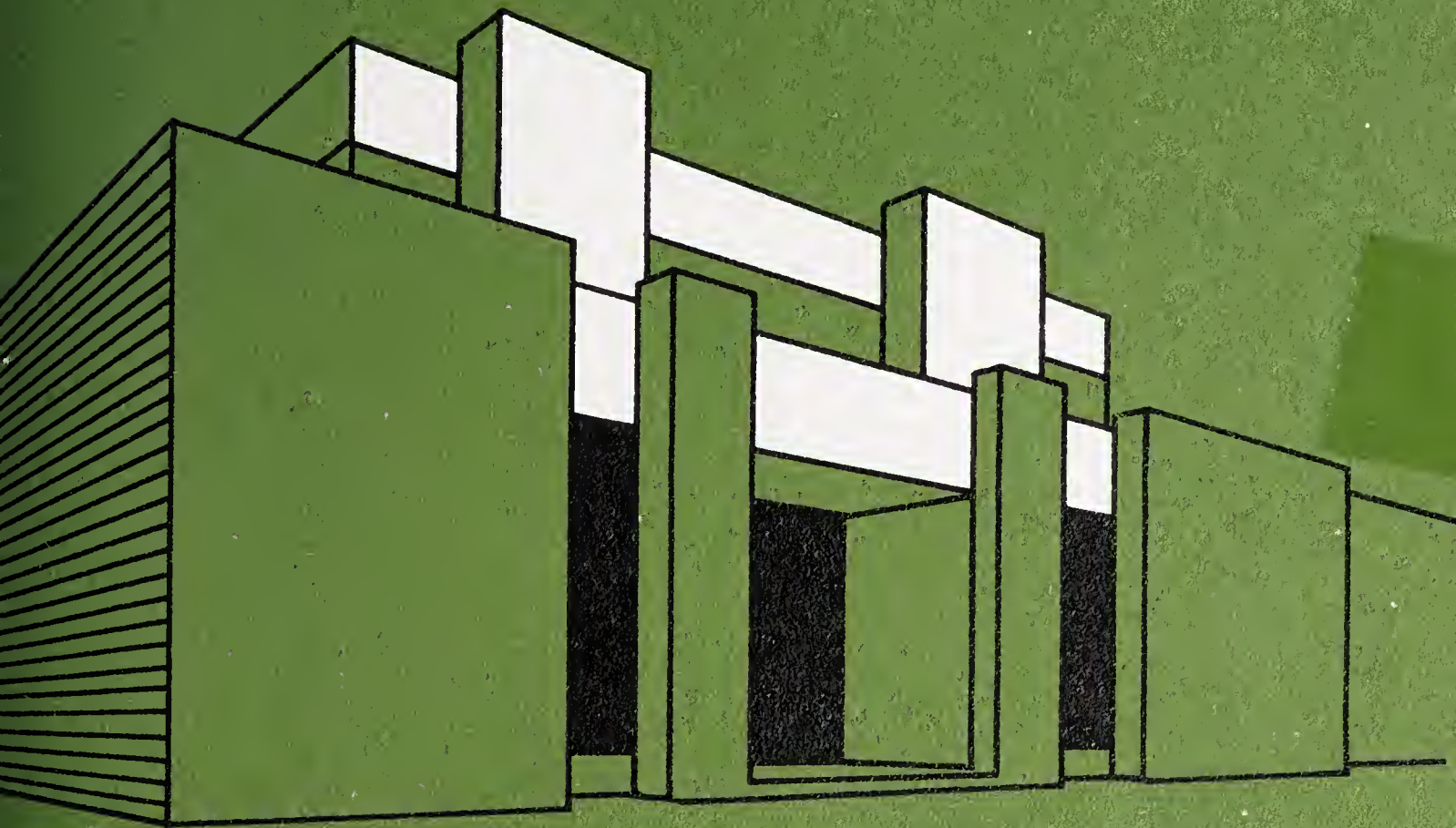


1972 - 1973



**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 as the need exists within the community.
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.
9. To provide an environment which fosters free and open communication among all members of the college community and within the community at large.

C A T A L O G

ANNOUNCEMENT OF COURSES

AND PROGRAMS

FOR

1972 - 1973



COASTAL CAROLINA
COMMUNITY COLLEGE

222 GEORGETOWN ROAD

JACKSONVILLE, NORTH CAROLINA 28540

TELEPHONE: 455-1221

FEBRUARY 1972

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GENERAL INFORMATION



COLLEGE CALENDAR

1972-73

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
- 25 Graduation

FALL QUARTER (55 days)

AUGUST

- 31 Orientation

SEPTEMBER

- 4 Holiday
- 5-6 Registration
- 7 Classes Begin
- 13 Last day to register or add a course
- 27 Last day to withdraw from a class without penalty

NOVEMBER

- 2 Last day to withdraw from a class without grade of F
- 20-21-22 Fall Quarter Final Exams
- 22 Fall Quarter Ends
- 23-24 Thanksgiving Holiday

WINTER QUARTER (55 days)

NOVEMBER

- 30 Registration

DECEMBER

- 1 Registration
- 4 Classes Begin
- 8 Last day to register or add a course
- 18 Holiday Begins (9:30 p.m.)

JANUARY

- 2 Classes resume (8:00 a.m.)
- 5 Last day to withdraw from class without penalty

FEBRUARY

- 10 Last day to withdraw from class without grade of F
- 28 Winter Quarter Final Exams

MARCH

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

SPRING QUARTER (55 days)

MARCH

- 8-9 Registration
- 12 Classes Begin
- 16 Last day to register or add a course
- 30 Last day to withdraw from class without penalty

APRIL

- 20-23 Holiday

MAY

- 9 Last day to withdraw from class without grade of F
- 25-28-29 Spring Quarter Final Exams
- 29 Spring 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 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 approved by the North Carolina Department of Community Colleges and the State Board of Education as specified in Chapter 115-A of the General Statutes of North Carolina. The college is a candidate for membership with the Southern Association of Colleges and Schools and will be visited by a Southern Association team in April 1972 to evaluate the college in preparation for full 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 eighty (80) readers. This year we will have a split campus with study areas on both campuses.

Present library holdings include approximately 11,000 volumes in general, technical and vocational fields. The library subscribes to 250 periodicals. We have 700 reels of microfilm. The library staff consists of two professional librarians, a library assistant, a secretary and student help.

The library also houses the audio-visual equipment.

The library hours are from 8 a.m.-9:30 p.m. Monday through Thursday and 8 a.m.-5 p.m. Friday.

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, and whose high school class has graduated. 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 Dean of Student Affairs.

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 and its suggested freshman and sophomore program in the major field in which he is interested,
3. confers with his faculty advisor or guidance counselor at Coastal Carolina Community College about his transfer plans,
4. confers, either by letter or by personal interview, with an admissions officer at the senior institution for further information about curriculum and transfer regulations,
5. checks with his advisor or counselor a quarter or two before transfer to be certain that all requirements will be met and all regulations observed to the satisfaction of the senior institution.

SCHEDULES OF TUITION AND FEES

RESIDENCE STATUS FOR TUITION PAYMENT

- 1. General:** The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile (legal residence) in North Carolina for at least the twelve months next preceding the date of first enrollment or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said student for in-state tuition.
- 2. Minors:** A minor is any person who has not reached the age of eighteen years. The legal residence of a person under eighteen 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. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by court to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.
- 3. Adults:** An adult is any person who has reached the age of eighteen years. Persons, eighteen or more years of age at the time of first enrollment in an institution of higher education, are responsible for establishing their own domicile. Persons reaching the age of eighteen, whose parents are and have been domiciled in North Carolina for at least the preceding twelve months, retain North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence is abandoned by an adult, maintenance of North Carolina domicile for twelve months as a non-student is required to regain in-state status for tuition payment purposes.
- 4. Married Students:** The legal residence of a wife follows that of her husband, except that a woman currently enrolled as an in-state student in an institution of higher education may continue as a resident even though she marries a nonresident. If the husband is a nonresident and separation or divorce occurs, the woman may qualify for in-state tuition after establishing her domicile in North Carolina for at least twelve months as a non-student.

5. **Military Personnel:** No person shall lose his in-state resident status by serving in the Armed Forces outside of the State of North Carolina. A member of the Armed Forces may obtain in-state residence status for himself, his spouse, or his children after maintaining his **domicile** in North Carolina for at least the twelve months next preceding his or their enrollment or re-enrollment in an institution of higher education in this state.
6. **Aliens:** Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other nonresident.
7. **Property and Taxes:** Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.
8. **Change of Status:** The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:
 - (a) In the case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months and
 - (b) In the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.

