.00
	To Graduate—2.00	

ACADEMIC PROBATION

A student who fails to meet the minimum academic requirements will be placed on probation for the next quarter of attendance. Students transferring from other colleges or universities must meet the same requirements as regular students. They may be admitted under probation if they are below the minimum requirements as outlined.

During the probationary period a student must maintain an overall "C" average or be suspended from his program for one (1) quarter.

ACADEMIC SUSPENSION

A student who fails to meet the minimum academic requirements while on probation may be suspended from his program of study for the following quarter. However, a student may enroll in a more appropriate program. A student may also enroll in summer sessions to make up deficiencies to be reinstated in his program.

If a student wishes to return to the college after his suspension has expired, he will be placed under previous probationary requirements unless deficiencies were removed during the summer session.

PARKING

Students are expected to drive carefully and courteously and to abide by all North Carolina traffic regulations while on the campus.

The parking lot in the front of the main building of the college is reserved for faculty and staff. Student cars parked in front of the building or in other unauthorized areas will be given a parking ticket. The first violation of this regulation will incur a warning for the student, for a second violation a two dollar (\$2.00) fine, for the third violation a fine of three dollars (\$3.00). If he fails to pay the parking ticket, the student will be subject to disciplinary action.

Car registration and display of a Coastal Carolina Community College sticker is required. All students are to register their cars at registration and receive a parking permit decal. In case the decal is defaced or the student operates a second car, a second decal can be purchased for 25c at the Business Office.

TRANSCRIPT

One transcript will be sent free of charge upon written request from the student. Each additional copy will be sent for a fee of one dollar (\$1.00).

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot

be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

DEFINITION OF DISRUPTIVE CONDUCT

Any student, who with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the college community from conducting his normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion or dismissal from the college.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any college building or property, or the property of others on college premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus during and immediately before or immediately after school hours, or at any other time when

the college is being used by any group, or off the college campus at a college activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

RIGHT OF APPEAL

Any student found guilty by any committee or other school authority of violating any provision, regulation or policy of the college; or who is placed on academic probation or suspension shall have the right to appeal the finding and/or discipline imposed upon him to the president of the college. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: (1) that the finding is not supported by substantial evidence; (2) that a fair hearing was not accorded the accused; or (3) that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.



STUDENT PERSONNEL SERVICES

COUNSELING

Professionally trained counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exists.

FACULTY ADVISING

Each full-time student is assigned to a faculty advisor. The advisor assists the student in planning his educational program, registration, and adjustments to college life. Students should periodically check with their advisor concerning their educational progress.

ORIENTATION

New students are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, program, and standards of the college.

HOUSING

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the Student Personnel Office will assist in any way possible to help students find housing accommodations. The college does not assume responsibility for the supervision of housing.

STUDENT HEALTH

The college does not provide medical, hospital, or surgical services. Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students are encouraged to carry accident insurance which is made available through the college at minimum cost.

PLACEMENT

Placement services are available through the Student Affairs Office. Students are encouraged to use these services.

SELECTIVE SERVICE

Students can secure Selective Service System deferment forms from the Dean of Student Affairs' office.

FINANCIAL AID

Coastal Carolina Community College offers a full program of financial aid including scholarships, grants, loans, and jobs. In order to be considered for aid, a student should make application at least four (4) weeks prior to the registration date of the quarter for which he wishes aid. Students should contact the Financial Aid Officer for additional information on any of the programs listed.

SCHOLARSHIPS AND GRANTS

The Educational Opportunity Grants Program is funded by the Federal Government and is for students of exceptional financial need who without this grant would be unable to continue their education. Grants of up to \$1,000 for each of four (4) years of undergraduate study are available. Those selected for an Educational Opportunity Grant will receive additional financial aid under one of the other programs.

Local scholarships are made available by the following organizations:

- Onslow County Hospital Auxiliary
- Staff Noncommissioned Officers Wives' Club
- Rotary Club
- Salisbury Jaycees
- Practical Nursing Scholarship
- Onslow County Medical Society

The Financial Aid Officer can furnish additional information on these scholarships.

LOANS

The National Defense Student Loan Program is funded by the Federal Government and makes it possible for qualified students to borrow up to \$1,000 each year for five (5) years as an undergraduate and up to \$2,500 each year for four (4) years as a graduate or professional student. The maximum total loan, combining all years of undergraduate and graduate study, is \$10,000. Repayment begins nine (9) months after the student terminates at least half-time study and may extend over a ten (10) year period. Interest charges of three (3) percent also begin at the start of the repayment period. No repayment is required and no interest is charged for any period up to three (3) years during which the student is serving in the Armed Forces, Peace Corps, or VISTA. The Program also provides for partial or total loan cancellation for students who enter the field of teaching.

The Insured Student Loan Program allows residents of North Carolina who are enrolled full-time to borrow up to \$1,500 per aca-

demic year through College Foundation, Inc., with funds provided by the North Carolina banking and life insurance industries. Loans are insured by the State Education Assistance Authority; and under certain circumstances, the Federal Government will pay the interest during the study and grace periods.

The James E. and Mary Z. Bryan Foundation, Inc. is a student loan plan which allows residents of North Carolina enrolled full-time in undergraduate programs to borrow up to \$1,500 per academic year. The interest rate is one (1) percent during the in-school period, and six (6) percent during the repayment period. Repayment begins four (4) months after leaving school as a full-time student.

Local loans are made available by the following organizations:

Jacksonville Kiwanis Club

Jacksonville Department Store

New River Pharmacy

S. E. Wainwright

The Gene Johnson Memorial Loan

Auto Mechanics Loan

The Financial Aid Officer can furnish additional information on these loans.

EMPLOYMENT OPPORTUNITIES

The College Work-Study Program is funded by the Federal Government and assists qualified students by providing job opportunities at the college itself or at a public or private nonprofit agency—such as a school, a social agency, or a hospital—working in cooperation with the college. A student may work an average of fifteen (15) hours weekly while classes are in session and forty (40) hours per week during the summer or other vacation periods. In general, the salary is at least equal to the current minimum wage, although it is frequently higher.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of Veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service connected disability. Veterans education is approved under the provisions of Public Law 89-358 (Veterans Readjustment Benefits Act of 1966), Public Laws 894 and 87-815 (Veterans Vocational Rehabilitation Program). War orphans may obtain benefits under Public Law 634 (War Orphans Educational Assistance Act of 1956) and children of totally disabled veterans under Public Law 88-361. Veterans seeking such benefits should contact the college, be ac-

cepted for a program of study, and then seek counseling from their local Veterans Service Officer.

Under the G. I. Bill, students are required to carry a full academic load (12 credit hours for college parallel, 25 contact hours per week for technical, and 30 contact hours per week for vocational). Contact hours shown in this catalog are minimal, and it is the policy of this institution to permit students to enroll in additional courses and lab work in order to broaden their training. When in any quarter the total weekly contact hours listed are fewer than the amount required for full-time certification, a student may, on request, enroll for additional instructional hours provided such hours are deemed by the institution to be consistent with and appropriate to the student's overall program.

VOCATIONAL REHABILITATION ASSISTANCE

Certain handicapped students are eligible for aid administered through the Division of Vocational Rehabilitation, N. C. Department of Public Instruction. Those who seek aid should make application to the local Division of Vocational Rehabilitation.

SOCIAL SECURITY BENEFITS

Some students may qualify for financial assistance through their parent's Social Security benefits. Those seeking such aid should first contact their local Social Security Office.

STUDENT ORGANIZATIONS AND ACTIVITIES

The college encourages student participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are:

STUDENT GOVERNMENT ASSOCIATION

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

PUBLICATIONS

A college newspaper, **THE COLLEGIATE**, is published monthly by a student staff.

INTERCOLLEGIATE ATHLETICS

Coastal Carolina Community College participates in a limited program of intercollegiate athletics. The college presently competes in intercollegiate basketball. Other intercollegiate and intramural sports may be organized as interest develops.

PRACTICAL NURSE EDUCATION CLUB

The purpose of this club is to foster interest in PNE and promote professional improvement and growth.

CHEERLEADERS

Membership on the cheerleaders squad is open for all full-time students. Try-outs are held and selections made during the fall quarter.

COMMITTEES

Student representatives are selected by the Student Government Association to serve on major faculty committees.



PROGRAMS OF STUDY

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the quarter indicated. A student should confer with his educational counselor concerning course schedules. A schedule of courses offered will be published each quarter. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

ASSOCIATE IN ARTS DEGREE— COLLEGE TRANSFER DIVISION

Liberal Arts	Pre-Business Education
Pre-Business Administration	Pre-Law
Pre-Teaching (Elementary)	General Education
Pre-Teaching (Secondary)	

ASSOCIATE IN APPLIED SCIENCE DEGREE— OCCUPATIONAL DIVISION

- Architectural Technology
- Business Administration
- Electronic Data Processing (Business)
- Executive Secretary
- Legal Secretary
- Medical Secretary

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

- Air Conditioning and Refrigeration—2 years
- Architectural Drafting—1 year
- Auto Body Repair—1 year
- Automotive Mechanics—2 years
- Dental Assistant
- Electrical Installation and Repair
- Masonry
- Practical Nursing
- Radio and Television Servicing
- Welding

CERTIFICATE PROGRAMS— CONTINUING EDUCATION DIVISION

- Adult Basic Education
- Community Services
- Special Education
- Industrial Services
- General Adult Education

CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a "C" (2.0) overall average applies to all curricula.

COLLEGE TRANSFER DIVISION ASSOCIATE IN ARTS DEGREE

COLLEGE TRANSFER PROGRAM

The College transfer program is designed to parallel the freshman and sophomore years of study of a senior college or university.

The course requirements of colleges and universities differ in the nature and number of required courses. In order for students to experience ease of transfer it is suggested that the student select the particular curriculum which best suits his educational objectives. It is also suggested that the student acquire a catalog from the college or university he plans to attend.

The college counseling staff and faculty advisors are available for student conferences in course selection. However, it is the responsibility of the student to familiarize himself with the requirements of the senior institution to which he plans to transfer.

Any substitution of courses for those listed in the programs of study must have the approval of the Dean of Academic Affairs and the Dean of Student Services.

The Associate in Arts candidate will be expected to complete the following general education courses or equivalent with additional approved electives for a minimum of 96 credit hours. Ninety (90) credit hours must be in academic subjects.

LIBERAL ARTS CURRICULUM

The Liberal Arts Curriculum is designed for students who plan to transfer to a liberal arts curriculum at a four-year college or university.

	Quarter Hours	Credit
English 101-102-103		9
English Literature 201-202		10
History 101-102-103		9
Mathematics 102-103-or 111-112		10
Biology 101-102-103		12
Art 101 or Music 101		5
Sociology 201		5
Political Science 201		5
Foreign Language	9 to	18
Physical Education		6
Electives to complete 96 hours		

PRE-BUSINESS ADMINISTRATION CURRICULUM

The Pre-Business Administration Curriculum is designed for the students who plan to transfer to a senior institution for a major in business administration.

	Quarter Hours	Credit
English 101-102-103		9
History 101-102-103		9
Mathematics 102-103 or 111-112		5
Biology 101-102-103		12
Art 101 or Music 101		5
Sociology 201		5
Political Science 201		5
Introduction to Business 101		5
Principles of Economics 201-202-203		9
Principles of Accounting 120-121		12
Physical Education		6
English Literature		5
Electives to complete 96 hours		

PRE-TEACHING (ELEMENTARY) CURRICULUM

The Pre-Teaching (Elementary) Curriculum is designed for students who plan to transfer to a four-year college or university and prepare for a professional career in teaching. Electives should be taken in the subject area one plans to teach.

	Quarter Hours	Credit
English 101-102-103		9
History 101-102-103		9
Mathematics 102-103 or 111-112		10
Biology 101-102-103		12
Health 101		5
Speech 201		3
Sociology 201		5
Education 201		5
Art 101		5
Psychology 201		5
Political Science 201		5
Music Appreciation 101		5
Foreign Language		9
Physical Education		6
Electives to complete 96 hours		

PRE-TEACHING (SECONDARY) CURRICULUM

The Pre-Teaching (Secondary) Curriculum is designed for students who plan to transfer to a four-year college or university and prepare for a professional career in teaching. Electives should be taken in the subject area one plans to teach.

	Quarter Hours	Credit
English 101-102-103		9
History 101-102-103		9
Mathematics 102-103 or 111-112		10
Biology 101-102-103		12
Speech 201		3
Sociology 201		5
Education 201		5
Psychology 201-202		10
Political Science 201		5
Foreign Language		9
Physical Education		6
Electives to complete 96 hours		

PRE-BUSINESS EDUCATION CURRICULUM

This program is designed for students who plan to teach business education in public schools.

	Quarter Hours	Credit
English 101-102-103		9
History 101-102-103		9
Mathematics 111-112		10
Business 102-103-104 (Typing)		9
Music 101		5
Biology 101-102-103		12
Business 106-107-108 (Shorthand)		12
Economics 201-202-203		9
Accounting 120-121		12
Physical Education		6
Electives to complete 96 hours		

PRE-LAW CURRICULUM

The Pre-Law Curriculum is designed for students who plan to study law at a four-year college or university. Selection of electives in accounting is recommended.

	Quarter Hours	Credit
English 101-102-103		9
English Literature 201		5
History 101-102-103		9
Mathematics 102-103 or 111-112		10
Biology 101-102-103		12
Sociology 201		5
Political Science 201		5
Foreign Language	9 to	18
Speech 201		3
Economics 201-202-203		9
Physical Education		6
Electives to complete 96 hours		

GENERAL CURRICULUM

The general curriculum is designed for students who have not decided upon a specific educational objective. This program provides the student with the opportunity to explore various fields of interest.

	Quarter Hours	Credit
English 101-102-103		9
English Literature 201-202		10
History 101-102-103		9
Biology 101-102-103		12
Mathematics 102-103 or 111-112		10
Music 101		5
Art 101		5
Sociology 201		5
Health 101-102		8
Psychology 201		5
Political Science 201		5
Physical Education		6
Electives to complete 96 hours		

NOTE:

Physical Education requirements may be waived for married women, students with military training, and those who are medically disabled.

OCCUPATIONAL DIVISION
ASSOCIATE IN APPLIED SCIENCE PROGRAMS
ARCHITECTURAL TECHNOLOGY

This program is designed to provide men and women with knowledge and skills that will support a broad area of employment potential with the main emphasis toward the architectural office. Technical courses are included which will enable the graduate to advance in technical knowledge and proficiency as job experience is obtained. Related subjects are included to enhance and support this program.