9. **Responsibility of Students:** Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Dean of Student Affairs. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Dean of Student Affairs of his circumstance in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

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 (All Programs)	
12 credit hours or more (full-time).....	137.50
Part-time students per quarter hour.....	11.45

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.

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 college transfer student may not enroll for more than eighteen (18) credit hours unless he has the approval of the Dean of Academic 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. See the School Calendar for dates.

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 first fifteen (15) school days, 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 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.

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

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the College at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies. In keeping with these convictions, the following policy has been established.

At the beginning of each course, the instructor will announce his own attendance requirements. It is the responsibility of the student to understand and to abide by these requirements. Each student is accountable for any work missed because of class absence. Instructors, however, are under no obligation to make special arrangements for students who are absent. When class absence seems to be contributing to a student's unsatisfactory work or when the student is not fulfilling the attendance requirements, the instructor will warn the student and report that warning to the Dean of Student Affairs. If a student incurs other absences in a course after having been warned, he may be dropped from the course with a failing grade. When a student has been dropped from a course, he may, with the permission of the Dean of Student Affairs, appeal his case to the Attendance Committee for a final decision.

Veterans Administration regulations require that students who are going to school under the G.I. Bill and who are in a vocational

curriculum must maintain 30 contact hours per week to receive full benefits. G. I. Bill students in the Developmental Studies for Business program must maintain 25 contact hours per week for full benefits.

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 (courses leading to a diploma or degree) 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 required 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—COLLEGE TRANSFER DIVISION

All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is on Academic Probation
1-16	No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
17-32	To Begin Winter Quarter .75	End Winter Quarter 1.50
33-48	To Begin Spring Quarter 1.00	End Spring Quarter 1.85
49-64	To Begin Sophomore Year 1.85	End Fall Quarter 1.95
65-80	To Begin Winter Quarter 1.90	End Winter Quarter 2.00
81-Over	To Begin Spring Quarter 2.00	End Spring Quarter 2.00
	To Graduate—2.00	

TWO-YEAR CURRICULUM—OCCUPATIONAL DIVISION

All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	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—OCCUPATIONAL DIVISION

All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is on Academic Probation
1-15	No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
16-38	To Begin Winter Quarter 1.00	End Winter Quarter 1.50
39-51	To Begin Spring Quarter 1.70	End Spring Quarter 2.00
52+	To Begin Summer Quarter 2.00	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 other 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). Report all tickets to the Business Office. 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. Additional decals may be received in the Business Office.

TRANSCRIPT

One transcript will be sent free of charge upon written request from the student.

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.

CHEATING

Cheating is against the rules of the college.

DISCIPLINARY PROCEDURES

Cases involving misconduct by students will be handled according to the following procedures in order to insure "due process":

1. The person accused will be provided written notice from the disciplinary action committee of the charges against him.
2. The person accused will be provided a hearing by the Disciplinary Action Committee.
3. The person accused may inspect all affidavits, documents, and other evidence to be used against him.
4. The person accused may have the assistance of legal counsel if desired. (This does not mean that such counsel will be provided at public expense.)

RIGHT OF APPEAL

Any student found guilty by any committee or other school authority of violating any provision, regulation or policy of the col-

lege; 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:

Local Scholarships are made available by the following organizations:

- Coastal Carolina Community College Women's Club
- American Business Women's Association
 - Janerion Chapter
 - El Rio Neuvo Chapter
- Jacksonville Business and Professional Women Club
- Onslow County Hospital Auxiliary
- Staff Noncommissioned Officers Wives' Club
- Rotary Club
- Practical Nursing Scholarship
- Onslow County Medical Society
- Carlyle W. Blomme (Civil Tech.)
- Chief Petty Officers Wives' Club
- Ralph Giddings (Civil Tech.)

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 and 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 academic 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. 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 per-

son 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 accepted for a program of study, and then seek counseling from the local Veterans Affairs Officer.

To receive full benefits under the G. I. Bill, the student must carry a full academic load (12 credit hours for college transfer or AAS Degree programs, 30 contact hours per week for vocational programs.)

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 parents' 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.

A literary magazine, **THIS END UP** is published periodically 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 and baseball. Other intercollegiate sports may be organized as interest develops.

INTRAMURAL ACTIVITIES

All intramural activities are under the supervision of the Department of Physical Education and are organized under the direction of an "Intramural Council." Present activities include: touch football, bowling, archery, volleyball, and softball.

CHEERLEADERS

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

THE SPANISH CLUB

The Spanish Club, founded in 1970, is sanctioned by the SGA. Its purpose is to promote fellowship among students of the Spanish language with special emphasis on enhancing familiarity with it and with the traditional customs of the Spanish communities.

HEALTH OCCUPATIONS CLUB

The Health Occupations Club is an interdisciplinary club formed to provide professional growth for each member and to promote

health consciousness in the school and in the community through various projects and activities.

THE ACT ONE CLUB

The Act One Club is the Drama organization whose purpose it is to develop student interest and talent and serve as a showcase for it. Student members meet together regularly, and participate in actual theater productions.



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)	Pre-Science

ASSOCIATE IN APPLIED SCIENCE DEGREE— OCCUPATIONAL DIVISION

Architectural Technology	Electronic Data Processing (Business)
Business Administration	Executive Secretary
Civil Engineering Technology (Surveying)	Legal Secretary
Dental Hygiene	Medical Secretary

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

Air Conditioning and Refrigeration
 Architectural Drafting
 Auto Body Repair
 Automotive Mechanics
 Dental Assistant
 Electrical Installation and Repair
 Masonry
 Practical Nursing
 Radio and Television Servicing
 Welding

DEVELOPMENTAL STUDIES

Developmental Business

CERTIFICATE PROGRAMS— CONTINUING EDUCATION DIVISION

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

COOPERATIVE EDUCATION PROGRAM

Coastal Carolina Community College offers credit for employment through a Cooperative Education Program. This program (Co-op) is a program of education which alternates academic study with supervised work experience in industry, business, government, health, and service agencies. It is a joint venture between the college and an employer in preparing individuals for responsible positions in the world of work.

The student in the academic phase of the program takes the same courses as the regular curriculum student. The work experience phase is planned, progressive and related to the curriculum. The program is supervised by the Director of Cooperative Education and other members of the administration and faculty to assure the proper coordination between the student's job and with the educational program. Students will be given credit for their work experience.

Students are able to apply classroom knowledge to actual work situations and thereby gain greater interest and appreciation for their courses. They are able to work with and observe people of varied backgrounds and disciplines. This enables them to mature more rapidly and to make a more intelligent selection of their field of interest and their career objectives. They learn the value of money and are able to defray a portion of their educational expenses. In many instances, the Co-op student, employed on a temporary basis by a company, decides upon completion of his educational program to become a permanent employee of the cooperating employer.

Interested students should indicate their interest by enrolling in the Co-op Program at the time of registration and contact the Director of Cooperative Education or his designated representative immediately.

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-SCIENCE CURRICULUM

The Pre-Science curriculum is designed for students preparing to transfer to a four-year program requiring a concentration in science (i.e., biology, chemistry, forestry, textiles). Selection of electives in science and mathematics is recommended.

	Quarter Hours	Credit
English 101-102-103		9
History 101-102-103		9
Mathematics 102-103		10
Biology 101-102-103		12
Chemistry 101-102-103		12
Art 101 or Music 101		5
Mathematics 250 or Mathematics 201-202-203		5-15
Foreign Language or Economics 201-202-203		9-18
Physical Education		6
Electives to complete 96 hours		

Students preparing for a program in biology are recommended to take Mathematics 250, while for chemistry, Mathematics 201-202-203 is suggested. Physics will need to be taken at the receiving institution during the junior year. Depending upon the requirements of the senior institution, students will need to choose the option of either a foreign language or economics.

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		10
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		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.

PHYSICAL EDUCATION COLLEGE REQUIREMENT

All full-time, college parallel students twenty-six (26) and under, are required to take two (2) years or six (6) quarter-hour credits of physical education one of which must be PED 101, Physical Conditioning. The only students exempted from this requirement are:

1. Those who are physically unable to meet this requirement and present a written medical exemption from their physician to the college registrar.
2. Those students twenty-seven (27) years of age and over, in which case physical education courses are optional.
3. Active, or discharged service personnel, and married women are required **only one (1) year, or three (3) quarter hours credit.** (PED 101 required.)