The educational requirements for this program are based on a study completed by the Educational Task Force for Architectural Technician Training of the American Institute of Architects. An Architectural Technician Advisory Committee, composed of local architects from this area, aid in keeping this program current and up to date.

Architectural technicians may be concerned with turning the architect's design sketches into complete and accurate working drawings. These technicians may also obtain jobs in other related fields such as engineering, contracting, building materials manufacturing, distribution and sales. Other areas of job opportunities may be found in architectural rendering, model building, and landscape architecture. The opportunity for diverse employment in this field is phenomenal.

The technician may be involved in work requiring a knowledge of building codes, specifications and contract documents. He or she must be able to communicate graphically with other people and will spend much time studying the graphics of architecture.

The diversity and size of architectural projects and services require a corresponding variety to supporting personnel. The impact of data processing, computer aids and an accelerated technology in architecture is continuing to create new demands and job opportunities.

After graduation in this curriculum, two years of architectural office experience and the completion of courses in continuing education are the prerequisites for letters of recommendation from the technician's employer which may lead to certification as an Architectural Technician by the American Institute of Architects.

ARCHITECTURAL TECHNOLOGY

Course No. and Title	Lecture	Lab	Credit
FIRST QUARTER			
T-ARC 101—Architectural Graphics I.....	3	6	5
T-ARC 111—Office Practice Seminar.....	3	0	3
T-ARC 121—Architectural Materials & Methods I....	3	3	4
T-MAT 101—Technical Mathematics I.....	5	0	5
T-ENG 101—Grammar	3	0	3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	17	9	20
SECOND QUARTER			
T-ARC 102—Architectural Graphics II.....	3	6	5
T-ARC 122—Architectural Materials & Methods II	3	3	4
T-MAT 102—Technical Mathematics II	5	0	5
T-CIV 101—Elementary Surveying	3	6	5
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	14	15	19
THIRD QUARTER			
T-ARC 103—Architectural Graphics III	2	9	5
T-ARC 116—Environmental Science I	2	3	3
T-ARC 135—Codes, Contract Documents and Specifications	3	3	4
T-PHY 101—Physics I, Properties of Matter.....	3	2	4
T-ENG 102—Composition	3	0	3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	13	17	19
FOURTH QUARTER			
T-ARC 201—Architectural Graphics IV.....	2	9	5
T-ARC 117—Environmental Science II.....	2	3	3
T-CIV 114—Statics	5	0	5
T-PHY 104—Physics: Light and Sound w/Applications	3	2	4
T-ENG 206—Business Communications	3	0	3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	15	14	20
FIFTH QUARTER			
T-ARC 202—Architectural Graphics V.....	2	9	5
T-ARC 118—Environmental Science III.....	2	3	3
T-ARC 211—Architectural Delineation I.....	1	6	3
T-CIV 216—Strength of Materials.....	3	2	4
T-ENG 204—Oral Communications	3	0	3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	11	20	18
SIXTH QUARTER			
T-ARC 203—Architectural Graphics VI.....	2	9	5
T-ARC 212—Architectural Delineation II*.....	1	6	3
T-ARC 230—Construction Estimating and Field Inspection	3	6	5
Elective	3	0	3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	9	21	16
Total Credit Hours Required	109		
Minimum Elective Hours	3		
	<hr style="width: 100%;"/>		
Total Hours for Graduation	112		

*—Student may substitute an elective (approved by architectural advisor)

BUSINESS ADMINISTRATION

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervision. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101—Grammar	3	0	3
BUS 101—Introduction to Business	5	0	5
ECO 201—Introduction to Economics	3	0	3
T-BUS 110—Office Machines	2	2	3
MAT 110—Business Mathematics	5	0	5
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	18	2	19
SECOND QUARTER			
T-ENG 102—Composition	3	0	3
ECO 202—Introduction to Economics	3	0	3
T-BUS 115—Business Law	5	0	5
T-BUS 120—Accounting	5	2	6
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	16	2	17

THIRD QUARTER

BUS	102—Beginning Typewriting*	2	3	3
T-BUS	116—Business Law	5	0	5
T-BUS	121—Accounting	5	2	6
T-ENG	204—Oral Communication	3	0	3

15	5	17
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FOURTH QUARTER

EDP	104—Introduction to Data Processing	5	2	6
T-ENG	206—Business Communication	3	0	3
T-BUS	232—Sales Development	3	0	3
BUS	239—Marketing	5	0	5

16	2	17
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FIFTH QUARTER

T-BUS	123—Business Finance	5	0	5
T-POL	201—U. S. Government	3	0	3
BUS	235—Business Management	5	0	5
T-BUS	243—Advertising	3	2	4

16	2	17
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SIXTH QUARTER

T-PSY	206—Applied Psychology	3	0	3
T-BUS	219—Credit Procedures	3	0	3
T-BUS	229—Taxes	3	2	4
T-BUS	271—Office Management	3	0	3
T-BUS	272—Principles of Supervision	3	0	3

TOTAL HRS. 103	15	2	16
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*—Students with experience in this course may receive credit by successfully passing an examination, and are required to take an elective.

ELECTRONIC DATA PROCESSING

This curriculum is designed to give the student (1) an understanding of the principles of business operation and/or scientific techniques in problem solving, (2) experience in handling computers and in using programming techniques to solve assigned problems, (3) facility in using specialized problem-solving techniques where necessary, (4) ability to properly document his work and to communicate efficiently with concerned personnel.

The data processing specialist applies programming techniques which are compatible with his computer to defined problems with minimum supervision. He analyzes and defines system requirements to develop a program for electronic data processing; conducts detailed analyses of systems requirements; develops all levels of block diagrams and logical flow charts; translates program details into coded instructions; establishes test data; tests, refines, and revises programs and documents procedures. He ascertains if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results. He may prepare a complete set of operating instructions for use by a console operator; on occasion, operates the console in processing program.

ELECTRONIC DATA PROCESSING
SUGGESTED CURRICULUM BY QUARTERS

	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
T-ECO 101—Economics	3	0	3
EDP 104—Introduction to Data Processing Systems	5	2	6
T-MAT 106—Electronic Data Processing—Math I....	5	2	6
T-ENG 101—English Grammar	3	0	3
	16	4	18
SECOND QUARTER			
T-ENG 102—English Composition	3	0	3
T-BUS 120—Accounting I	5	2	6
T-MAT 107—Electronic Data Processing—Math II..	5	0	5
EDP 107—Fortran I	2	4	4
	15	6	18
THIRD QUARTER			
T-ENG 206—Business Communication	3	0	3
EDP 110—Fortran II	2	4	4
EDP 105—Assembly Language I	3	4	5
T-BUS 121—Accounting II	5	2	6
	13	10	18
SUMMER AFTER FIRST YEAR			
EDP Computer Operations Workshop.....		6 Weeks	
FOURTH QUARTER			
EDP 201—Assembly Language II.....	3	4	5
EDP 202—Cobol I	2	4	4
T-BUS 226—Computer Cost Accounting	5	2	6
BUS 282—Business Statistics	3	2	4
	13	12	19
FIFTH QUARTER			
EDP 210—Cobol II	2	4	4
EDP 215—Operating Systems	3	2	4
T-BUS 235—Business Management	5	0	5
T-BUS 115—Business Law	5	0	5
T-PSY 206—Applied Psychology	3	0	3
	18	6	21
SIXTH QUARTER			
EDP 220—Introduction to Systems Analysis.....	3	2	4
EDP 223—Field Project	2	8	5
EDP 205—Linear Programming	3	2	4
T-BUS 229—Taxes	3	2	4
	11	14	17
TOTAL HRS. 111			

EXECUTIVE SECRETARY

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training

in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

Students in this curriculum may, if they qualify, elect to take Machine Shorthand in lieu of Gregg Shorthand.

EXECUTIVE SECRETARY

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101—Grammar	3	0	3
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	2	3	3
BUS 106—Beginning Shorthand*	3	2	4
	<u>13</u>	<u>5</u>	<u>15</u>
SECOND QUARTER			
T-ENG 102—Composition	3	0	3
BUS 103—Intermediate Typewriting	2	3	3
BUS 107—Intermediate Shorthand	3	2	4
T-BUS 110—Office Machines	2	2	3
MAT 110—Business Mathematics	5	0	5
	<u>15</u>	<u>7</u>	<u>18</u>
THIRD QUARTER			
BUS 104—Advanced Typewriting	2	3	3
BUS 108—Advanced Shorthand	3	2	4
T-BUS 134—Personal Development	3	2	4
T-ENG 204—Oral Communication	3	0	3
T-BUS 211—Office Machines	2	2	3
	<u>13</u>	<u>9</u>	<u>17</u>

FOURTH QUARTER

EDP	104—Introduction to Data Processing	5	2	6
T-BUS	205—Technical Typewriting	2	3	3
T-ENG	206—Business Communication	3	0	3
T-BUS	206—Dictation & Transcription	3	2	4
		<u>13</u>	<u>7</u>	<u>16</u>

FIFTH QUARTER

T-BUS	115—Business Law	5	0	5
T-BUS	120—Accounting	5	2	6
T-POL	201—U. S. Government	3	0	3
T-BUS	207—Dictation & Transcription	3	2	4
		<u>16</u>	<u>4</u>	<u>18</u>

SIXTH QUARTER

T-BUS	112—Filing	3	0	3
T-PSY	206—Applied Psychology	3	0	3
T-BUS	208—Dictation & Transcription	3	2	4
T-BUS	214—Secretarial Procedures	3	2	4
T-BUS	271—Office Management	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>

TOTAL HRS. 101

*—Students with experience in this course may receive credit by successfully passing an examination, and are required to take an elective.

LEGAL SECRETARY

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

LEGAL SECRETARY

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101—Grammar	3	0	3
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	2	3	3
BUS 106—Beginning Shorthand*	3	2	4
	<u>13</u>	<u>5</u>	<u>15</u>
SECOND QUARTER			
T-ENG 102—Composition	3	0	3
BUS 103—Intermediate Typewriting	2	3	3
BUS 107—Intermediate Shorthand	3	2	4
T-BUS 110—Office Machines	2	2	3
MAT 110—Business Mathematics	5	0	5
	<u>15</u>	<u>7</u>	<u>18</u>
THIRD QUARTER			
BUS 104—Advanced Typewriting	2	3	3
BUS 108—Advanced Shorthand	3	2	4
T-BUS 134—Personal Development	3	2	4
T-BUS 183L—Legal Terminology & Vocabulary.....	3	0	3
T-ENG 204—Oral Communication	3	0	3
T-BUS 211—Office Machines	2	2	3
	<u>16</u>	<u>9</u>	<u>20</u>
FOURTH QUARTER			
EDP 104—Introduction to Data Processing.....	5	2	6
T-BUS 205—Technical Typewriting	2	3	3
T-ENG 206—Business Communication	3	0	3
T-BUS 206—Dictation & Transcription	3	2	4
	<u>13</u>	<u>7</u>	<u>16</u>
FIFTH QUARTER			
T-BUS 115—Business Law	5	0	5
T-BUS 120—Accounting	5	2	6
T-POL 201—U. S. Government	3	0	3
T-BUS 207—Dictation and Transcription	3	2	4
	<u>16</u>	<u>4</u>	<u>18</u>
SIXTH QUARTER			
T-BUS 112—Filing	3	0	3
T-PSY 206—Applied Psychology	3	0	3
T-BUS 208—Dictation & Transcription	3	2	4
T-BUS 214—Secretarial Procedures	3	2	4
T-BUS 271—Office Management	3	0	3
	<u>15</u>	<u>4</u>	<u>17</u>
TOTAL HRS. 104			

*—Students with experience in this course may receive credit by successfully passing an examination, and are required to take an elective.

MEDICAL SECRETARY

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession, and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101—Grammar	3	0	3
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	2	3	3
BUS 106—Beginning Shorthand*	3	2	4
	13	5	15
SECOND QUARTER			
T-ENG 102—Composition	3	0	3
BUS 103—Intermediate Typewriting	2	3	3
BUS 107—Intermediate Shorthand	3	2	4
T-BUS 110—Office Machines	2	2	3
MAT 110—Business Mathematics	5	0	5
	15	7	18
THIRD QUARTER			
BUS 104—Advanced Typewriting	2	3	3
BUS 108—Advanced Shorthand	3	2	4
T-BUS 134—Personal Development	3	2	4
T-BUS 183M—Medical Terminology & Vocabulary	3	0	3
T-ENG 204—Oral Communication	3	0	3
T-BUS 211—Office Machines	2	2	3
	16	9	20

FOURTH QUARTER

T-EDP 104—Introduction to Data Processing.....	5	2	6
T-BUS 205—Technical Typewriting	2	3	3
T-ENG 206—Business Communication	3	0	3
T-BUS 206—Dictation & Transcription	3	2	4
T-BUS 284M—Medical Terminology & Vocabulary....	3	0	3
	16	7	19

FIFTH QUARTER

T-BUS 115—Business Law	5	0	5
T-BUS 120—Accounting	5	2	6
T-POL 201—U. S. Government	3	0	3
T-BUS 207—Dictation & Transcription	3	2	4
	16	4	18

SIXTH QUARTER

T-BUS 112—Filing	3	0	3
T-PSY 206—Applied Psychology	3	0	3
T-BUS 208—Dictation & Transcription.....	3	2	4
T-BUS 214—Secretarial Procedures	3	2	4
T-BUS 271—Office Management	3	0	3
	15	4	17

TOTAL HRS. 107

*—Students with experience in this course may receive credit by successfully passing an examination, and are required to take an elective.

DIPLOMA PROGRAMS**OCCUPATIONAL DIVISION****AIR CONDITIONING AND REFRIGERATION**

The present day demands from industry for qualified mechanical experts in all areas of air conditioning and refrigeration are greater than ever before. The curriculum given at Coastal Carolina Community College is designed to equip young men to help meet the needs of industry.

The program includes a comprehensive study of the theory and fundamentals of refrigeration, heating and air conditioning. The student is given an understanding of the functions of the mechanical equipment that is used. Emphasis is placed on manipulative skills, installation and service procedures as well as exercise and training in practical thinking.

Mathematics, English and Social Studies are included in this curriculum to better equip the student to take his proper place in society and industry.

The Air Conditioning and Refrigeration curriculum prepares graduates as installation and service mechanics. He will have had training in pipe work, metal work and insulation and with experience should be able to progress to foreman or a supervisory position. Plant maintenance in industry and government provide attractive possibilities.

AIR CONDITIONING AND REFRIGERATION MECHANICS

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
MAT 1101—Mathematics: Fundamentals	5	0	5
ENG 1101—Reading Improvement and Grammar....	3	0	3
PHY 1101—Properties of Matter	3	2	4
AHR 1121—Fundamentals of Refrigeration I.....	5	6	7
ELC 1101—Basic Electricity	3	0	3
	<u>19</u>	<u>8</u>	<u>22</u>
SECOND QUARTER			
MAT 1102—Mathematics: Algebra	5	0	5
PHY 1102—Applied Physics: Electricity	3	2	4
AHR 1122—Fundamentals of Refrigeration II.....	2	7	5
ENG 1102—Industrial Communications	3	0	3
ELC 1128—Motor Control Circuits	0	6	3
	<u>13</u>	<u>15</u>	<u>20</u>
THIRD QUARTER			
PHY 1103—Work, Energy, Power	3	2	4
ENG 1103—Technical Report Writing	3	0	3
DFT 1180—Trade Drafting	2	3	2
AHR 1123—Commercial Refrigeration	3	12	7
	<u>11</u>	<u>17</u>	<u>16</u>
FOURTH QUARTER			
AHR 1124—Winter Air Conditioning I.....	4	6	4
AHR 1125—Principles of Air Conditioning.....	5	0	5
AHR 1126—Sheet Metal Layout	2	4	4
WLD 1180—Basic Welding	2	4	3
	<u>13</u>	<u>14</u>	<u>16</u>
FIFTH QUARTER			
AHR 1134—Sheet Metal Fabrication	0	6	2
AHR 1127—Winter Air Conditioning II.....	4	6	6
AHR 1128—Control Systems	2	3	3
AHR 1129—Air Conditioning Shop Practice I.....	3	6	5
	<u>9</u>	<u>21</u>	<u>16</u>
SIXTH QUARTER			
AHR 1130—Heat Pumps	3	3	4
AHR 1131—Absorption Systems	3	3	4
AHR 1132—Chilled Water Systems	3	3	4
AHR 1133—Air Conditioning Shop Practice II.....	3	6	5
PSY 1106—Applied Psychology	3	0	3
	<u>15</u>	<u>15</u>	<u>20</u>
TOTAL HRS. 110			

ARCHITECTURAL DRAFTING

The Architectural Drafting Program offered at Onslow Technical Institute is a well rounded course of study in both practical and academically related subjects. This curriculum is designed to prepare students for entry into the field of architectural drafting.

Each course, arranged in sequence, is prepared to enable an individual to advance rapidly in drafting proficiency. The draftsman must be able to prepare clear, complete, and accurate working drawings for a variety of structures, from rough or detailed sketches. The draftsman is involved with establishing exact dimensions, determination of materials, relationships of one part to another and the relation of the various components to the whole structure.

In order to carry out these duties, the architectural draftsman must possess skill in the use of drafting tools and instruments, making statistical charts, making finished designs and drawings from sketches. In addition, he must have an over-all knowledge of various principles, practices, and methods of construction, composition of materials and the complexities of the building industry in general.

It is not expected that graduates be designers or artists but be competent "draftsmen" filling an important position in the construction industry. Their education would just begin with this curriculum.

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
DFT 1140—Architectural Drafting I	3	15	8
MAT 1103—Geometry	5	0	5
ENG 1101—Reading Improvement and Grammar..	3	0	3
DFT 1144—Building Materials & Methods.....	3	2	4
	—	—	—
	14	17	20
SECOND QUARTER			
DFT 1141—Architectural Drafting II.....	3	12	7
MAT 1102—Algebra	5	0	5
ENG 1102—Industrial Communications	3	0	3
PHY 1101—Applied Science	3	2	4
DFT 1143—Building Mechanical Equipment.....	3	0	3
	—	—	—
	17	14	22
THIRD QUARTER			
DFT 1142—Architectural Drafting III	3	12	7
MAT 1104—Trigonometry (Applied w/Slide Rule)	5	0	5
PHY 1102—Applied Science	3	2	4
DFT 1145—Codes, Contracts & Specifications.....	3	2	4
	—	—	—
	14	16	20

FOURTH QUARTER

DFT	1147—Architectural Drafting IV	3	12	7
CIV	1101—Construction Surveying	2	3	3
ENG	1103—Technical Report Writing	3	0	3
DFT	1148—Office Practice Seminar	3	0	3
DFT	1146—Construction Estimating and Field Inspection	3	2	4
		<u>14</u>	<u>17</u>	<u>20</u>
			TOTAL	82

AUTO BODY REPAIR

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

AUTO BODY REPAIR

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
AUT 1111—Auto Body Repair	3	12	7
MAT 1101—Fundamentals of Mathematics	5	0	5
PHY 1101—Applied Science	3	2	4
ENG 1101—Reading Improvement and Grammar....	3	0	3
WLD 1101—Basic Gas Welding	0	3	1
	—	—	—
	14	17	20
SECOND QUARTER			
AUT 1112—Auto Body Repair	3	12	7
WLD 1105—Auto Body Welding	0	3	1
DFT 1101—Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102—Applied Science	3	2	4
ENG 1102—Industrial Communications	3	0	3
	—	—	—
	9	20	16
THIRD QUARTER			
AUT 1113—Metal Finishing and Painting.....	3	12	7
PSY 1101—Human Relations	3	0	3
AUT 1115—Trim, Glass and Radiator Repair.....	2	9	5
	—	—	—
	8	21	15
FOURTH QUARTER			
AUT 1114—Body Shop Applications	0	20	7
PME 1123—Chassis & Suspension Systems.....	6	9	9
	—	—	—
	6	29	16
	TOTAL		67

AUTOMOTIVE MECHANICS

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

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

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

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

AUTOMOTIVE MECHANICS

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Clsas	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
MAT 1101—Mathematics: Fundamentals	5	0	5
ENG 1101—Reading Improvement and Grammar..	3	0	3
PHY 1101—Applied Physics I: Properties of Matter.....	3	2	4
PME 1101—Automotive: Engines	3	12	7
	—	—	—
	14	14	19
SECOND QUARTER			
MAT 1102—Mathematics: Algebra	5	0	5
PHY 1102—Applied Physics II: Electricity	3	2	4
ENG 1102—Industrial Communications	3	0	3
PME 1102—Electrical & Fuel Systems.....	3	12	7
	—	—	—
	14	14	19
THIRD QUARTER			
DFT 1180—Drafting: Trade I	2	3	3
ENG 1103—Technical Report Writing	3	0	3
PHY 1103—Applied Physics III: Work, Energy, Power.....	3	2	4
PME 1124—Power Train Systems	3	9	6
PME 1180—Automatic Electronics	1	3	2
	—	—	—
	12	17	18
FOURTH QUARTER			
ECO 1105—Economics	3	0	3
WLD 1180—Welding: Basic	2	4	3
PME 1123—Chassis & Suspension	6	9	9
PME 1181—Automotive: Tune Up	1	3	2
	—	—	—
	12	16	17

FIFTH QUARTER

MEC	1100—Machine Shop: Basic	2	6	4
PME	1182—Automatic Transmission	6	6	8
PME	1183—Power Accessories	5	4	6
		13	16	18

SIXTH QUARTER

AHR	1135—Air Conditioning: Automotive	1	3	2
PME	1125—Automotive: Servicing	3	9	6
PME	1121—Front End & Brakes.....	3	3	4
PSY	1106—Applied Psychology	3	0	3
		10	15	15

TOTAL 106

DENTAL ASSISTANT**PURPOSE OF CURRICULUM**

Dental assisting is one of the fastest growing occupations for women today. The role of the dental assistant has evolved from that of receptionist only to that of a fully participating member of the dental team; primary emphasis is on chairside assisting, although she continues to perform numerous duties related to office management, patient relations, and laboratory procedures. The dental profession now recognizes the contribution the dental assistant can make to extension of services and increased productivity of the dental office. Projected needs call for a fivefold expansion in numbers of graduates and continued improvement in the quality of training programs.

The specific objectives of the Dental Assistant Curriculum are to develop the following competencies:

1. Understanding of procedures and beginning skills of dental office management.
2. Understanding of principles and beginning skill in the procedures of chairside assisting, including effective patient relationships.
3. Understanding of principles and beginning skills in performance of selected laboratory procedures commonly carried out in the dental office.

JOB DESCRIPTION

The duties of the dental assistant vary somewhat, depending on the number of auxiliary workers employed. In some offices the assistant is responsible for all three areas described below; in others, she may be responsible for only one area.

In rendering chairside assistance to the dentist, the dental assistant is responsible for placing instruments for use, keeping the operating field clear during treatment, preparing restorative materials and dental cements, passing materials and instruments during dental procedures, applying fluorides and topical anesthesia under direction of the dentist and complete sterilization of instruments and cleanliness of operatory after use. In the laboratory of the dental office, she may make models of the teeth and mouth, cast inlays and crowns, expose and process x-ray films and mount finished x-rays. In acting as office manager and receptionist, she receives patients, arrange appointments, records treatments, keeps accounts, maintains inventories, and orders supplies.

DENTAL ASSISTANT

CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
DEN 1001—Introduction to Dental Assisting.....	2	0	2
DEN 1002—Dental Materials	3	9	6
DEN 1003—Preclinical Sciences I	3	3	4
ENG 1102—Communication Skills	3	0	3
*BUS 1102—Typewriting	2	3	3
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	13	15	18
SECOND QUARTER			
DEN 1004—Preclinical Sciences II	4	0	4
DEN 1005—Dental Accounting	3	2	4
DEN 1006—Clinical Procedures	3	6	5
DEN 1012—Dental Roentgenology	2	6	4
ENG 1103—Report Writing	3	0	3
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	15	14	20
THIRD QUARTER			
DEN 1007—Clinical Procedures II	4	6	6
DEN 1013—Oral Health Education	1	2	2
DEN 1008—Dental Office Management	4	3	5
DEN 1009—Dental Office Practice I	0	12	4
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	12	23	17
FOURTH QUARTER			
DEN 1010—Dental Office Practice II	0	21	7
DEN 1011—Dental Assistant Seminar	3	0	3
BUS 134—Personal Development	3	2	4
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	6	23	14

*If a qualification examination in this course indicates average or better skills at this level, T-BUS 103 or a course approved by the Department may be taken.

ELECTRICAL INSTALLATION AND REPAIR

PURPOSE OF CURRICULUM

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

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

JOB DESCRIPTION AND REQUIREMENTS

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

ELECTRICAL INSTALLATION AND REPAIR

CIRRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
ELC 1112—Electrical Theory	5	9	8
ELC 1127—Electrical Materials & Tools	0	3	1
ENG 1101—Reading Improvement	2	0	2
MAT 1115—Electrical Math	5	0	5
PHY 1101—Applied Science	3	2	4
	15	14	20

SECOND QUARTER

ELC	1126—National Electrical Code	6	0	4
DFT	1109—Electrical Blueprints and Layouts.....	3	0	1
ELC	1124—Residential Wiring	5	6	5
ENG	1102—Communication Skill	3	0	3
PHY	1102—Applied Science	3	2	4
		20	8	17

THIRD QUARTER

ELC	1124—Residential Installations	2	6	4
PHY	1101—Human Relations	3	0	3
ELC	1113—Electrical Motors & Controls.....	3	9	6
ELC	1125—Commercial Installations	3	3	4
		11	18	17

FOURTH QUARTER

ELC	1128—Commercial Installations	5	12	9
ELC	1129—Industrial Installations	3	6	5
BUS	1103—Small Business Operations	3	0	0
		11	18	14

TOTAL 68

MASONRY

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

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

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

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

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

MASONRY

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Contact Hours Per Qtr.
FIRST QUARTER			
MAS 1101—Bricklaying	5	15	10
MAT 1101—Fundamentals of Mathematics	5	0	5
DFT 1110—Blueprint Reading: Building Trades....	0	3	1
	10	18	16
SECOND QUARTER			
MAS 1102—Bricklaying	5	15	10
MAT 1112—Building Trades Mathematics	3	0	3
DFT 1111—Blueprint Reading & Sketching.....	0	3	1
	8	18	14
THIRD QUARTER			
MAS 1103—Masonry Estimating	3	3	4
MAS 1113—Blueprint Reading & Sketching.....	0	3	1
DFT 1112—General Masonry	5	15	10
	8	21	15
	TOTAL		45

PRACTICAL NURSE EDUCATION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local systems, community colleges, technical institutes and in industrial education centers throughout the state.

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

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation

of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of satisfactory examination score, without repeating the examination.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

The practical nursing curriculum is designed as a core curriculum (fused course content) with the focus on nursing elements; concepts and facts from other subject areas are presented as they relate to specific units of nursing. The purpose of this design is to facilitate student application of learnings to nursing practice, i.e. to promote transfer of learning from related subjects to nursing theory and from classroom study to clinical application. Quarter hours of credit have not been assigned, in that this design does not lend itself to such an hourly and credit breakdown. Instead the minimum contact hours needed for adequate coverage of course material is indicated for class and laboratory (including clinical) experiences; these weekly contact hours are approximate and are averages, as there is necessarily some variation from week to week, especially during the first quarter. It is the prerogative of the local institution, however, to allocate credit hours if this is desired for administrative purposes.

Organizing elements for the core curriculum includes communications and human relations, as well as certain elements from nursing practice such as ethics, legal aspects, standards of practice and role perception. If subjects such as English or Human Relations are to be required as separate courses, care must be taken to avoid deletion of nursing content. The allotted times provide for learning experiences with multiple objectives, to include communications and human relations skills as well as nursing skills. The addition of other courses, though justifiable in terms of educational standards for one-year programs, create the hazards of excessively heavy student load or omission of important nursing content.

Each Practical Nurse Education Program must necessarily make certain adaptations in the curriculum design, because of differences in institutional policies and because of the wide diversity in facilities utilized for the clinical phase of the programs. If administrative personnel of the practical nursing faculty prefer a subject-oriented curriculum, such an organizational plan can readily be prepared from teacher-made outlines or from the core curriculum course materials. In making adaptations, administrators and faculty members are cautioned to keep in mind that the core design incorporates sound educational principles: units are based on specific nursing content and relevant basic information from other subject areas, so that relationships are readily understood by the student; sequences are planned for definite progression from simple or familiar concept to more complex and unfamiliar ones; and units progress from normal, to moderate deviations from normal, to serious deviations. The seven units of the first quarter are relatively fixed, with each building on preceding units to a great extent. Beginning in the second quarter, unit sequence is flexible and should be carefully planned by each teacher to adapt the instructional plan to the local situation. This planning, however, should result in a progression of units that will be conducive to effective learning.