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

		Hours Per Week		Quarter Credit Hours
		Class	Lab	
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
T-MAT	101—Technical Mathematics	5	0	5
T-PHY	101—Physics: Properties of Matter	3	2	4
T-ARC	101—Architectural Graphics I	2	6	4
T-ARC	121—Architectural Materials and Methods I	3	3	4
		<u>16</u>	<u>11</u>	<u>20</u>
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
T-MAT	102—Technical Mathematics	5	0	5
T-PHY	104—Physics: Light and Sound	3	2	4
T-ARC	102—Architectural Graphics II	2	6	4
T-ARC	116—Environmental Science I	3	3	4
		<u>16</u>	<u>11</u>	<u>20</u>
THIRD QUARTER				
T-ENG	204—Oral Communications	3	0	3
T-MAT	103—Technical Mathematics	5	0	5
T-ARC	122—Architectural Materials and Methods II	3	3	4
T-ARC	103—Architectural Graphics III	0	9	3
T-CIV	114—Statics	5	0	5
		<u>16</u>	<u>12</u>	<u>20</u>
FOURTH QUARTER				
T-ENG	206—Business Communication	3	0	3
T-CIV	216—Strength of Materials	3	2	4
T-ARC	201—Architectural Graphics IV	2	9	5
T-ARC	211—Architectural Surveying	2	6	4
		<u>10</u>	<u>17</u>	<u>16</u>
FIFTH QUARTER				
	Social Science Elective	3	0	3
T-ARC	202—Architectural Graphics V	2	9	5
T-ARC	233—Office Practice Seminar	2	0	2
T-ARC	235—Codes, Specifications, and Contract Documents	3	3	4
	Elective (Min.)			3
		<u>10</u>	<u>12</u>	<u>17</u>
SIXTH QUARTER				
	Social Science Elective	3	0	3
T-ARC	203—Architectural Graphics VI	2	9	5
T-ARC	230—Construction Estimating and Field Inspecting	3	3	4
	Elective (Min.)			3
		<u>8</u>	<u>12</u>	<u>15</u>

BUSINESS ADMINISTRATION

INTRODUCTION

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.

BUSINESS ADMINISTRATION

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
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
		<u>18</u>	<u>2</u>	<u>19</u>
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
BUS	120—Principles of Accounting	5	2	6
		<u>16</u>	<u>2</u>	<u>17</u>
THIRD QUARTER				
BUS	102—Beginning Typewriting*	2	3	3
T-BUS	116—Business Law	5	0	5
BUS	121—Principles of Accounting	5	2	6
T-ENG	204—Oral Communication	3	0	3
		<u>15</u>	<u>5</u>	<u>17</u>
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing—Business	3	2	4
T-ENG	206—Business Communication	3	0	3
T-BUS	232—Sales Development	3	0	3
BUS	239—Marketing	5	0	5
		<u>14</u>	<u>2</u>	<u>15</u>
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
		<u>16</u>	<u>2</u>	<u>17</u>
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	245—Retailing	3	0	3
T-BUS	272—Principles of Supervision	3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>

*Students may receive credit by successfully passing an examination.

CIVIL ENGINEERING TECHNOLOGY

(Option in Surveying)

INTRODUCTION

PURPOSE OF CURRICULUM

Construction technicians perform many of the planning and supervisory tasks necessary in the construction of highways, bridges, power plants, dams, missile sites, airfields, water and sewage treatment plants, industrial buildings and utilities. In the planning stages of construction they may be engaged in estimating costs, ordering materials, interpreting specifications, computing earthwork cuts and fills and storm drainage requirements, surveying or drafting. Once the actual construction work has begun, many technicians perform supervisory functions. Some may be responsible for seeing that construction activities are performed in proper sequence, and for inspecting the work as it progresses for conformance with blueprints and specifications.

The expanding construction industry needs up-to-date technically trained personnel. The objective of the Civil Technology Program is to train technicians who will work with skilled craftsmen and engineers in performing the various functions included in the broad field of construction. This curriculum provides the necessary basic background and related theory with specific skills needed in the construction field. Basic construction knowledges and skills are supplemented by courses in Communication Skills, Economics, Industrial Organization and Management, and Human Relations.



CIVIL ENGINEERING TECHNOLOGY
(Option in Surveying)

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
T-ENG	101—Grammar	3	0	3
T-MAT	101—Technical Mathematics	5	0	5
T-PHY	101—Physics: Properties of Matter	3	2	4
T-DFT	101—Technical Drafting	0	6	2
T-CIV	101—Surveying	2	6	4
		—	—	—
		13	14	18
 SECOND QUARTER				
T-ENG	102—Composition	3	0	3
T-MAT	102—Technical Mathematics	5	0	5
T-PHY	102—Physics: Work, Power, Energy	3	2	4
T-DFT	102—Technical Drafting	0	6	2
T-CIV	102—Surveying	2	6	4
		—	—	—
		13	14	18
 THIRD QUARTER				
T-ENG	204—Oral Communication	3	0	3
T-MAT	103—Technical Mathematics	5	0	5
T-CIV	114—Statics	5	0	5
T-CIV	103—Surveying	2	6	4
T-CIV	109—Boundary Law	3	0	3
		—	—	—
		18	6	20
 FOURTH QUARTER				
T-ENG	206—Business Communication	3	0	3
T-CIV	211—Topographic Surveying	2	6	4
T-CIV	217—Construction Methods & Equipment....	3	2	4
T-CIV	216—Strength of Materials	3	2	4
T-CIV	223—Codes, Contracts, & Specifications.....	2	0	2
		—	—	—
		13	10	17
 FIFTH QUARTER				
T-CIV	212—Route Surveying	2	6	4
T-CIV	202—Properties of Soils	2	3	3
T-CIV	201—Properties of Engineering Materials....	2	3	3
T-CIV	228—Drainage Structures	2	3	3
	Social Science Elective	3	0	3
		—	—	—
		11	15	16
 SIXTH QUARTER				
T-CIV	229—Subdivision Drainage	3	0	3
T-CIV	213—Advanced Land Surveying	2	6	4
T-CIV	214—Mapping & Subdivision Planning	2	6	4
T-CIV	227—Construction of Road and Pavements	3	2	4
	Social Science Elective	3	0	3
		—	—	—
		13	14	18

DENTAL HYGIENE

The Dental Hygiene Program provides a variety of experiences in classroom, laboratory, and clinical procedures in preparation for the responsibilities of the profession of Dental Hygiene. The dental hygienist is an integral part of the oral health team and her duties include providing preventive care and oral hygiene education to groups and individuals. In addition to being employed in private practice, the dental hygienist may elect to practice in hospitals, institutions, industry, the military services, the Peace Corps, and with further educational qualifications she can enter the field of teaching or service in public health at a local, state, or national level.

The dental hygienist is recognized by law in all of the states and in the District of Columbia and as the national health program expands there will be an increasing need for trained professionals in the field of dental hygiene.

Upon completion of the program, graduates will receive an Associate in Applied Science Degree and will be eligible to make application for the licensing examination given by the North Carolina State Board of Dentistry for practice in North Carolina.

Dental Hygiene applicants must take the Dental Hygiene Aptitude Test sponsored by the American Dental Hygienists' Association and high school credits in chemistry, algebra, and biological sciences are required. Applicants will be interviewed by members of the Dental Hygiene Faculty prior to formal acceptance.