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week Class*	Lab*	Contact Hours per Qtr.
FIRST QUARTER			
NUR 1001—Practical Nursing I.....	28	2	330
SECOND QUARTER			
NUR 1002—Practical Nursing II.....	12	24	396
THIRD QUARTER			
NUR 1003—Practical Nursing III.....	12	24	396
FOURTH QUARTER			
NUR 1004—Practical Nursing IV.....	12	24	396
TOTAL			1518

RADIO AND TELEVISION SERVICING

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

RADIO AND TELEVISION SERVICING

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Credit Hours
FIRST QUARTER			
MAT 1115—Electrical Mathematics	5	0	5
ENG 1101—Reading Improvement and Grammar....	3	0	3
ELC 1112—Direct and Alternating Current.....	5	12	9
	13	12	17
SECOND QUARTER			
MAT 1116—Electrical Mathematics	5	0	5
ENG 1102—Industrial Communications	3	0	3
ELN 1122—Vacuum Tubes and Circuits	5	9	8
ELN 1125—Transistor Theory & Circuits I.....	2	6	4
	15	15	20
THIRD QUARTER			
ELN 1126—Transistor Theory & Circuits II.....	2	9	5
PSY 1101—Human Relations	3	0	3
ELN 1124—Servicing Home Entertainment Electronic Devices	2	6	4
ELN 1123—Introduction to Television	2	6	4
	9	21	16

FOURTH QUARTER

ELN	1127—Television Receiver Circuits & Servicing	10	15	15
BUS	1103—Small Business Operations	3	0	3
		<u>13</u>	<u>15</u>	<u>18</u>

WELDING

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

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

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

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

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

WELDING**SUGGESTED CURRICULUM BY QUARTERS**

Course Title	Hours Class	Per Week Lab	Quarter Credit Hours
FIRST QUARTER			
WLD 1120—Oxyacetylene Welding and Cutting.....	3	12	7
MAT 1101—Fundamentals of Mathematics	5	0	5
DFT 1104—Blueprint Reading: Mechanical.....	0	3	1
PHY 1101—Applied Science	3	2	4
ENG 1101—Reading Improvement and Grammar....	3	0	3
	<u>14</u>	<u>17</u>	<u>20</u>

SECOND QUARTER

WLD	1121—Arc Welding	3	12	7
MAT	1103—Geometry	3	0	3
DFT	1117—Blueprint Reading: Welding	0	3	1
PHY	1102—Applied Science	3	2	4
ENG	1102—Industrial Communications	3	0	3
		<u>12</u>	<u>17</u>	<u>18</u>

THIRD QUARTER

WLD	1124—Pipe Welding	3	12	7
WLD	1123—Inert Gas Welding	1	3	2
WLD	1112—Mechanical Testing and Inspection.....	1	3	2
DFT	1118—Pattern Development and Sketching.....	0	3	1
PSY	1101—Human Relations	3	0	3
		<u>8</u>	<u>21</u>	<u>15</u>

FOURTH QUARTER

WLD	1122—Commercial and Industrial Practices..	3	9	6
WLD	1125—Certification Practices	3	6	5
MEC	1112—Machine Shop Processes	0	6	2
BUS	1105—Industrial Organizations	3	0	3
		<u>9</u>	<u>21</u>	<u>16</u>

TOTAL 69



CONTINUING EDUCATION DIVISION

CERTIFICATE PROGRAMS

ADULT-EXTENSION EDUCATION AND COMMUNITY SERVICE PROGRAMS

General Information: An important function of Coastal Carolina Community College is to provide educational opportunities to all adults in the area. The Division of Continuing Education does this by providing opportunities for adults to return to school to pick up where they left off in their educational programs. In addition, this Adult-Extension Program offers opportunities in **up-grading courses, skills improvement and completion of high school education.** More than this, the program provides for all adults a general education program which will help them better understand the nature of the changing world and its implications on their community.

Adult-Extension Classes are offered both on and off campus, usually during the evening hours, but can be held at any time. To meet the increasing demand for adult-extension courses, additional classrooms are required off-campus. Therefore, a cooperative agreement has been made between the Board of Education of Onslow County and Coastal Carolina to use designated public school facilities. Classes may be organized in other locations where suitable facilities are made available.

Coastal Carolina Community College will establish appropriate classes where needs arise in cooperation with local officials at any suitable location in Onslow County.

Where Adult-Extension Classes are established, the most qualified teacher available will be employed by the College to teach and act as liaison between the Dean of Continuing Education and the operation of the class.

Announcements concerning dates and times of classes will be made separately for each class, usually in the weekly "Coastal Carolina Continuing Education" bulletin in the local paper on Wednesdays. Coastal Carolina Community College reserves the right to limit class enrollment and to cancel any classes for reasons beyond its control.

At least ten (10) persons must enroll to begin a class. If the average attendance of a class falls below six (6) at anytime, the class shall be discontinued. If a need arises for a class in your area, call Dean of Continuing Education, Coastal Carolina Community College, telephone 455-1221.

Eligibility: To enroll in courses offered in the Adult-Extension Education Program, a person must be at least eighteen (18) years of age or if under eighteen (18), not in high school.

Academic Credit: Generally courses offered in the Adult-Extension Program are non-credit. However, credit will be given in the Adult High School Diploma Program. Certificates may be awarded students who successfully complete certain vocational-extension programs.

When Courses Will Begin: May be started at anytime to meet certain needs. The time and dates for registration for courses, generally will be announced separately in "Coastal Carolina Continuing Education" bulletin, found in the local Wednesday paper.

Time of Class Meetings: Most classes meet between the hours of 6:30 p.m. and 9:30 p.m. daily, except Saturdays, most class periods will be three (one-half hours) in length, some classes may be longer. Schedules showing place, time, and dates will be published each time separately.

To Register: Normally, registration for classes offered will be on the first night of class. Registration is on a first come first serve basis.

Attendance: Students are encouraged to attend all classes. In order for a student to be presented an Attendance Award, he must attend at least eighty (80) percent of the classes as well as successfully complete the prescribed course.

Fees: There are no tuition fees for Continuing Adult Classes. However, where machines such as typewriters, sewing machines, etc. are used, a small rental fee is charged.

Self-Supporting Programs: Certain seminars, cultural exhibits and similar programs may be organized on a self-supporting basis. The only income from fees for such programs must defray the expenses. Self-supporting classes in recreational or vocational courses may be organized upon approval of the Department of Colleges.

Counseling: Adults who desire counseling regarding their education or career plans should contact the Dean of Student Personnel Services.

A. GENERAL ADULT EDUCATION

Adult Basic Education: The program of Adult Basic Education is essentially designed to improve an adult's ability to speak, read and write the English language. Other areas such as arithmetic, science, and social studies are included in the instructional program.

Specifically, the objectives of the Adult Basic Education are:

(a) Provide instruction for those individuals who have attained age eighteen (18) and whose inability to read and write the English language constitutes a substantial impairment of their real ability.

(b) Provide instruction in the basic education skills for those individuals who have attained eighteen (18) years of age, who are in need of this training to enable them to function to the fullest of their realistic potential as citizens.

(c) Improve their ability to benefit from occupational training, and

(d) Increase their opportunity for more productive and profitable employment.

In accordance with the North Carolina plan for Adult-Basic Education, first priority will be given to persons functioning at the fifth grade level or below. Second priority will be given to persons functioning above the fifth and through the eighth grade level.

The program is based upon the philosophy that every individual, regardless of the status of his functional level, should have the opportunity to participate in continuing educational activities. The philosophy further incorporates the belief that every individual is teachable, trainable, and can realize self-improvement.

Through the cooperation of local community agencies and organizations, facilities should be available without cost. According to the policy of the State Board of Education, no charge is made for adults enrolled in the Adult Basic Education program.

Class locations are established throughout the area and are open to all interested adults. In such cases where special interest warrants the establishment of a new class, the institution will attempt to provide such instruction.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Program: This program offers an Adult High School Diploma which is issued by the Onslow County School Board upon recommendation from the institute that the student has completed the prescribed course of study. A student may transfer credit for course credit earned in a public high school if he can show a transcript so stating. The courses required for completion are:

- English I
- English II
- English III
- English IV
- General Mathematics
- General Science
- American History
- Government or Civics
- Biology

Electives to bring total units to sixteen (16)

Grades nine (9) through twelve (12)

The students may purchase their own texts at the small charge our bookstore must make for them.

Classes in all areas of the High School Program can be and are offered all over Onslow County.

To have courses in the High School Program offered in your area of the county at no expense to you (other than textbooks where one is required) call Dean of Continuing Education, Coastal Carolina Community College.

Entrance Requirements: Adults must be nineteen (19) years of age or older. Each enrollee must have completed the eighth grade, or have a transcript from an accredited high school showing courses and years of work completed, or make a satisfactory score on the placement record.

Organization of Classes: Classes are held on-campus or at the Learning Laboratory daily, Monday through Friday, and at nights 6:30 p.m. to 9:30 p.m., Monday through Thursday. Classes at Adult-Extension locations will be announced separately.

High School Equivalency: Another program for the adult who has not completed high school is the High School Equivalency Program. Through the Programmed Learning Laboratory and other secondary classes, the student may prepare himself to take the General Development Tests. Upon achieving an acceptable score in the areas of English expression, literature, mathematics, social studies, and natural science a student may be awarded a High School Equivalency Certificate by the North Carolina State Department of Education. This certificate is generally accepted on the same basis as the High School Diploma for entrance into college, employment, or promotion.

ADVANCED ACADEMIC COURSES

Advanced academic education provides adults with general courses to widen horizons and create new dimension in thinking and acting. Some of the courses offered in this area are as follows:

Modern Math for Parents	English Improvement and
Literature	Vocabulary Building
Logic: Argument and Debate	Seminar: Human Resources
Behavioral Psychology	and Manpower
Conference Leadership and	Current Trends in Science
Presentation Techniques	Community Affairs Seminar
and many others	

BUSINESS EDUCATION

Courses in Business Education are planned especially for adults who desire business education for personal purposes. Among the courses provided by the College are the following:

Personal Typing	Estate Planning
Business English	Law for Layman
A B C Stenocript	Investments (Stocks, Bonds, and Mutual Funds)
Bookkeeping	and others
Business Correspondence	

CITIZENSHIP DEVELOPMENT

The development of creative citizenship responsive to community potential and problems is an imperative of these times. Courses in citizenship education contribute to such development. Among the citizenship development courses offered by Coastal Carolina Community College are the following:

American History	State Government
World History	Americanization
North Carolina History	English for New Americans
United Nations	and others

HOMEMAKING EDUCATION

Homemaking Education is designed to help family members take advantage of emerging opportunities in education. Adult education courses in homemaking suggest scores of ways to help make family life more exciting, more enjoyable, and more economical. Among courses offered by the college are the following:

Creative Crafts	Flower Growing
Knitting	Flower Arranging
Home Sewing	Interior Decorating
Ornamental Horticulture	and many others

CONSUMER EDUCATION

Consumer Education contributes to efficient consumption of America's vast storehouse of economic goods. Among the courses available are the following:

Basic Economics	Personal Income Tax
Buying a Home	Law for Layman
Budgeting	Investments (Stocks, Bonds, and Mutual Funds)
Home Record Keeping	and others
Tips on Household Repairs (for women)	

HEALTH AND SAFETY EDUCATION

Health Education and Safety courses are especially designed for the improvement of health and the safety of people. Courses are available as follows:

Boating Education and Safety	Hunter Safety Training
Basic Seamanship and Navigation	First Aid
Small Boat Handling	Home Fire Safety and others

LANGUAGE ARTS EDUCATION

Language Arts Education provides adults with courses to widen horizons and create new dimensions in thinking and acting. Some of the courses offered in the area are the following:

Conversational Spanish	Public Speaking
Conversational French	Literature
Speed Reading	Parliamentary Procedure
Creative Writing	Improved Listening
and others	

CREATIVE ARTS EDUCATION

Creative Arts Education is designed to help adults discover and develop latent talents, refine active talents, and develop interest in and appreciation of the fine arts heritage of our society. Courses which are offered in Creative Arts Education by the College include the following:

Oil Painting	History of Art
Water Color Painting	Music Appreciation
Drawing	Choral Music
Landscape Painting	and others

FAMILY LIFE PROGRAMS

The Family Life Program includes Parent Education and Senior Citizen Education.

PARENT EDUCATION

Parent Education is designed to contribute new ideas and approaches to rearing children providing solutions to parent-youth problems. This program is designed to make family life more satisfactory in the midst of a changing world. Courses include the following:

The Pre-School Child	Baby Care
The Child 6 to 12 years	Marriage and Family Life
Understanding Teenagers	and others

SENIOR CITIZENS EDUCATION

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided especially for senior citizens are the following:

Health for Senior Citizens	Retirement Planning
Home Gardening	Challenge of Maturity
Arts and Crafts	Travel Tour Lectures
Great Thinkers	Human Relations
and others	

DRIVING SCHOOL

Coastal Carolina Community College offers a complete Driving School for the individual who wishes to up-grade or learn to drive for the first time. The school includes 33 hours classroom instruction and 18 hours in-the-car training.

This school carries a North Carolina State Fee of \$16.00 total cost. For further information contact Dean of Continuing Education, Coastal Carolina Community College.

B. OCCUPATIONAL EXTENSION

Occupational education extension courses are designed to serve adults who are employed or are seeking employment at the skilled, technical and sub-professional levels. Persons in professional occupations may also profit from such instruction by learning of new developments in their field.

Any adult eighteen (18) years or older who needs training or retraining or who can otherwise profit from the proposed instruction may be enrolled. Enrollees who are employed normally attend training during their non-working hours to increase their skills and understanding, to improve their competency and qualify for advancement.

BUSINESS EDUCATION

Courses in office occupations are planned for adults who desire business education for up-grading or job-related purposes. Among the courses provided are as follows:

Typing	Business Correspondence
Business English	Business Math
Gregg Shorthand	Business Machines
Bookkeeping	and others

DISTRIBUTIVE TRAINING

There is a growing need for better trained retail personnel in the College's Service Area. The College offers opportunity for training in distributive education. Classes are available in the following subject areas:

Creative Salesmanship	Advertising
Marketing Research	Credit and Collections
Commercial Art	Customer Relations

NEW INDUSTRY TRAINING

Coastal Carolina Community College, in cooperation with the industrial Services Division of the North Carolina Department of Community Colleges, provides instruction for new and expanding industries.