DENTAL HYGIENE

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FIRST QUARTER				
DEN	101—Dental Anatomy I	2	6*	4
DEN	111—Introduction to Dental Hygiene	3	0	3
BIO	121—Human Anatomy and Physiology I	4	2	5
CHE	101—General Chemistry	3	3	4
ENG	101—English Composition	3	0	3
		—	—	—
		15	11	19
SECOND QUARTER				
DEN	102—Dental Anatomy II	2	0	2
DEN	112—Preclinical Dental Hygiene	1	9*	4
BIO	122—Human Anatomy and Physiology II	4	2	5
CHE	102—General Chemistry	3	3	4
DEN	142—Oral Histology and Embryology	2	2	3
ENG	102—English Composition	3	0	3
		—	—	—
		15	16	21
THIRD QUARTER				
BIO	123—Introduction to Microbiology	3	3	4
DEN	113—Introduction to Clinical Dental Hygiene	2	12*	6
DEN	133—Dental Radiology	2	2	3
DEN	123—Periodontia and Preventive Dentistry I	2	0	2
CHE	104—Nutritional Chemistry	3	0	3
		—	—	—
		12	17	18
FOURTH QUARTER				
DEN	214—Clinical Dental Hygiene I	2	12*	6
DEN	254—General and Oral Pathology	2	0	2
DEN	224—Periodontia and Preventive Dentistry II	2	2	3
DEN	234—Dental Materials	2	3*	3
ENG	103—English Composition	3	0	3
		—	—	—
		11	17	17
FIFTH QUARTER				
DEN	215—Clinical Dental Hygiene II	1	12*	5
DEN	255—Introduction to Pharmacology	2	0	2
DEN	225—Community Dentistry I	2	3	3
DEN	235—Dental Health Education	1	2	2
PSY	201—Introduction to Psychology	5	0	5
SPH	201—Fundamentals of Speech	3	0	3
		—	—	—
		14	17	20
SIXTH QUARTER				
DEN	216—Clinical Dental Hygiene III	2	12*	6
DEN	206—Dental Hygiene Seminar	0	3*	1
DEN	226—Community Dentistry II	2	3	3
SOC	201—Introduction to Sociology	5	0	5
PSY	202—Growth and Development	5	0	5
		—	—	—
		14	18	20

*MANIPULATIVE LABORATORY: Involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

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

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FIRST QUARTER				
ECO	201—Principles of Economics	3	0	3
EDP	104—Introduction to Data Processing Systems	5	2	6
T-MAT	106—Electronic Data Processing Mathematics I	5	2	6
T-ENG	101—Grammar	3	0	3
		<u>16</u>	<u>4</u>	<u>18</u>
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	120—Principles of Accounting	5	2	6
T-MAT	107—Electronic Data Processing Mathematics II	5	0	5
EDP	202—Cobol I	2	4	4
		<u>15</u>	<u>6</u>	<u>18</u>
THIRD QUARTER				
T-ENG	206—Business Communication	3	0	3
EDP	210—Cobol II	2	4	4
EDP	105—Assembly Language I	3	4	5
BUS	121—Principles of Accounting	5	2	6
		<u>13</u>	<u>10</u>	<u>18</u>
FOURTH QUARTER				
EDP	201—Assembly Language II	3	4	5
EDP	211—Cobol III	2	4	4
BUS	226—Cost Accounting	5	2	6
MAT	250—Introductory Statistics	4	2	5
		<u>14</u>	<u>12</u>	<u>20</u>
FIFTH QUARTER				
EDP	107—Fortran	2	4	4
EDP	215—Operating Systems	3	2	4
BUS	235—Business Management	5	0	5
T-BUS	115—Business Law	5	0	5
T-PSY	206—Applied Psychology	3	0	3
		<u>18</u>	<u>6</u>	<u>21</u>
SIXTH QUARTER				
EDP	220—Introduction to Systems Analysis	3	2	4
EDP	223—Field Project	2	8	5
EDP	224—Report Program Generator	3	2	4
T-BUS	229—Taxes	3	2	4
		<u>11</u>	<u>14</u>	<u>17</u>

EXECUTIVE SECRETARY

INTRODUCTION

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 assistance 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

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
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-ENG	204—Oral Communication	3	0	3
T-BUS	211—Office Machines	2	2	3
		13	9	17
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing—Business	3	2	4
T-BUS	205—Technical Typewriting	2	3	3
T-ENG	206—Business Communication	3	0	3
T-BUS	206—Dictation & Transcription	3	2	4
		11	7	14
FIFTH QUARTER				
T-BUS	115—Business Law	5	0	5
T-BUS	118—Record Keeping	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	212—Transcription Machines	3	0	3
		15	4	17

*Students may receive credit by successfully passing an examination.

LEGAL SECRETARY

INTRODUCTION

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

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
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	183L—Legal 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	204—Introduction to Data Processing—Business	3	2	4
T-BUS	205—Technical Typewriting	2	3	3
T-ENG	206—Business Communication	3	0	3
T-BUS	206—Dictation & Transcription	3	2	4
		11	7	14
FIFTH QUARTER				
T-BUS	115—Business Law	5	0	5
T-BUS	118—Record Keeping	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	212—Transcription Machines	3	0	3
		15	4	17

*Students may receive credit by successfully passing an examination.

MEDICAL SECRETARY

INTRODUCTION

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.



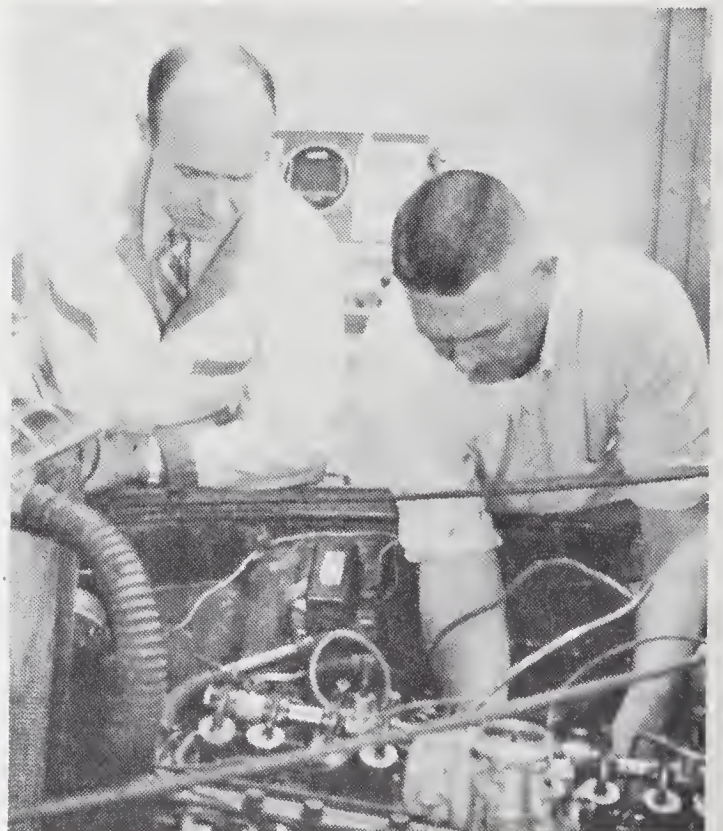
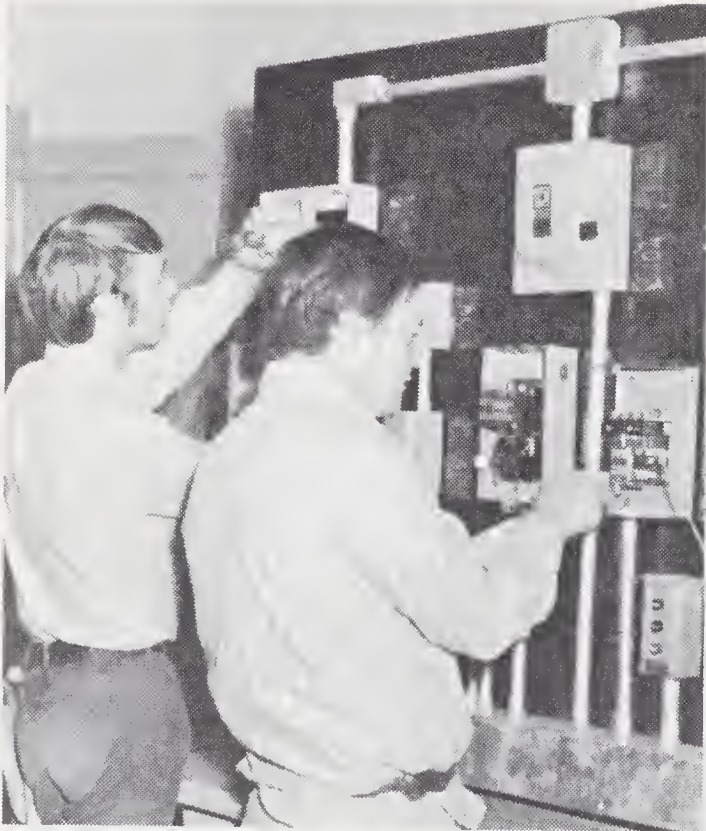
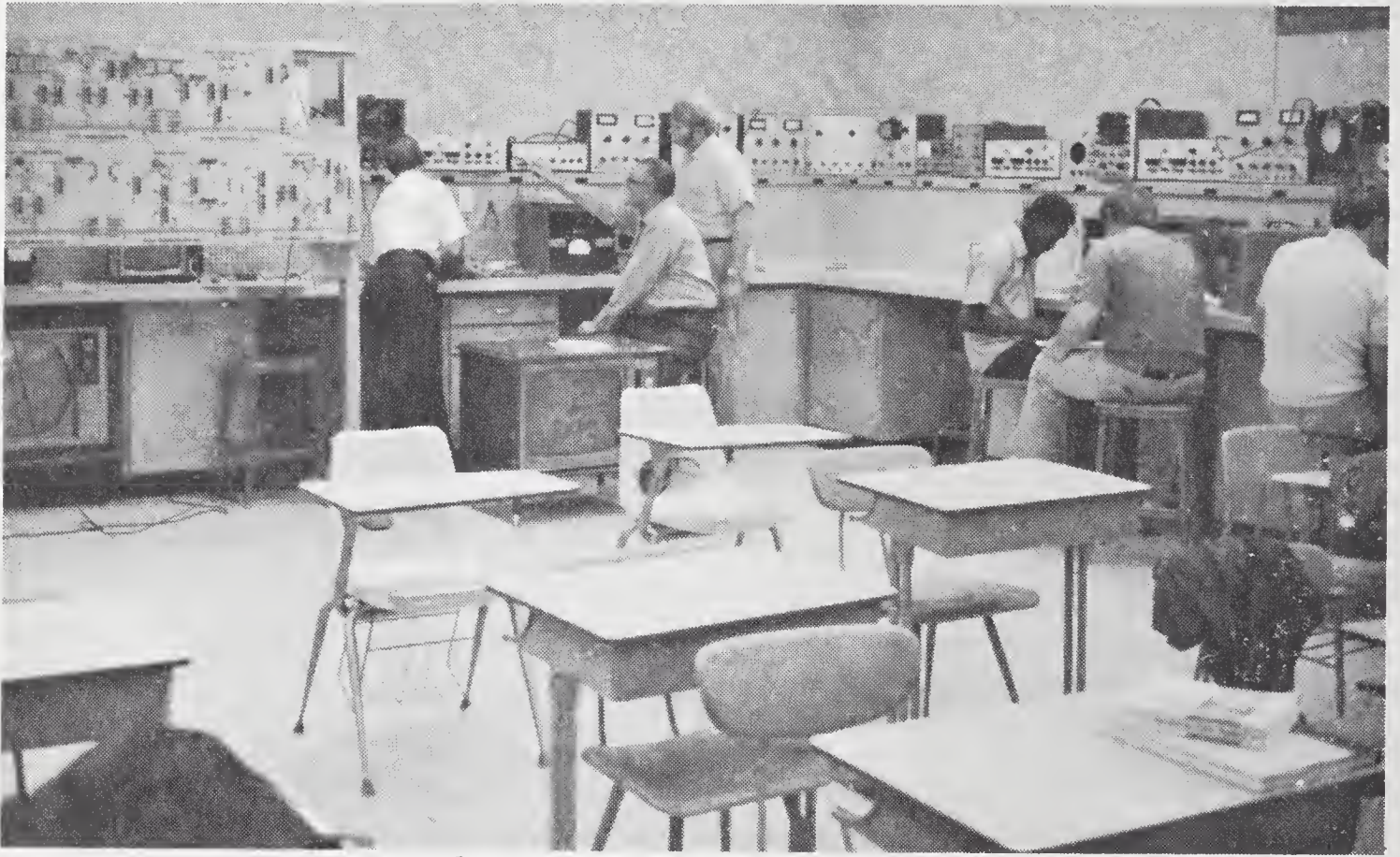
MEDICAL SECRETARY

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
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	204—Introduction to Data Processing—Business	3	2	4
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
		—	—	—
		14	7	17
FIFTH QUARTER				
T-BUS	115—Business Law	5	0	5
T-BUS	118—Record Keeping	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	212—Transcription Machines	3	0	3
		—	—	—
		15	4	17

*Students may receive credit by successfully passing an examination.

DIPLOMA PROGRAMS

OCCUPATIONAL DIVISION



AIR CONDITIONING AND REFRIGERATION

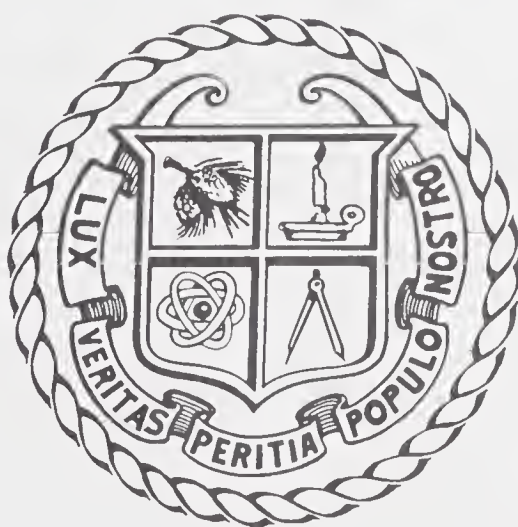
INTRODUCTION

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 & REFRIGERATION

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
MAT	1101—Fundamentals of Mathematics	5	0	5
ENG	1101—Reading Improvement	3	0	3
DFT	1180—Trade Drafting	2	3	3
AHR	1121—Fundamentals of Refrigeration I	5	6	7
PHY	1105—Shop Science I	3	2	4
		—	—	—
		18	11	22
SECOND QUARTER				
MAT	1102—Mathematics	5	0	5
PHY	1106—Shop Science II	3	2	4
AHR	1122—Fundamentals of Refrigeration II	4	6	6
ENG	1102—Business Writing	3	0	3
ELC	1101—Basic Electricity	3	0	3
		—	—	—
		18	8	21
THIRD QUARTER				
AHR	1123—Commercial Refrigeration	3	12	7
AHR	1126—Sheet Metal Layout & Fabrication I	2	4	4
BUS	1103—Small Business Operations	3	0	3
AHR	1128—Control Systems	2	3	3
		—	—	—
		10	19	17
FOURTH QUARTER				
AHR	1124—Winter Air Conditioning I	4	6	6
AHR	1125—Principles of Air Conditioning	5	0	5
AHR	1134—Sheet Metal Layout & Fabrication II	0	6	2
WLD	1180—Basic Welding	2	4	3
		—	—	—
		11	16	16
FIFTH QUARTER				
AHR	1127—Winter Air Conditioning II	4	6	6
AHR	1129—Air Conditioning Shop Practice I	3	6	5
ELC	1114—Electric Motors & Controls	0	6	3
PSY	1101—Human Relations	3	0	3
		—	—	—
		10	18	17
SIXTH QUARTER				
ENG	1103—Communication Skills	3	0	3
AHR	1133—Air Conditioning Shop Practice II	3	6	5
AHR	1131—Absorption Systems	3	3	4
AHR	1135—Electric & Hydronic Systems	3	6	5
		—	—	—
		12	15	17

ARCHITECTURAL DRAFTING

INTRODUCTION

The Architectural Drafting Program offered at Coastal Carolina Community College 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.



ARCHITECTURAL DRAFTING

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FIRST QUARTER			
DFT 1140—Architectural Drafting I	3	15	8
MAT 1103—Geometry	3	0	3
ENG 1101—Reading Improvement	3	0	3
DFT 1144—Building Materials & Methods	3	2	4
	12	17	18
SECOND QUARTER			
DFT 1141—Architectural Drafting II	3	12	7
MAT 1102—Mathematics	5	0	5
ENG 1102—Business Writing	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	3	0	3
PHY 1102—Applied Science	3	2	4
DFT 1145—Codes, Contracts & Specifications	3	2	4
	12	16	18
FOURTH QUARTER			
DFT 1147—Architectural Drafting IV	3	12	7
CIV 1101—Construction Surveying	2	3	3
ENG 1103—Communication Skills	3	0	3
DFT 1148—Office Practice Seminar	3	0	3
DFT 1146—Construction Estimating and Field Inspection	3	2	4
	14	17	20

AUTO BODY REPAIR

The field of automotive body repair and painting needs many 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 and Fender 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. 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, fit and install glass. They are required to remove and install interior trim; install headlinings and seat covers; and replace fabric tops of vehicles. 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

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
AUT	1111—Auto Body Repair I	3	15	8
WLD	1101—Basic Gas Welding	1	3	2
MAT	1101—Fundamentals of Mathematics	5	0	5
ENG	1101—Reading Improvement	3	0	3
		<u>12</u>	<u>18</u>	<u>18</u>
SECOND QUARTER				
AUT	1112—Auto Body Repair II	5	18	11
WLD	1105—Auto Body Welding	1	3	2
PSY	1101—Human Relations	3	0	3
		<u>9</u>	<u>21</u>	<u>16</u>
THIRD QUARTER				
BUS	1103—Small Business Operations	3	0	3
AUT	1113—Metal Finishing & Painting	3	12	7
AUT	1115—Trim, Glass & Upholstery	1	6	3
AHR	1101—Automotive Air Conditioning	2	3	3
		<u>9</u>	<u>21</u>	<u>16</u>
FOURTH QUARTER				
AUT	1114—Body Shop Applications	3	15	8
PME	1122—Chassis & Suspension Systems	3	9	6
(Auto Body)		<u>6</u>	<u>24</u>	<u>14</u>

AUTOMOTIVE MECHANICS

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

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 and buses powered by a variety of internal combustion engines. 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 diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of 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 to assist in analysis, disassembly and assembly of component parts.