This program incorporates job analysis, instructor recruiting and/or training, financial support for job instruction and an adaptation for continuous training. Such training aids in more efficient plant production for industry and greater opportunity for advancement of the employee. New industry planning to locate in the area or industries who are planning on expansion and are interested in this training should contact Coastal Carolina Community College or Department of Community Colleges, Raleigh, North Carolina.

SUPERVISORY DEVELOPMENT TRAINING

Supervisory Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are available in numerous subject areas including the following:

Principles of Supervision	Job Methods
Human Relations	Industrial First Aid
Effective Communications	Safety and
Effective Speaking	Accident Prevention
Effective Writing	Cost Accounting
Reading Improvement	Conference Leadership
Economics in Business	Instructor Training
and Industry	Job Analysis Training
The Supervisor Work	Creative Thinking
Measurement	Supervision in Hospitals
	and others

LAW ENFORCEMENT TRAINING

Law Enforcement Training may be requested by local towns and local law enforcement agencies. It is especially designed as inservice

education for those now engaged in law enforcement activities. Among courses provided by the College are the following:

Courts and Laws	Applied Psychology
Elements of Offense	Human Relations
Motor Vehicle Law	Chemical Test
Criminal Investigation	Riot Control
Juveniles	and others

FIRE SERVICE TRAINING

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. The classes are often taken to the fireman through training sessions held in local departments. Among the courses offered are the following:

Introduction to Firefighting	Rope Practices
Portable Fire	Ladder Practices
Extinguishers	Hose Practices
Fire Stream Practices	Rescue Practices
Fire Apparatus Practices	Forcible Entry
Fire-fighting Procedures	and others

COMMERCIAL FISHERIES

AMBULANCE ATTENDANT

C. LEARNING LABORATORY

The Learning Laboratory is an important adjunct to the total college instructional program. The laboratory program is designed to provide study opportunities in practically any field in which an adult or college student might be interested. In the Center are numerous programmed instruction courses in English, reading, mathematics, science, business, social studies, and foreign languages.

Programs are designed to meet the needs of individuals at all levels from non-readers to the college graduate. Students may study for an Adult High School Diploma or prepare for the General Education Development Tests. Others may study to remedy an academic weakness, before or after entering College, or supplement a course or pursue a particular course for personal interest.

The Center is essentially an individual study situation in which programmed instruction is used. Programmed instruction courses are designed so as to aid the student in learning information in small sequences called "frames." Each frame requires an immediate response, and each response is checked immediately. If the student

makes the incorrect response, the program makes the correction or reteaches.

The Laboratory is open during the day, Monday through Friday and Monday through Thursday evenings so students may study several hours day or night. It is located on campus.

There are no fees charged for study in the Programmed Instruction Learning Laboratory, and a coordinator is available at all times to assist students with any programs.

D. COMMUNITY SERVICES

Coastal Carolina Community College sponsors and promotes a number of community services. These services contribute to the cultural, economic and civic development of the community. Also, the college may be host to a number of local, state and national groups that will conduct seminars and conferences on campus. The centrally located campus with its conference rooms and other facilities is ideally suited for conferences and seminars. Lodging and restaurants and other facilities are located nearby for the out-of-town conferee. Among the more frequently offered community services are the following:

Seminars and Conferences	Community Studies
Speakers Bureau	Consultant Services
Art Exhibits	Discussion Groups
Fine Art Series	Musical Programs

and many others

TO SUMMARIZE EXTENSION, GENERAL ADULT, OR COMMUNITY SERVICE PROGRAMS:

Any other course or program can be offered by the Coastal Carolina Community College anywhere in Onslow County depending on several factors:

1. Ten people or more to constitute a need for a class.
2. A suitable classroom situation to house the program.
3. A qualified instructor can be employed.
4. That the program in question has well defined aims, realistic goals, and effective methods in accomplishing the class purpose.

To inquire about the possibility of holding any class or program in your particular area, please call the Dean of Continuing Education, Coastal Carolina Community College, telephone 455-1221, or come by and see him.

DESCRIPTION OF COURSES

COURSE NUMBERING

Courses at Coastal Carolina Community College are numbered in accordance with the system of the North Carolina Department of Community Colleges.

1. All college preparatory courses are indicated by a three-letter prefix and numbered from 60-99. These courses are not transferable.

Example: MAT 91

2. All freshman transfer courses are indicated by a three-letter prefix and are numbered 100-199.

Example: MAT 101

3. All sophomore transfer courses are indicated by a three-letter prefix and are numbered 200-299.

Example: MAT 201

4. All freshman technical courses are indicated by a "T" and a three-letter prefix and are numbered 100-199.

Example: T-BUS 183

5. All sophomore technical courses are indicated by a "T" and a three-letter prefix and are numbered 200-299.

Example: T-BUS 205

6. All vocational courses are indicated by a prefix and are numbered 1100-1299.

Example: MAT 1101

7. All adult education courses beyond the high school level are indicated by a prefix and are numbered 2000-2999.

8. All high school courses are numbered according to the North Carolina Public School numbering system.

ARCHITECTURAL TECHNOLOGY

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ARC 101—Architectural Graphics I	3	6	5

A course designed to provide a fundamental knowledge of the principles of architectural drafting. The basic skills and techniques of drafting expression, sketching, architectural lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing, and projection problems are studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced.

Prerequisite: None

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ARC 102—Architectural Graphics II	3	6	5
<p>A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed. Emphasis is placed on the student to express and produce numerous construction details using appropriate symbols and conventions on a professional level. The study of sketching and architectural lettering is continued.</p> <p>Prerequisite: T-ARC 101</p>			
T-ARC 103—Architectural Graphics III	2	9	5
<p>An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawing of construction of details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.</p> <p>Prerequisites: T-DFT 107, T-AHR 106, T-CIV 105</p>			
T-ARC 111—Office Practice Seminar	3	0	3
<p>A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.</p> <p>Prerequisite: None</p>			
T-ARC 121—Architectural Materials and Methods I	3	3	4
<p>General broad base study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites and study of light construction techniques are included.</p> <p>Prerequisite: None</p>			
T-ARC 122—Architectural Materials and Methods II	3	3	4
<p>Materials used in the construction of architectural structures will be studied. Field trips to construction sites and the study of commercial and industrial construction methods and techniques are included.</p> <p>Prerequisite: T-ARC 121</p>			
T-ARC 116—Environmental Science I	2	3	3
<p>A general study of heating and air conditioning theory, codes, equipment, materials and the graphic symbols used. Consideration for the thermal characteristics of building materials relative to the environmental control of architectural space will be emphasized. Coordination of the physical limitations of heating and air conditioning equipment and apparatus with the structural and architectural elements will be stressed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques.</p> <p>Prerequisites: T-ARC 102 and T-ARC 122</p>			
T-ARC 117—Environmental Science II	2	3	3
<p>A general study of plumbing and electrical theory, codes, equipment, materials and the graphic symbols used. Coordination of the physical limitations of the plumbing and electrical equipment and apparatus with the structural and architectural elements will be stressed. Reading and interpretation of plumbing and electrical drawings will be required by the student to familiarize him with various graphic techniques.</p> <p>Prerequisite: T-ARC 116</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ARC 118—Environmental Science III	2	3	3
<p>A general study of architectural lighting and acoustical theory, fixtures, materials and the resulting architectural effects. Coordination of the lighting acoustical characteristics with the architectural entity will be stressed. Reading and interpretation of lighting and acoustical reference handbooks will be required to gain proficiency with these elements of architectural importance. Practical problems relating to lighting and acoustics will be assigned for in depth study.</p> <p>Prerequisite: T-ARC 117</p>			
T-ARC 135—Codes, Specifications and Contract Documents	3	3	4
<p>A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.</p> <p>Prerequisite: None</p>			
T-ARC 201—Architectural Graphics IV	2	9	5
<p>Drawing of structural plans and details as prepared for building construction including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.</p> <p>Prerequisite: T-DFT 108</p>			
T-ARC 202—Architectural Graphics V	2	9	5
<p>The application of knowledge gained in studying the mechanical, plumbing and electrical requirements in architecture. The students will prepare working drawings, giving consideration to the coordination of the architectural and structural components, for mechanical, plumbing and electrical requirements for a small structure. Descriptive techniques relative to the graphic presentation of these types of environmental control elements will be stressed.</p> <p>Prerequisite: T-ARC 201 and T-ARC 117</p>			
T-ARC 203—Architectural Graphics VI	2	9	5
<p>Group projects, resulting in complete working drawings, will be undertaken by the students to obtain experience in working and coordinating their efforts with associates. Accomplishing a group solution to a given architectural assignment. Site and landscape studies will be included in the above and will be executed to conform with current professional practices. Consideration for the coordination of the various elements utilized in the complete working drawings will be stressed to insure a comprehensive understanding of these architectural processes.</p> <p>Prerequisites: T-ARC 202, T-ARC 118, T-CIV 101</p>			
T-ARC 211—Architectural Delineation I	1	6	3
<p>A concentrated study of three dimensional drawings and the resulting efforts of the mind, hands and eyes of the student to produce excellence of drafting techniques in architecture. In depth studies of multi-view, paraline and perspective drawings will enable the student to execute, by means of line drawings, three dimensional architectural sketches. The casting of shadows in orthographic, paraline delineation medium will be utilized during this study.</p> <p>Prerequisite: T-ARC 201</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ARC 212—Architectural Delineation II	1	6	3
Architectural delineation must express the concepts of the architects and to do so the delineator must possess the creativity of the artist. This course will encourage the student to present mood, atmosphere, pictorial surroundings and an indication of activity that shows functional purpose to the architectural rendering of illustration. To accomplish this, the study of the various media and techniques will be undertaken and developed by the student. The use of color, light and shadow to enhance the presentation will be stressed.			
Prerequisite: T-ARC 211			
T-ARC 230—Construction Estimating and Field Inspecting	3	6	5
Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractors' estimates, overhead costs, and bid contract procedures. Detailed inspection of the construction by comparing the finished work with the specifications.			
Prerequisite: DFT 235			
*Elective			
*Student may substitute an elective (approved by architectural advisor)			

AIR CONDITIONING & REFRIGERATION

AHR 1121—Fundamentals of Refrigeration I	5	6	7
Terminology used in the trade, principles of refrigeration; identification of basic system components; introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included.			
Prerequisite: None			
AHR 1122—Fundamentals of Refrigeration II	2	7	4
A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. Strong emphasis is placed upon domestic refrigerators, freezers and window air conditioning units. Machines with electrical and mechanical difficulties are brought in and repaired by the student. Refrigerant characteristics are studied. Manufacturers' service manuals are used in conjunction with text.			
Prerequisite: AHR 1121			
AHR 1123—Commercial Refrigeration	3	12	7
Installation of common types of commercial refrigeration; problems and solutions prevalent in the commercial field, medium and low temperature units with electric, hot gas, reverse cycle and water defrost; use of manufacturers catalogs in sizing and matching system components; system sketching and pipe symbols.			
Prerequisite: AHR 1122, PHY 1102			
AHR 1124—Winter Air Conditioning I	4	6	4
Introduction to heating systems; furnaces, boilers, steam and hot water piping; humidifiers, air movement and noise; heat loss and new terminology. Hot air and hot water systems will be installed, operated, checked and adjusted.			
Prerequisite: AHR 1123			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AHR 1125—Principles of Air Conditioning	5	0	5
Review of refrigerant cycle and characteristics of mechanical cooling equipment. Sensible and latent heat loads; air mixtures and dehumidification; system capacity and air distribution; pipe schematics and component symbols.			
Prerequisites: AHR 1123, AHR 1124			
AHR 1126—Sheet Metal Layout	2	4	4
Work in drafting room with instruments developing patterns on paper for popular duct fittings. Proper layout procedures are followed in work on plates including square and radius elbows, offsets, transitions, "Y" branches, and square to round fittings.			
Prerequisite: None			
AHR 1127—Winter Air Conditioning II	4	6	6
Stress is placed upon the burner mechanism of the boiler furnace. Piping and wiring; burner components and system controls both electrical and mechanical; operational problems involving diagnosis, procedure and service technique; oil and gas burner capacity and efficiency test; code and safety.			
Prerequisite: AHR 1124			
AHR 1128—Control Systems	4	3	3
Review of basic electricity and simple circuitry for controls. System components for special applications. Electronic and pneumatic operations. Motor controllers and starters. Thermostats, solenoid pressure switches, oil failure controls. Motorized dampers and valves. Installation and service practice.			
Prerequisite: None			
AHR 1129—Air Conditioning Shop Practice I	3	6	5
A continuation of practice on all shop procedures encountered by the student to this point; work on air conditioning compressors, central installations and trouble shooting; sheet metal duct fabrication and installation; also duct insulation materials and procedures.			
Prerequisites: AHR 1123, AHR 1126, AHR 1127			
AHR 1130—Heat Pumps	3	3	4
Basic principles, air to air, water to air, earth to air heat pumps, coefficient of performance; reversing valves, unit controls, outdoor coil defrosting, heat capacity limits, supplementary strips, balance points and comparative cost of operation.			
Prerequisite: AHR 1125			
AHR 1131—Absorption Systems	3	3	4
Basic absorption cycle, strong solution circuit, refrigeration circuit, system components, system controls, direct and indirect fired; advantages, disadvantages and applications.			
Prerequisite: AHR 1125			
AHR 1132—Chilled Water Systems	3	3	4
Characteristics of water, principles of water chilling, the refrigerant circuit and pumps, basic motor controls, domestic and commercial applications; prevention of freezing; connections to hot water heating system; flexibility of equipment.			
Prerequisites: AHR 1124, AHR 1125			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AHR 1133—Air Conditioning Shop Practice II	3	6	5
Emphasis on pipe work and water circuits with boilers and chillers; emphasis on control work with heat pumps, chillers and direct expansion air conditioning systems; fabrication and installation of motorized dampers automatically operated; strengthen all manipulative skills through practice. Prerequisite: AHR 1129			
AHR 1134—Sheet Metal Fabrication	0	6	2
All popular types of sheet metal duct—fittings are laid out, cut, formed, and fabricated. Shop procedures are learned and all sheet metal equipment is utilized. The trainee becomes proficient in the use of many hand tools and operations such as seaming, riveting, soldering, shearing, crimping and measuring are mastered. Prerequisite: AHR 1126			
AHR 1135—Air Conditioning: Automotive	1	3	2
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. Prerequisite: PHY 1102			