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, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually, such specialists have had "all-around" training in general automotive repair.

AUTOMOTIVE MECHANICS

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
MAT	1101—Fundamentals of Mathematics	5	0	5
ENG	1101—Reading Improvement	3	0	3
PME	1101—Internal Combustion Engines	3	15	8
DFT	1101—Schematics and Diagrams	3	2	4
		—	—	—
		14	17	20
SECOND QUARTER				
MAT	1102—Mathematics	5	0	5
PHY	1105—Shop Science I	3	2	4
PME	1102—Engine Electrical and Fuel Systems.....	5	12	9
WLD	1129—Basic Welding	2	4	3
		—	—	—
		15	18	21
THIRD QUARTER				
PHY	1106—Shop Science II	3	2	4
AUT	1123—Brakes, Chassis and Suspension Systems	3	12	7
AHR	1101—Automotive Air Conditioning	2	3	3
ENG	1102—Business Writing	3	0	3
		—	—	—
		11	17	17
FOURTH QUARTER				
AUT	1124—Automotive Power Train Systems	3	12	7
AUT	1125—Auto Servicing I	3	9	6
BUS	1103—Small Business Operations	3	0	3
		—	—	—
		9	21	16
FIFTH QUARTER				
PME	1202—Auto Electrical/Electronics	3	6	5
PME	1203—Automotive Engine Tune-Up	4	9	7
MEC	1100—Machine Shop: Basic	2	6	4
		—	—	—
		9	21	16
SIXTH QUARTER				
PME	1224—Advanced Automatic Transmissions	3	12	7
PME	1221—Front Suspension, Alignment and Power Steering	1	6	3
PME	1226—Automobile Servicing II or Elective.....	2	6	4
		—	—	—
		6	24	14

NOTE: A diploma may be awarded for the successful completion of a **Four-Quarter Program**.

Co-op Summer Work (PME 1184) may be arranged for students who are pursuing the Six-Quarter Program.

A diploma may be awarded for the successful completion of a **Six-Quarter Program**.

DENTAL ASSISTANT

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.

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

FIRST QUARTER	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 1001—Introduction to Dental Assisting	2	0	2
DEN 1002—Dental Materials	3	9	6
DEN 1003—Dental Anatomy	1	2	2
BIO 1101—Preclinical—Microbiology & Gross Anatomy & Physiology	2	2	3
ENG 1102—Business Writing	3	0	3
BUS* 102—Beginning Typewriting	2	3	3
	<u>13</u>	<u>16</u>	<u>19</u>
SECOND QUARTER			
DEN 1004—Preclinical Sciences	4	0	4
DEN 1005—Dental Accounting	3	2	4
DEN 1006—Clinical Procedures I	3	6	5
DEN 1012—Dental Roentgenology	2	6	4
ENG 1103—Communication Skills	3	0	3
	<u>15</u>	<u>14</u>	<u>20</u>
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
	<u>9</u>	<u>23</u>	<u>17</u>
FOURTH QUARTER			
DEN 1010—Dental Office Practice II	0	21	7
DEN 1011—Dental Assistant Seminar	2	0	2
PSY 1101—Human Relations	3	0	3
	<u>5</u>	<u>21</u>	<u>12</u>

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

ELECTRICAL INSTALLATION AND MAINTENANCE

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.

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 MAINTENANCE

FIRST QUARTER		Hours Per Week		Quarter Hours Credit
		Class	Lab	
ELC	1112—Electrical Theory	5	9	8
ELC	1127—Electrical Materials & Tools	0	3	1
ENG	1101—Reading Improvement	3	0	3
MAT	1115—Electrical Mathematics	5	0	5
PHY	1105—Shop Science I	3	2	4
		<u>16</u>	<u>14</u>	<u>21</u>
SECOND QUARTER				
ELC	1126—National Electrical Code	2	4	4
DFT	1109—Electrical Blueprints & Layouts	3	0	1
ELC	1124A —Residential Wiring	5	6	5
ENG	1102—Business Writing	3	0	3
PHY	1106—Shop Science II	3	2	4
		<u>20</u>	<u>8</u>	<u>17</u>
THIRD QUARTER				
ELC	1124B —Residential Installations	2	6	4
PSY	1101—Human Relations	3	0	3
ELC	1113—Electric Motors & Controls	3	9	6
ELC	1125A —Commercial Installations	3	3	4
		<u>11</u>	<u>18</u>	<u>17</u>
FOURTH QUARTER				
ELC	1128B —Commercial Installations	8	15	13
ELC	1129—Industrial Installations	3	6	5
BUS	1103—Small Business Operations	3	0	3
		<u>14</u>	<u>21</u>	<u>21</u>

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.

FIRST QUARTER	Hours Per Week		Quarter
	Class	Lab	Hours Credit
MAS 1101—Bricklaying	5	15	10
MAT 1101—Fundamentals of Mathematics	5	0	5
DFT 1110—Blueprint Reading: Building Trades.....	0	3	1
	<u>10</u>	<u>18</u>	<u>16</u>
SECOND QUARTER			
MAS 1102—Bricklaying	5	15	10
MAT 1112—Building Trades Mathematics	3	0	3
DFT 1111—Blueprint Reading & Sketching	0	3	1
	<u>8</u>	<u>18</u>	<u>14</u>
THIRD QUARTER			
MAS 1103—General Masonry	5	15	10
MAS 1113—Masonry Estimating	3	3	4
DFT 1112—Blueprint Reading & Sketching.....	0	3	1
	<u>8</u>	<u>21</u>	<u>15</u>

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

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 incorpo-

rates 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*	Per Week 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	<u>1518</u>

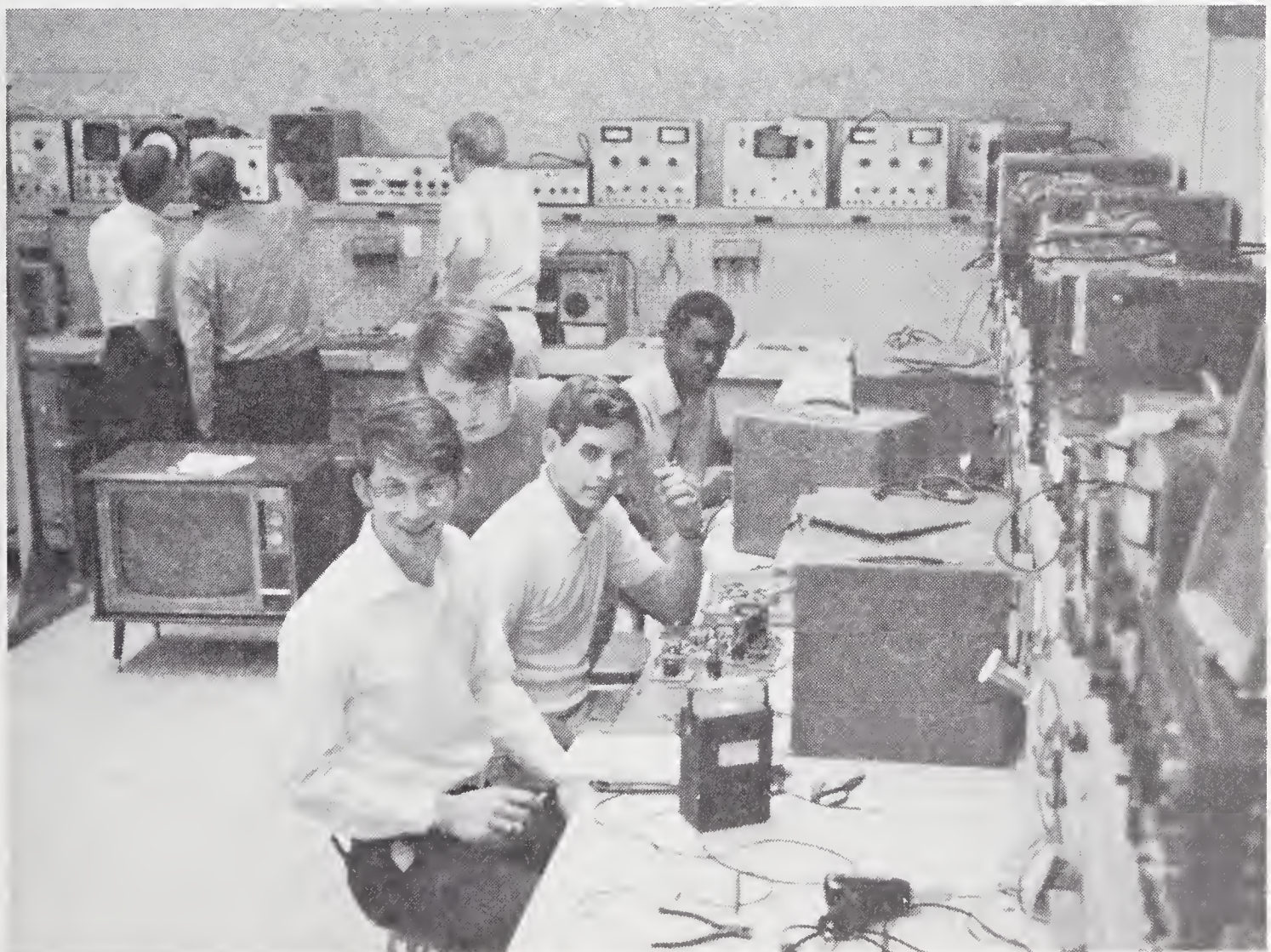
RADIO AND TELEVISION SERVICING

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 Per Week		Quarter Credit Hours
	Class	Lab	
FIRST QUARTER			
MAT 1115—Electrical Mathematics	5	0	5
ENG 1101—Reading Improvement	3	0	3
ELN 1112—Direct and Alternating Current	5	15	10
	13	15	18
SECOND QUARTER			
MAT 1116—Electrical Mathematics	5	0	5
ENG 1102—Business Writing	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
	13	15	18

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 Per Week		Quarter Credit Hours
	Class	Lab	
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—Business Writing	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>

DEVELOPMENTAL BUSINESS

INTRODUCTION

The Developmental Business Program is an integrated, student-centered program of instruction designed to increase the likelihood of success for students who enter this institute with academic deficiencies. The goal of this program is to develop academic ability of every entering student to the extent that he has an average likelihood of success in one of the regular business curricula areas.

Students are initially assigned to courses appropriate to their desires, to their tested abilities, and as deemed proper by their counselors. As each student progresses, he is permitted to develop at his own speed, in classes which are within his level of competence.

As the individual student displays sufficient competence in an area of study he is guided to the next higher level of study, that is, into a study which holds challenge for the student and which will contribute to his academic, technical, or vocational development.

Each student is encouraged to progress to his utmost capability, and upon completion of the program is permitted to select a curriculum consistent with his proved performance.

The Developmental Business courses combine academic courses and laboratory/shop instruction to provide students with integrated theory—procedures and practical applicatory understanding of the subject matter requisite to regular curricular success.

Students may spend from one quarter to three quarters, or more, in the Developmental Business Program. However, normally, the student will stay in the program for three quarters (one academic year).

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
ENG	93—Reading and Vocabulary I	5	0	5
MAT	93—Mathematics I	5	0	5
BUS	94—Bookkeeping I	3	2	4
BUS	95—General Business	3	2	4
		—	—	—
		16	4	18
SECOND QUARTER				
ENG	94—Reading and Vocabulary II	5	0	5
MAT	94—Mathematics II	5	0	5
BUS	98—Bookkeeping II	3	2	4
BUS	97—Economics I	5	0	5
		—	—	—
		18	2	19
THIRD QUARTER				
ENG	95—Composition and Grammar	5	0	5
MAT	95—Mathematics III	5	0	5
BUS	91—Business Machines	3	2	4
BUS	99—Economics II	5	0	5
		—	—	—
		18	2	19

ADULT-EXTENSION EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

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 Programs 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 in 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) per-cent 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, and etc., 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 Community Colleges.

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

A. GENERAL ADULT EDUCATIONAL PROGRAMS:

GA-1- 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.

GA-2- 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 course required for completion are:

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

Electives to bring total units to sixteen (16)

Grades nine (9) through twelve (12)

The student 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 being 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.

High School 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 High School Classes: Classes are held on-campus or at the on-campus 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 Examination: 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. For information contact the office of the Dean of Student Personnel.

GA-3- 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 Seminars

and any others

GA-4- 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 Stenoscrypt	Investments (Stocks, Bonds, and Mutual Funds)
Bookkeeping	and others
Business Correspondence	

GA-5- 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

GA-6- 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 the courses offered by the College are the following:

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

GA-7- 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)	

GA-8- 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

GA-9- 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	

GA-10-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

GA-11-FAMILY LIFE PROGRAMS

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

GA-12-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

GA-13-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

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 re-training 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.

OE-1-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

OE-2-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

OE-3-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.

OE-4-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

OE-5-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

OE-6-FIRE SERVICE TRAINING

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fight-

ing 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

OE-7-FISHERIES TRAINING

Net Mending	Crab Picking
Marine Engine	And Others
Outboard Engine	

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 re-teaches.

The Laboratory is open during the day, Monday through Friday and Monday through Thursday evenings so students may study several hours a day or night. It is located on-campus and located in Bldg. No. 11, Camp Lejeune.

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

For information about either the campus laboratory or the laboratory at Camp Lejeune, call the laboratory coordinator at either the college or the base.

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 Arts Series	Musical Programs
and many others	

NORTH CAROLINA APPROVED DRIVING SCHOOL

Coastal Carolina Community College offers a complete Driving School to all individuals in the Onslow County service area. The school takes the non-drivers through 33 hours of comprehensive classroom work and 18 hours in-the-car driving.

For further information about the Driving School call, Dean of Continuing Education.

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 identified 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 preparatory or developmental 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.



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

ARCHITECTURAL TECHNOLOGY

T-ARC 101—Architectural Graphics I	2	6	4
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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, 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

T-ARC 102—Architectural Graphics II	2	6	4
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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: T-ARC 101

T-ARC 103—Architectural Graphics III	0	9	3
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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.

Prerequisites: T-ARC 102, T-ARC 116, T-ARC 121

T-ARC 116—Environmental Science I	3	3	4
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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.

Prerequisites: T-ARC 102 and T-ARC 122

T-ARC 121—Architectural Materials & Methods I	3	3	4
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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.

Prerequisite: None

T-ARC 122—Architectural Materials & Methods II	3	3	4
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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.

Prerequisite: T-ARC 121

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ARC 201—Architectural Graphics IV	2	9	5
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.			
Prerequisite: T-ARC 103			
T-ARC 202—Architectural Graphics V	2	9	5
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.			
Prerequisite: T-ARC 201			
T-ARC 203—Architectural Graphics VI	2	9	5
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 assignments. 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.			
Prerequisites: T-ARC 202, T-CIV 101			
T-ARC 211—Architectural Surveying	2	6	4
Basic instruments 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.			
Prerequisite: T-MAT 102			
T-ARC 230—Construction Estimating and Field Inspecting	3	3	4
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: T-ARC 235			
T-ARC 233—Office Practice Seminar	2	0	2
A study of the professional relationship of the architectural firm in relation of 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.			
Prerequisite: None			
T-ARC 235—Codes, Specifications and Contract Documents	3	3	4
A study of building codes and their effect in relation of 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.			
Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

AIR CONDITIONING & REFRIGERATION

AHR 1101—Automotive Air Conditioning	2	3	3
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General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.

Prerequisite: None

AHR 1121—Fundamentals of Refrigeration I	5	6	7
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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	4	6	6
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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
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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.