AUTO BODY REPAIR

AUT 1111—Auto Body Repair	3	12	7
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None			
AUT 1112—Auto Body Repair	3	12	7
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101			
AUT 1113—Metal Finishing and Painting	3	12	7
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105			
AUT 1114—Body Shop Applications	0	20	7
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of 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. Prerequisites: AUT 1115, PHY 1102, DFT 1101			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AUT 1115—Trim, Glass and Radiator Repair	2	9	5
<p>Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.</p> <p>Prerequisites: AUT 1112, WLD 1105</p>			
AUT 1123—Chassis and Suspension Systems	6	9	9
<p>Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.</p> <p>Prerequisite: None</p>			

AUTOMOTIVE MECHANICS

PME 1101—Automotive Engines	3	9	6
<p>Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.</p> <p>Prerequisite: None</p>			
PME 1102—Electrical & Fuel Systems	3	12	7
<p>A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.</p> <p>Prerequisite: PME 1101</p>			
PME 1121—Front End and Brakes	3	3	4
<p>This course covers in depth, steering geometry, steering linkage and front suspension systems. The braking system is studied and all phases of hydraulic and power brakes are covered. The use of special equipment such as front-end machines, brake-drum lathes and honing equipment, is thoroughly studied. Much emphasis is placed on the practical aspects of service and repair procedures.</p> <p>Prerequisite: PME 1123</p>			
PME 1123—Chassis & Suspension	6	9	9
<p>Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes.</p> <p>Prerequisite: PME 1102</p>			
PME 1124—Power Train Systems	3	9	6
<p>Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.</p> <p>Prerequisites: PHY 1102, PHY 1103, PME 1123</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PME 1125—Automotive: Servicing	3	9	6
<p>Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble shooting of automotive systems, providing a full range of testing, adjusting, repairing and replacing experiences.</p> <p>Prerequisite: PME 1123</p>			
PME 1180—Automotive Electronics	1	3	2
<p>To supplement the engine electrical course for first-year students and help them develop a knowledge of transistor circuits and their application to conventional electrical components and circuitry.</p> <p>Prerequisite: PME 1101, PME 1102</p>			
PME 1181—Automotive: Tune Up	1	3	2
<p>This practical course, coming at the end of the second year, should help the student to increase his work experience with the more technical aspects of engine tune-ups and should develop his knowledge of the waveforms of the oscilloscope and other test units on the Tune-up Tester. The student should be able to put to practical use, the basic theory of electricity, storage batteries, ignition systems, cranking motors, charging circuits and engine principles which he has already learned.</p> <p>Prerequisite: PME 1123</p>			
PME 1182—Automatic Transmission	6	6	8
<p>In order to round out the Automotive Curriculum, a special course is incorporated here to give greater depth in the understanding of Automatic Transmissions. With the advent of this type of transmission in the automotive field, a whole new area of service and repair has been opened up to the Auto Mechanic. This course acquaints the student with the basic principles of all automatic transmissions and attempts to develop the student's skill in servicing and repairing most of the popular types of automatic transmissions.</p> <p>Prerequisite: PME 1124</p>			
PME 1183—Power Accessories	5	4	6
<p>This course is designed to acquaint the student with the operation, service and repair of power operated seats, windows, tops, windshield wipers, radio antennas, etc. It should insure the development of the student's ability to understand and trace out the circuits of the electrical accessories, to enhance his skill in diagnosing troubles and repairing damaged circuits. He will apply his knowledge in drawing and reading schematic diagrams of electrical circuits.</p> <p>Prerequisite: PME 1180</p>			

BUSINESS

BUS 101—Introduction to Business	5	0	5
<p>A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management.</p> <p>Prerequisite: None</p>			
BUS 102—Beginning Typewriting	2	3	3
<p>Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, copy placement, memos, postal cards, business letters, tabulation, and simple reports. The student will type at least 30 gross words a minute on straight copy material for five minutes with a maximum of five errors.</p> <p>Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
BUS 103—Intermediate Typewriting	2	3	3
<p>Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in styles of business letters, including letters on odd-size stationery and two-page letters; open, ruled and boxed tabulations; telegrams; interoffice memorandums; and other business forms. Upon completion of this course, the student will type at least 40 words a minute on straight copy material for five minutes with a maximum of five errors.</p> <p>Prerequisite: BUS 102</p>			
BUS 104—Advanced Typewriting	2	3	3
<p>Emphasis on typing tables with special problems, prepare material for duplication, and type material relevant to a variety of office situations. Upon completion of this course the student will type at least 50 words a minute on straight copy material for five minutes with a maximum of five errors.</p> <p>Prerequisite: BUS 103</p>			
BUS 106—Beginning Shorthand	3	2	4
<p>A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.</p> <p>Prerequisite: None</p>			
BUS 107—Intermediate Shorthand	3	2	4
<p>Continued study of theory with greater emphasis on dictation and transcription. Upon completion of the course, the student should be able to take new matter dictation for three minutes at a minimum of 60 words a minute with 97 percent accuracy.</p> <p>Prerequisite: BUS 106</p>			
BUS 108—Advanced Shorthand	3	2	4
<p>Theory and speed building. Emphasis on transcription at the typewriter and correct copy. Upon completion of the course, the student should be able to take dictation of new material for three minutes at a minimum of 70 words a minute with 97 percent accuracy.</p> <p>Prerequisite: BUS 107</p>			
T-BUS 110—Office Machines	2	2	3
<p>A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.</p> <p>Prerequisite: None</p>			
T-BUS 112—Filing	3	0	3
<p>Provides training in the field of records storage and control. Covers fundamental rules of alphabetic indexing and fundamental principles of filing as applied to both cards and correspondence. Appropriate coverage is given to four basic correspondence filing systems—alphabetic, numeric, subject, and geographic. Materials consist of textbook and practice set for card filing and correspondence filing.</p> <p>Prerequisite: None</p>			
T-BUS 115—Business Law	5	0	5
<p>A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.</p> <p>Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-BUS 116—Business Law	5	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115			
T-BUS 120—Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: T-MAT 110			
T-BUS 121—Accounting	5	2	6
Partnership and corporation accounting. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120			
BUS 134—Personal Development	3	2	4
Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming and methods of personal improvement. Prerequisite: None			
T-BUS—183L—Terminology and Vocabulary	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: BUS 107			
T-BUS 183M—Terminology and Vocabulary	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: BUS 107			
T-BUS 205—Technical Typewriting	2	3	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			
T-BUS— 206—Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material with 98 percent accuracy. Prerequisite: T-BUS 108			
T-BUS 207—Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the steno-			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
graphic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material with 98 percent accuracy. Prerequisite: T-BUS 206			
T-BUS 208—Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material with 98 percent accuracy. Prerequisite: T-BUS 207			
T-BUS 211—Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110			
T-BUS 214—Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None			
T-BUS 215—Office Application	6	0	6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211			
T-BUS 219—Credit Procedures and Problems	3	0	3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.			
T-BUS 226—Computer Cost Accounting	5	2	6
The course is designed to introduce the students to the basic concepts applied to computer applications. Departmental accounting and job order costs are surveyed to give the students a working vocabulary of specialized terminology. Prerequisite: None			
T-BUS 229—Taxes	3	2	4
Application of federal and state taxes to individuals, proprietorships, and partnership. A study of the basic taxes are made. Prerequisite: T-BUS 121			
T-BUS 232—Sales Development	3	0	3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
BUS 235—Business Management	5	0	5
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. Prerequisite: None			
BUS 239—Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None			
T-BUS 243—Advertising	3	2	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None			
T-BUS 247—Business Insurance	3	0	3
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: None			
T-BUS 266—Budget and Record Keeping	3	0	3
The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of the individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: T-BUS 121			
T-BUS 271—Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None			
T-BUS 272—Principles of Supervision	3	0	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None			
BUS 282—Business Statistics	3	2	4
Frequency distributions, descriptive measures, probability, tests of hypothesis, correlations, time series, index numbers. Prerequisite: None			
T-BUS 284M—Terminology and Vocabulary	3	0	3
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
BUS 120—Principles of Accounting	5	2	6
A study of the basic accounting concepts, with emphasis on the accounting cycle for single proprietorship. Preparation of journals, ledgers, work sheets, balance sheets, and income statements. Introduction to basic concepts of internal control.			
Prerequisite: MAT 111			
BUS 121—Principles of Accounting	5	2	6
A study of accounting principles as applied to partnership and corporation. An introduction to basic concepts of cost accounting and interpretation of financial statements.			
Prerequisite: BUS 120			
T-BUS 123—Business Finance	5	0	5
Financing of business units, as individuals, partnerships, corporations, and trusts. A study is made of short-term, long-term, and consumer financing. Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.			
Prerequisite: None			
BUS 1102—Typewriting*			
A beginning course in touch typewriting, with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, and tabulation.			
Prerequisite: None			
*If a qualification examination in this course indicates average or better skills at this level, T-BUS 103 or a course approved by the Department may be taken.			
BUS 1103—Small Business Operations	3	0	3
An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None			
BUS 1105—Industrial Organizations	3	0	3
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.			
Prerequisite: None			
ECO 201—Principles of Economics	3	0	3
Survey of basic economic aspects of the national economy. Emphasis on income determination, pricing mechanisms, labor, and function of money and banking.			
Prerequisite: None			
ECO 202—Principles of Economics	3	0	3
A continuation of Economics 201 with emphasis on pricing, international trade and finance, and economic problems.			
Prerequisite: ECO 201			
ECO 203—Principles of Economics	3	0	3
A continuation of Economics 202 with emphasis on the economic problems of agriculture, labor, and welfare, with an introduction to decision theory.			
Prerequisite: ECO 202			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
EDP 104—Introduction to Data Processing Systems	5	2	6
Punched card concepts; unit-record machines principles and procedures; introduction to electronic digital computers; flow-charting techniques; binary and hexadecimal numbers concepts. Prerequisite to all other programming courses.			
EDP 105—Assembly Language I	3	4	5
The assembly language (ALC) for the IBM System/360, emphasizing packed-decimal arithmetic and utilizing both Operating System (OS) and Jet (an operating system developed at TUCC for teletypes). IBM Programmed-instruction manuals are used as texts. Prerequisite is EDP 104 and at least one quarter of any higher level language (such as COBOL or FORTRAN).			
EDP 107—Fortran I	2	4	4
Using the WAT FIV student compiler, introductory Fortran scientific programming is taught. "Free Input/Output" utilized (Format statement use is developed in Fortran II). Prerequisites: T-MAT 106 and EDP 104			
EDP 110—Fortran II	2	4	4
Advanced input-output concepts with thorough coverage of the Format statement; sub-routines; arrays (emphasizing determinants and matrices used in solving systems of linear equations). Prerequisites: EDP 107 and T-MAT 107			
EDP 201—Assembly Language II	3	4	5
Continuation of Part I (EDP 105), with more advanced programming (especially in regard to Input-Output). Textbook is <i>Programming the IBM System 360</i> by Computer Usage Company. Prerequisite: EDP 105			
EDP 202—Cobol I	2	4	4
After rigorous treatment of the Data Division, students learn how to program business problems in the most widely used high-level computer language in the business world. Prerequisite: EDP 104			
EDP 205—Linear Programming	3	2	4
Introduction to Linear Programming, with emphasis on its practical application in business. Introductory formal planning methods, such as PERT and CPM. Prerequisite to this course is MAT 107 and FORTRAN (EDP 107 & 110).			
EDP 210—Cobol II	2	4	4
Continuation of EDP 202. The student is required to gain a better command of COBOL than of any other language, because COBOL is normally expected to be the computer language used in his field project (EDP 223). Prerequisite: EDP 202			
EDP 215—Operating Systems	3	2	4
Introduction to Direct Access storage devices and organization methods; advanced Input/Output concepts (using ALC and COBOL); advanced Operating Systems (OS) concepts (using ALC and COBOL). Prerequisite: EDP 201 (Assembly Language II) This course is requisite to the Field Project (EDP 223).			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
EDP 220—Introduction to Systems Analysis	3	2	4
<p>The student is trained to:</p> <p>(a) analyze a business problem for possible solution with the use of computers;</p> <p>(b) use standard systems analysis methods; and</p> <p>(c) implement a system (after defining it).</p> <p>At all times there is an orientation to the practical business environment that the business programmer must operate in.</p> <p>Prerequisites are 2 courses in accounting.</p>			
EDP 223—Field Project	2	8	5
<p>Students are assigned a practical level problem, which they are expected to program and de-bug in a business-like manner. Wherever possible, this could be actual commercial programming work. Either COBOL or ALC (at the student's option) is the computer language to be utilized.</p> <p>Prerequisite is Operating Systems (EDP 215) and both quarters of either COBOL or ALC (assembly language).</p>			
Computer Operations Workshop			
<p>(Optional), 6 weeks, summer between first and second year of study. Actual on-the-job experience working as a computer operator in business or government (with an actual work-day and pay).</p> <p>This course is suggested for the student because we do not have a computer on the grounds of Coastal Carolina Community College. We run our programs through an IBM-1050 terminal on an IBM-360, Model 75 located at TUCC in the Research Park not far from Durham, North Carolina.</p>			
CIVIL—SURVEYING			
T-CIV 101—Surveying	3	6	5
<p>Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.</p> <p>Prerequisites: T-MAT 102, T-ARC 101</p>			
T-CIV 114—Statics	5	0	5
<p>Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity, controls, and moment of inertia.</p> <p>Prerequisite: T-MAT 102</p>			
T-CIV 216—Strength of Materials	3	2	4
<p>Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.</p> <p>Prerequisites: T-CCV 114, T-MAT 103</p>			
CIV 1101—Construction Surveying	2	3	3
<p>Basic instrument use; construction site surveying; and building layout will be studied. Drafting room application of surveyors' field notes for preparation of site plans and cost estimating.</p> <p>Prerequisite: MAT 1104</p> <p>Co-requisite: DFT 1147</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

DENTAL ASSISTANT

DEN 1001—Introduction to Dental Assisting

An introduction to the history of dental assisting, the modern role of the dental assistant in practice and in relation to other members of the dental health team, dental terminology, and the personal and ethical requirements for safe and effective practice.

Prerequisite: None

DEN 1002—Dental Materials

Identification of dental materials, characteristics of each, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials.

Prerequisite: None

DEN 1003—Preclinical Sciences I

Basic information from bacteriology, anatomy and physiology, and oral and dental anatomy as related to dental science and the practice of dental assisting. Designed as three units which may be scheduled for either concurrent or sequential teaching.

Prerequisite: None

DEN 1004—Preclinical Sciences II

Fundamental information from oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant. Designed in four units to permit flexibility in scheduling.

Prerequisite: DEN 1003

DEN 1005—Dental Accounting

Fundamentals of accounting as applied to dental office procedures. Practice in application of principles to various forms commonly used in dental office.

Prerequisite: None

DEN 1006—Clinical Procedures I

Principles and procedures related to dental instruments and equipment, and chairside techniques of dental assisting with emphasis on four-handed dentistry.

Prerequisite: DEN 1002

DEN 1007—Clinical Procedures II

Role of the dental assistant in various dental specialties, such as endodontics, periodontics, orthodontics, prosthodontics, and oral surgery.

Prerequisite: DEN 1006

DEN 1008—Dental Office Management

Principles and procedures related to management of the dental office, including maintenance of inventories, ordering of supplies, patient records, financial records, making appointments and establishing favorable patient relations.

Prerequisite: DEN 1005

DEN 1009—Dental Office Practice I

Introduction to practice in the dental office or dental clinic; emphasis is on the role of the dental assistant in the operatory in a variety of dental procedures.

Prerequisite: DEN 1006

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 1010—Dental Office Practice II			
Practice in the dental office or dental clinic; rotation of assignments to encompass experience in office management, the dental laboratory, and the operatory. Emphasis on chairside assisting including expanded duties in a variety of clinical procedures. Prerequisite: DEN 1009			
DEN 1011—Dental Assistant Seminar			
Study of personal responsibilities as a member of the dental health team, including employee-employer relations, opportunities for continued personal and professional development. Prerequisites: DEN 1007, DEN 1008, DEN 1012			
DEN 1012—Dental Roentgenology			
Study of principles related to exposing, processing, and mounting dental x-ray. Radiation hazards and safety measures employed for protection of patient and self are stressed. Prerequisite: None			
DEN 1013—Oral Health Education			
Designed to present information on deposits and stains, dental caries and periodontal disease as related to prevention and control with emphasis on development of self confidence in interpreting dental health information and in demonstrating techniques to individuals and groups. Prerequisite: None			
DRAFTING			
DFT 1104—Blueprint Reading: Mechanical	0	3	1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None			
DFT 1109—Electrical Blueprints and Circuit Layouts	3	0	1
Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisites: ELC 1112, ELC 1126, and ELC 1127			
DFT 1110—Blueprint Reading: Building Trades	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None			
DFT 1111—Blueprint Reading & Sketching	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches. Prerequisite: DFT 1110			
DFT 1112—Blueprint Reading & Sketching	0	3	1
Designed to develop abilities in reading complex drawing in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work. Prerequisite: DFT 1111			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DFT 1117—Blueprint Reading: Welding	0	3	1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104			
DFT 1118—Pattern Development and Sketching	0	3	1
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: None			
DFT 1140—Architectural Drafting I	3	15	8
A course designed to provide a fundamental knowledge of the principles of architectural drafting. The basic skills and techniques of drafting expression, sketching, architectural lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing and projection problems are studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced. Prerequisite: None			
DFT 1141—Architectural Drafting II	3	12	7
A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed. Emphasis is placed on the student to express and produce numerous construction details using appropriate symbols and conventions on a professional level. The study of sketching and architectural lettering is continued. Prerequisite: DFT 1140, DFT 1144			
DFT 1142—Architectural Drafting III	3	12	7
The study of typical architectural details and techniques relative to the preparation of detailed working drawings. Using preliminary sketches, the student as an individual or in group participation will proceed and complete a full set of working drawings, on a professional level, of a small light framed building. Use of appropriate drafting expression and techniques will be stressed. Prerequisite: DFT 1141, DFT 1143			
DFT 1143—Building Mechanical Equipment	3	0	3
A very general study of the heating, air conditioning, electrical and plumbing equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures as related to mechanical equipment will be reviewed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques. Prerequisites: DFT 1140, DFT 1144			
DFT 1144—Building Materials & Methods	3	2	4
General study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites, fabrication shops and material producers coupled with the study of material specifications and techniques of construction. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DFT 1145—Codes, Contracts, and Specifications	3	2	4
<p>A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of owner-architect-contractor responsibilities, duties, and mutual protection.</p> <p>Prerequisites: DFT 1141, DFT 1143, DFT 1144</p>			
DFT 1146—Construction Estimating and Field Inspection	3	2	4
<p>Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractor's estimates, overhead costs, bid and contract procedures. Detailed inspection at the construction by comparing finished work to the specifications.</p> <p>Prerequisite: DFT 1145</p>			
DFT 1147—Architectural Drafting IV	3	12	7
<p>The application of drafting techniques in land surveys, topographic surveys, and work involving roads, buildings and elevations as related to architectural working drawings. The study and drawing of structural plans, details, and shop drawings of the various structural components of buildings to include steel, reinforced concrete and timber structures. Appropriate symbols, conventions, dimensioning practices and notes as used by the topographic and structural draftsman will be included.</p> <p>Prerequisites: DFT 1142 and MAT 1104</p> <p>Co-Requisite: CIV 1101</p>			
DFT 1148—Office Practice Seminar	3	0	3
<p>A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.</p> <p>Prerequisite: None</p>			
T-DFT 221—Architectural Drafting			
<p>Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.</p> <p>Prerequisite: T-DFT 220</p>			
T-DFT 222—Architectural Drafting			
<p>Preparation of the complete set of working drawings for the architectural structure. Preparation of millwork drawings, cabinets and built-in equipment detail drawings, and door, window, and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction will be made.</p> <p>Prerequisite: None</p>			

ELECTRICAL INSTALLATION AND MAINTENANCE

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ELC 1112—Electrical Theory	5	9	8
<p>A study of the Electron Theory and Magnetism. The relationship between voltage, current and resistance. Electrical terms and symbols. Basic electrical circuits—series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye & delta)</p> <p>Prerequisite: None</p>			
ELC 1113—Electrical Motors & Controls	3	9	6
<p>Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors.</p> <p>Prerequisites: ELC 1112, ELC 1126, and DFT 1110</p>			
ELC 1124—Residential Installation	2	6	4
<p>Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1110</p>			
ELC 1125—Commercial Installations	3	3	4
<p>Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1110, ELEC 1124</p>			
ELC 1126—National Electrical Code	6	0	4
<p>Introduction to the National Electrical Code, 1971 Edition. The purpose and interpretations of the Articles of the Code.</p> <p>Prerequisites: ELC 1112, MAT 1115</p>			
ELC 1127—Electrical Materials and Tools	0	3	1
<p>Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment.</p> <p>Prerequisite: ELC 1112, ELC 1126</p>			
ELC 1128—Commercial Installations	5	12	9
<p>Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1110, ELC 1124</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ELC 1129—Industrial Installation	3	6	5
Provides instructions and application in installation of electrical service in industrial type buildings. Installation of three phase power circuits. National Electrical Code requirements. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1110, ELC 1124, ELC 1125			
ENGLISH			
ENG 92—Developmental Reading	3	0	0
A laboratory approach to reading development. Emphasis is placed on vocabulary building, comprehension and rate. The instructor will determine areas of deficiency and design a reading development program to meet the individual needs. Prerequisite: None			
ENG 100—Developmental English	5	0	0
A basic course in English grammar, and composition. Recommended for students who evidence a need for an improved mastery of the subject. Students receiving a grade of C or better may receive credit (3 hours credit) upon the recommendation of the instructor for English 101. Prerequisite: None			
ENG 101—English Composition	3	0	3
Emphasis is placed on basic composition in conjunction with reading and critical analysis of selected literary forms. Prerequisite: None			
ENG 102—English Composition	3	0	3
A continuation of reading and analysis of various literary forms. Emphasis is still placed on composition with special attention given to the longer paper. Prerequisite: ENG 101			
ENG 103—English Composition	3	0	3
A continuation of ENG 102 with special attention directed toward the development of the critical essay in relation to various literary forms. Prerequisite: ENG 102			
T-ENG 101—Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None			
T-ENG 102—Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101			
ENG 1101—Reading Improvement	3	0	3
Designed to improve the students ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye co-ordination and word group recognition and to train for comprehension in larger units. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENG 1102—Communication Skills Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101	3	0	3
ENG 1103—Report Writing Fundamentals of correct language usage applied to report writing. Emphasis is on principles of report construction and application to various report forms. Prerequisite: ENG 1102	3	0	3
ENG 201—English Literature The study of English literature from Beowulf to the Romantic Period. Prerequisite: ENG 103	5	0	5
ENG 202—English Literature A continuation of ENG 201, including a study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 201	5	0	5
ENG 203—American Literature A survey of representative American writers from the Colonial Period to Whitman. Prerequisite: ENG 103	5	0	5
ENG 204—American Literature A continuation of English 203. A survey of representative writers from Whitman until the present. Prerequisite: ENG 203	5	0	5
T-ENG 204—Oral Communication A study of basic concepts and principles of oral communications 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 produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101	3	0	3
T-ENG 206—Business Communication The fundamentals of English are used as a background of the organization and preparation of modern business (or technical) reports and letters. Various methods of report preparation are considered, as well as techniques of presenting material, i.e. graphs, tables, pictures, etc. The major types of business letters are discussed with emphasis placed on getting across the purpose of each type of letter. Prerequisite: T-BUS 102	3	0	3

FOREIGN LANGUAGE

FRE 101—Elementary French A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. This sequence is designed for students with less than two units of high school French. Prerequisite: None	3	1	3
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Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FRE 102—Elementary French A continuation of FRE 101. Prerequisite: FRE 101 or equivalent	3	1	3
FRE 103—Elementary French A continuation of FRE 102. Prerequisite: FRE 102 or equivalent	3	1	3
FRE 201—Intermediate French An intermediate sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with French Civilization. Prerequisite: FRE 103 or two high school units of French	3	1	3
FRE 202—Intermediate French A continuation of FRE 201. Prerequisite: FRE 201	3	1	3
FRE 203—Intermediate French A continuation of FRE 202. Prerequisite: FRE 202	3	1	3
FRE 211—Advanced French A sequence of courses conducted in the language, stressing the culture and history of French, principally as reflected in the literature. Emphasis on advanced composition and reading of selections from French Literature. Prerequisite: FRE 203	3	1	3
FRE 212—Advanced French A continuation of FRE 211. Prerequisite: FRE 211	3	1	3
FRE 213—Advanced French A continuation of FRE 212. Prerequisite FRE 212	3	1	3
SPA 101—Elementary Spanish A study of the basic elements of Spanish. Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. This sequence of courses is designed for students with less than two units of high school Spanish. Prerequisite: None	3	1	3
SPA 102—Elementary Spanish A continuation of SPA 101. Prerequisite: SPA 101 or equivalent	3	1	3
SPA 103—Elementary Spanish A continuation of SPA 102. Prerequisite: SPA 102 or equivalent	3	1	3
SPA 201—Intermediate Spanish An intermediate Spanish sequence designed to provide a systematic review of basic grammar and to develop the ability to read with comprehension material dealing with Spanish Civilization. Prerequisite: SPA 103 or two high school units of Spanish	3	1	3

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
SPA 202—Intermediate Spanish A continuation of SPA 201. Prerequisite: SPA 201	3	1	3
SPA 203—Intermediate Spanish A continuation of SPA 202. Prerequisite: SPA 202	3	1	3
SPA 211—Advanced Spanish A sequence of courses conducted in the language, stressing the culture and history of Spanish, principally as reflected in the literature. Emphasis on advanced composition and reading of selections from Spanish literature. Prerequisite: SPA 203	3	1	3
SPA 212—Advanced Spanish A continuation of SPA 211. Prerequisite: SPA 211	3	1	3
SPA 213—Advanced Spanish A continuation of SPA 212. Prerequisite: SPA 212	3	1	3

HEALTH AND PHYSICAL EDUCATION

HEA 101—Personal and Community Health The development of all aspects of personal and community health with underlying science to clarify and support health education.	5	0	5
HEA 102—First Aid and Safety A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application.	3	0	3
*PHYSICAL EDUCATION			
PED 101—Physical Conditioning	2	0	1
PED 102—Softball	2	0	1
PED 103—Soccer	2	0	1
PED 104—Social Dance	2	0	1
PED 105—Volley Ball	2	0	1
PED 106—Flag Football	2	0	1
PED 107—Basketball	2	0	1
PED 108—Archery	2	0	1
PED 109—Tennis	2	0	1
PED 110—Wrestling	2	0	1
PED 111—Weight Training	2	0	1

*Physical Education requirements may be waived for married women, students with military training, and those who are medically disabled.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PED 112—Advanced Basketball I	2	0	1
Designed for the more advanced male athlete who must be an active participant on the inter-college basketball team for his first year on the team.			
PED 113—Beginning Bowling	2	0	1
An introductory course in bowling which includes a brief history of bowling followed by instruction and practice in the basic skills and fundamentals. A bowling fee of \$10.00 will be charged by the bowling alley to include the use of shoes, ball, and facilities. The class will meet two one-hour periods each week. Open to men and women.			
PED 114—Cheerleading I	2	0	1
Approaches to the techniques of cheerleading which are based upon crowd psychology, cheerleading conduct on the field of play, and the cheerleading squad as a whole. Directing cheers, basic techniques in "motion," breathing, and tumbling. All prospective cheerleaders must be registered for their first year on the squad. Open to men and women.			
PED 208—Individual and Dual Activities	2	0	1
An introductory course in Badminton and Deck Tennis to include a brief history; development of skills and fundamentals, and participation in these activities.			
PED 212—Advanced Basketball II	2	0	1
Designed for the more advanced male athlete who must be an active participant on the inter-collegiate basketball team for his second year on the team.			
PED 214—Cheerleading II	2	0	1
Approaches to the techniques of cheerleading which are based upon crowd psychology, cheerleading conduct on the field of play, and the cheerleading squad as a whole. Directing cheers, basic techniques in "motion," breathing, and tumbling. All prospective cheerleaders must be registered for their second year on the squad. Open to men and women.			
HUMANITIES			
ART 101—Art Appreciation	5	0	5
An introduction to fundamental elements and principles of creative art expression emphasizing composition, design, shape, value, styles, and movements.			
DRA 202—Acting	3	0	3
A study of the basic principles underlying the actor's art; development of stage technique through the training of the body and voice as instruments of expression.			
MUS 101—Music Appreciation	5	0	5
A study of the basic fundamentals of music with a survey of forms, styles, and composers, giving reference to cultural background and the integration of music with the other arts.			
PHI 201—Introduction to Philosophy	5	0	5
An introduction to the basic problems of human thought, the subject matter and the analysis of fundamental issues underlying deductive and inductive logic, theories of perception, mind, body, and value.			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit

SPH 201—Fundamentals of Speech	3	0	3
The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation. Prerequisite: None			

MACHINE SHOP

MEC 1100—Machine Shop: Basic	2	6	4
Further develop skills in the use of measuring tools, acquaint the student with the procedures of layout work, correct method of using hand tools, basic fundamentals of drill press and lathe operation and hand grinding drill bits and lathe tools to meet needs common to the automotive shop. Prerequisite: None			

MEC 1112—Machine Shop Processes	0	6	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None			

MASONRY

MAS 1101—Bricklaying	5	15	10
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: None			

MAS 1102—Bricklaying	5	15	10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed. Prerequisite: MAS 1102			

MAS 1103—General Masonry	5	15	10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques. Prerequisite: MAS 1102			

MAS 1113—Masonry Estimating	3	3	4
This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures. Prerequisite: MAS 1103			

MATHEMATICS

MAT 91—Preparatory Algebra	5	0	0
A course for students without adequate background in algebra. This course is designed for students who have less than two units of high school algebra or whose placement test scores indicate the need for review. The instructor will design a program of instruction to meet the needs of the individual.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<p>Competence in the fundamentals, simultaneous linear equations, exponents and radicals, functions, and graphs, and quadratic equations and stated problems will be developed. Students without high school algebra may need to register for more than one quarter before enrolling in MAT 102.</p>			
T-MAT 101—Technical Mathematics	5	0	5
<p>The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.</p>			
MAT 102—College Algebra	5	0	5
<p>An axiomatic presentation of the real number system as an ordered field, in which axioms, definitions, and theorems are used to justify traditional algebraic fractions, factoring, exponents, logarithms, and the solution of equations and inequalities. Prerequisite: MAT 101 or equivalent</p>			
T-MAT 102—Technical Mathematics	5	0	5
<p>A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, and binomial expansion, complex functions are studied in depth. Prerequisite: T-MAT 101</p>			
MAT 103—Trigonometry	5	0	5
<p>A study of functions of acute and general angles, fundamental identities, logarithms, radian measure, trigonometric equations, addition formulas, oblique triangles, and complex numbers. Prerequisite: MAT 102</p>			
T-MAT 106—Electronic Data Processing Mathematics I	5	2	6
<p>College algebra: Solution of systems of linear equations; set concepts; boolean algebra concepts; laws of exponents; logarithms; elementary trigonometric functions; factorials. Prerequisite to Fortran I and to MAT 107</p>			
T-MAT 107—Electronic Data Processing Mathematics II	5	0	5
<p>Determinants used to solve systems of linear equations (Cramer's Method); matrix algebra theory through inverses. Prerequisite: T-MAT 106 Prerequisite to Fortran II</p>			
MAT 110—Business Mathematics	5	0	5
<p>This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None</p>			
MAT 111 (Formerly MAT 101)—Contemporary College Math I			
<p>This course, together with Math 112, is designed to provide a terminal math sequence for the general and liberal arts student. Math 111 includes set theory, logic, number systems, elementary algebraic operations, relations, functions, equations, inequalities, and graphs.</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 112—Contemporary College Math II Includes exponential, logarithmic, and trigonometric functions and graphs; linear programming; introduction to matrices; permutations; combinations; probability; and elementary statistics. Prerequisite: MAT 111			
MAT 201—Calculus and Analytic Geometry I An introduction to differential Calculus. A study of slopes of lines and curves, limits, continuity, derivatives, differentials, related rates, maxima, minima, and the Mean Value Theorem. Prerequisites: MAT 102 and MAT 103 or with permission of the Dean of Academic Affairs	5	0	5
MAT 202—Calculus and Analytic Geometry II A study of the definite integral; differentiating and integrating the circular functions, areas of Calculus, Fundamental Theorem of Integral Calculus, applications of definite integral, the inverse trigonometric function, natural logarithm and methods of integration. Prerequisite: MAT 201 or equivalent	5	0	5
MAT 203—Calculus and Analytic Geometry III A continuation of MAT 202 including determinants of linear equations, curves, tangents, and normals in two-space, conic sections, hyperbolic functions, polar equations of two space curves. Prerequisite: MAT 202 or equivalent	5	0	5
MAT 204—Calculus and Analytic Geometry IV A continuation of MAT 203. A study of vectors, differentiating vectors, curvature, tangents and normals in three-space, cylinders and quadric surfaces, partial differentiation, the gradient, multiple integrals and infinite series. Prerequisite: MAT 203 or equivalent	5	0	5
MAT 1101—Fundamentals of Mathematics Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None	5	0	5
MAT 1102—Mathematics: Algebra Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition, and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None	5	0	5
MAT 1103—Geometry Fundamental properties and definitions; plans and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None	3	0	3

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 1104—Trigonometry	3	0	3
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 equations. All topics are applied to practical problems. Prerequisites: MAT 1102, MAT 1103			
MAT 1112—Building Trades Mathematics	3	0	3
Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials. Prerequisite: MAT 1101			
MAT 1115—Electrical Math	5	0	5
A study of electric formulas, Ohm's Law, Kirchoff's Law as they are applied in solving problems in electrical calculations. Power formulas, wire sizes and ampacities. Prerequisite: None			
MAT 1116—Electrical Mathematics	5	0	5
A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Law, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115			

PRACTICAL NURSE EDUCATION

NUR 1001—Practical Nursing I	28	2	330
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Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

OBJECTIVES: To assist beginning students in practical nursing to acquire basic knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL:

Nursing—

History

Introduction to Patient Care

Health—

Personal, Physical and Mental

Family

Community

Basic Science—

Body Structure and Function

Bacteriology

Basic Nutrition

Vocational Adjustments—

Introduction to Ethics

Legal Aspects of Nursing

Communications and Human Relations

Prerequisite: Admission requirements

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
NUR 1002—Practical Nursing II	12	24	396

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to the clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL:

Medical Surgical Nursing—
Patient Care

Therapeutic Methods, including administration of oral medications

Introduction to Maternity Nursing

Introduction to Nursing the Sick Child

Communications and Human Relations

Prerequisite: NUR 1001

NUR 1003—Practical Nursing III	12	24	396
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Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practiced nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL:

Common Medical-Surgical Conditions

Care of the Subacutely Ill Child

Care of Maternity Patients and Newborn Infants with Complications

Prerequisite: NUR 1002

NUR 1004—Practical Nursing IV	12	24	396
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Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist advanced practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL:

Needs of the Seriously Ill Patient

Needs of Patients in Immediate Post-Operative Period

Needs of the Labor Patient

Needs of the Seriously Ill Child

Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
RADIO AND TELEVISION SERVICING			
ELN 1112—Direct and Alternating Current	5	15	10
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.			
Prerequisite: None			
ELN 1122—Vacuum Tubes and Circuits	5	9	8
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum biodes, triodes, pentodes, tetrodes, and special purpose tubes. The principles of radio and amplifier circuits using vacuum and other tube types. A study of power supplies and basic test equipment circuitry is included.			
Prerequisites: ELC 1112, MAT 1115			
ELN 1123—Introduction to Television	2	6	4
The theory and circuitry of monochrome television.			
Prerequisites: ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 1115			
ELN 1124—Servicing Home Entertainment Electronic Devices	2	6	4
The principles and techniques of servicing radio receivers including AM, FM, and stereo. Tape recorders, amplifiers, and record player servicing are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed.			
Prerequisites: ELN 1122, ELN 1123			
ELN 1125—Transistor Theory and Circuits I	2	6	4
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits.			
Prerequisites: ELC 1112, MAT 1115			
ELN 1126—Transistor Theory and Circuits II	2	9	5
The theory and application of recent semi-conductor developments including zener diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, break over diodes (diacs), unijunction transistors and triacs.			
Prerequisites: ELN 1125, ELC 1112, MAT 1115			
ELN 1127—Television Receiver Circuits and Servicing	10	15	15
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits.			
Prerequisites: ELN 1123, ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 1115			

SCIENCE

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
BIO 101—General Biology	3	2	4
An introduction to biological concepts and principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to supplement lectures.			
BIO 102—General Biology	3	2	4
A survey of the animal and plant kingdoms with emphasis on growth and differentiation, genetic, and ecological control, structure, development, and reproduction. Prerequisite: BIO 101			
BIO 103—General Biology	3	2	4
A continuation of study of animals and plants with special emphasis on responsiveness in plants and animals, adaption, ecology, current and past evolution. Prerequisite: BIO 102			
T-PHY 101—Physics: Properties of Matter	3	2	4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: None			
T-PHY 104—Physics: Light and Sound	3	2	4
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout. Prerequisites: T-MAT 101, T-PHY 101			
PHY 1101—Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of solids, liquids, and gases, basic electrical principles. Prerequisite: None			
PHY 1102—Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101			
PHY 1103—Work, Energy, Power	3	2	4
Physical principles of force, energy, work and power; equilibrium and the laws of motion; principles of machines, mechanical advantage, and transmission of power in practical applications and the use of vectors and graphical presentations. Prerequisites: PHY 1101, MAT 1101			

SOCIAL SCIENCES

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
EDU 201—Introduction to Education The study of education as an institution in society. Emphasis is on the educational system in the United States, its function, organization, and its history.	5	0	5
GEO 201—Physical Geography A study of basic concepts of physical geography. The earth's physical features, weather, climate and astronomical relationship is emphasized. Regional and cultural geography are emphasized where pertinent.	5	0	5
HIS 101—Western Civilization I A study of the forces responsible for the making of modern Europe from 1500 to 1815, with background drawn from the ancient and medieval western world.	3	0	3
HIS 102—Western Civilization II A survey of the Renaissance, the Age of Reformation, the Commercial, Agricultural and Industrial Revolution, Constitutional Government in England, Imperialism, the French Revolution, and Congress of Vienna. Exploration and colonization of non-European areas and the relationship and influence on Europe. Prerequisite: HIS 101	3	0	3
HIS 103—Western Civilization III A survey of the European political revolts, political unification of Germany and Italy, World War I, World War II, and the rise and fall of Nazism and Facism, the development of Communism and capitalism and the Cold War. Prerequisite: HIS 102	3	0	3
HIS 201—American History A survey of the history of the United States from the discovery of America to the end of the Civil War. Emphasis is placed on the economic, political, and cultural developments of the United States. Prerequisite: None	5	0	5
HIS 202—American History A survey of the history of the United States from the reconstruction period to the present. Emphasis is placed on the study of big business, domestic and international problems, and the world wars. Prerequisite: None	5	0	5
POL 201—American Federal Government The study of the origins, development, structure, and functioning of the Federal Government. Prerequisite: None	5	0	5
T-POL 201—United States Government A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None	3	0	3
PSY 1101—Human Relations A study of the principles of human behavior. The problems of the individual are studied in relation to society, group memberships and relationship within the work situation. Prerequisite: None	3	0	3

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PSY 1106—Applied Psychology	3	0	3
This course studies the procedures of building an efficient, enthusiastic business team and deals with the nature of the problems which arise in business organizations. The individual and his behavior are discussed, as well as the problems of influence and authority.			
Prerequisite: None			
T-PSY 206—Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
Prerequisite: None			
PSY 201—Introduction to Psychology	5	0	5
The introductory study of psychology. The course includes the study of principles of behavior in the areas of motivation, perception, learning, intelligence, and the organization of personality.			
Prerequisite: None			
PSY 202—Growth and Development	5	0	5
A study of the growth and development of the human being, beginning with the prenatal environment, with emphasis given to emotional, social, and intellectual development.			
Prerequisite: None			
SOC 201—Introduction to Sociology	5	0	5
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American Institutions in relation to technological change.			
Prerequisite: None			
SOC 202—Social Problems	5	0	5
An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the causes, control, treatment, and prevention of problems relating to crime, divorce, race problems, poverty, and housing.			
Prerequisite: None			
SOC 203—Marriage and the Family	5	0	5
A study of marriage and family life as a social institution. A sociological approach to premarital and marital relationships, with emphasis placed on problems of the contemporary American family.			
Prerequisite: None			
T-SSC 201—Social Science	3	0	3
An integrated course in social sciences, drawing from the fields of anthropology, psychology, history, and sociology.			
Prerequisite: None			
T-SSC 202—Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.			
Prerequisite: T-SSC 201			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-SSC 205—American Institutions	3	0	3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None

SP-298 SPECIAL PROBLEMS

Elective course in programmed instruction offered through the Learning Laboratory. Student may, with approval from the Learning Lab Coordinator, select a course of pursuit from a variety of subject areas—to include math, English, reading comprehension, science, and subjects of general interest. Credit hours received will depend upon hours in attendance.

WELDING

WLD 1105—Auto Body Welding	0	3	1
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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.

Prerequisite: WLD 1101

WLD 1112—Mechanical Testing and Inspection	1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

Prerequisites: WLD 1120, WLD 1121

WLD 1120—Oxyacetylene Welding and Cutting	3	12	7
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Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None

WLD 1121—Arc Welding	3	12	7
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The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: None

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
WLD 1122—Commercial and Industrial Practices	3	9	6
<p>Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121</p>			
WLD 1123—Inert Gas Welding	1	3	2
<p>Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121</p>			
WLD 1124—Pipe Welding	3	12	7
<p>Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121</p>			
WLD 1125—Certification Practices	3	6	5
<p>This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124</p>			



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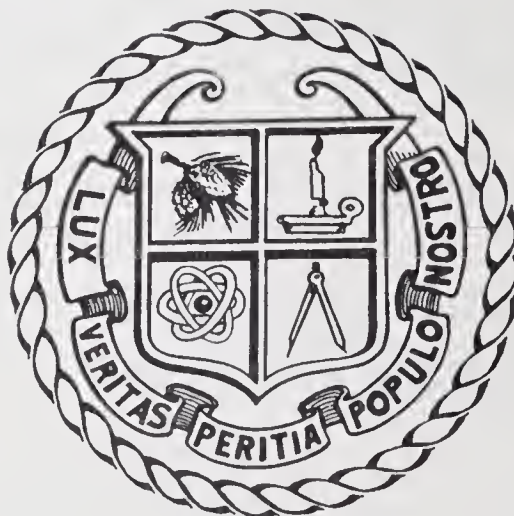
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The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity.

DR. DALLAS HERRING, Chairman
N. C. State Board of Education

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