Prerequisites: AHR 1122, PHY 1105

AHR 1124—Winter Air Conditioning I	4	6	6
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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

AHR 1125—Principles of Air Conditioning	5	0	5
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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.

Prerequisite: AHR 1123

AHR 1126—Sheet Metal Layout & Fabrication I	2	4	4
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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

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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	2	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 troubleshooting; sheet metal duct fabrication and installation; also duct insulation materials and procedures. Prerequisites: AHR 1123, AHR 1126			
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 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 Layout & Fabrication II	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—Electric & Hydronic Systems	3	6	5
To give a practical and working knowledge (at a helpers level) of electric, steam, hot and chilled water systems. Theory of operations, proper installation and servicing procedures, controls and piping. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AUTO BODY REPAIR AND AUTOMOTIVE MECHANICS			
AUT 1111—Auto Body Repair I	3	15	8
Basic principles of automobile construction, design and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools, formation of sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning and painting of damaged parts. Prerequisite: None			
AUT 1112—Auto Body Repair II	5	18	11
Development of skills to shrink stretched metal, filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicle. Prerequisites: AUT 1111, WLD 1101, MAT 1101, ENG 1101			
AUT 1113—Metal Finishing and Painting	3	12	7
A continuation of all phases of instruction covered in AUT 1111 and AUT 1112, making the instruction as realistic as possible by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, technique of use, color matching and paint problems. Also included in this quarter is AUT 1115, a course in automotive glass and trim. Prerequisites: AUT 1112, WLD 1105			
AUT 1114—Body Shop Applications	3	15	8
General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front end alignment. The student applies all phases of training such as writing estimates, parts ordering, repairs and refinishing of projects. Prerequisites: AUT 1113, AUT 1115, BUS 1103			
AUT 1115—Trim, Glass and Upholstery	1	6	3
Familiarization of various methods of attaching and removing trim, glass and hardware. Instruction in proper installation and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery. This course is taught in conjunction with AUT 1113. Prerequisite: AUT 1112			
AUT 1123—Brakes, Chassis and Suspension Systems	3	12	7
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. Prerequisite: None			
AUT 1124—Automotive Power Train Systems	3	12	7
Principles and functions of automotive power train systems: clutches, transmission gears, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AUT 1125—Auto Servicing I	3	9	6
<p>Emphasis is on the shop procedures necessary in “troubleshooting” the various component systems of the automobile. “Troubleshooting” of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisites: PME 1102, AUT 1123</p>			
PME 1101—Internal Combustion Engines	3	15	8
<p>Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None</p>			
PME 1102—Engine Electrical and Fuel Systems	5	12	9
<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 systems. Prerequisite: None</p>			
PME 1122—Chassis & Suspension Systems	3	9	6
<p>Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. Prerequisite: None</p>			
PME 1202—Auto Electrical/Electronics	3	6	5
<p>A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile. Prerequisite: PME 1102</p>			
PME 1203—Automotive Engine Tune-Up	4	9	7
<p>This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits. Prerequisite: PME 1102</p>			
PME 1221—Front Suspension, Alignment and Power Steering	1	6	3
<p>Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced. Prerequisite: AUT 1123</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PME 1224—Advanced Automatic Transmissions	3	12	7

This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and “troubleshooting” procedures and repair of various types of automatic transmissions.

Prerequisite: AUT 1124

PME 1226—Automobile Servicing II	2	6	4
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Emphasis is placed on “troubleshooting” and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.

Prerequisite: AUT 1125



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
BUSINESS			
BUS 91—Business Machines	3	2	4
A general survey of the business and office machines. Students will receive an introduction to and training in techniques, processes, operation and application of the ten-key adding machines and calculators. If a grade of B is achieved credit may be granted for T-BUS 110, with recommendation of the instructor.			
BUS 94—Bookkeeping I	3	2	4
A study of the basic bookkeeping cycle. Begins with the starting of a bookkeeping system, covers the basic elements, the bookkeeping equation, the journalizing of transactions, the ledger, worksheet, financial statements and the closing of the ledger.			
BUS 95—General Business	3	2	4
A study to help students become more competent in making economic choices and using business services; to develop desirable economic attitudes: willingness to assure responsibilities; awareness of personal obligations to others and appreciation of the role of the individual in business and government; to sharpen basic business skills, to develop an understanding of business occupations and to provide a basis for further study in business.			
BUS 97—Economics I	5	0	5
A study of the basic concepts, principles, terminology and philosophy of economics from both a social and political view point.			
BUS 98—Bookkeeping II	3	2	4
A study of the bookkeeping cycle with special journals and subsidiary ledgers.			
BUS 99—Economics II	5	0	5
A continuation of BUS 97 with emphasis on current issues.			
BUS 101—Introduction to Business	5	0	5
A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management. Prerequisite: None			
BUS 102—Beginning Typewriting	2	3	3
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. Prerequisite: None			

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, rotary calculators, printing calculators, and electronic calculators.</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>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-BUS 115—Business Law	5	0	5
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None			
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			
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 110 or 111, or equivalent			
T-BUS 118—Record Keeping	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: None			
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			
T-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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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 stenographic 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, and duplicating equipment. Prerequisite: BUS 104			
T-BUS 212—Transcribing Machines	3	0	3
Students will receive training in the operation of dictating and transcribing machines. Prerequisite: BUS 104			
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. Prerequisites: T-BUS 205, T-BUS 206			
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. Prerequisite: None			
BUS 226—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: BUS 121			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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: None			
T-BUS 232—Sales Development	3	0	3
The student will identify and define buying motives and the techniques of making a sale. He will also identify the characteristics associated with successful salesmen. Prerequisite: None			
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 245—Retailing	3	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends. 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			
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			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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			
EDP 104—Introduction to Data Processing Systems	5	2	6
Punched card concepts; unit-record machines' principles and procedures; introduction to electronic digital computers with their connected input-output devices; binary and hexadecimal number concepts; and an introduction to flow-charting. Prerequisite to all other programmings with the exception of those students with computer programming (or other relevant) experience and permission of the instructor.			
EDP 105—Assembly Language I	3	4	5
Computer data formats utilizing DC's and DS's; Base-displacement addressing of core storage; the 5 basic instruction formats; integer binary arithmetic; binary arithmetic with rounding; data movement instructions; data translation instructions; branch instructions; input-output instructions (macros); writing of print programs utilizing the card reader and the printer. Prerequisites are either EDP 104 or previous programming experience and the instructor's permission.			
EDP 107—Fortran	2	4	4
Analysis of equations and translation to Fortran statements; simple REAL and INTEGER formats; unconditional branches to statement numbers; logical "IF"—statements; explanation of "free" Input-Output statements available only in WATFIV ; explicit and implicit declarations; DO -loops; arrays and subscripting; advanced input-output utilizing the " FORMAT "—statement. This course utilizes the WATFIV compiler. Prerequisites are EDP 104 and T-MAT 106 Electronic Data Processing—Mathematics I. Practical programming experience may be accepted by the instructor in lieu of EDP 104.			
EDP 201—Assembly Language II	3	4	5
Packed-decimal arithmetic; use of ED and EDMK instructions to make output numeric data more readable; loop programming (utilizing BCT , BCTR , BXH , and BXLE); indexing; logical operations (AND , OR , and			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<p>EXCLUSIVE-OR instructions); programming appropriate problems with extensive use of core dumps.</p> <p>Prerequisite is either EDP 105 or appropriate programming experience with IBM's Assembly Language and permission of the instructor.</p>			
EDP 202—Cobol I	2	4	4
<p>This course teaches the basic elements necessary to code programs using sequential data sets (only). The Data Division is treated rigorously. By the end of the course the students write a print-problem involving several control breaks.</p> <p>Prerequisite is EDP 104 or previous programming experience and the instructor's permission.</p>			
T-EDP 204—Introduction to Data Processing—Business	3	2	4
<p>An overview of the field of electronic data processing. Major topics include historical development, unit record, number systems, basic input-output operations, flow-charting, and an introduction to computer programming.</p> <p>Prerequisite: None</p>			
EDP 210—Cobol II	2	4	4
<p>Table handling; Reading of sequential and indexed-sequential data sets (on IBM disk pack); File maintenance problem; and SORT-verb.</p> <p>NOTE: This course emphasizes program writing and debugging by the students.</p> <p>Prerequisite is EDP 202 (Cobol I) or appropriate programming experience in Cobol and the instructor's permission.</p>			
EDP 211—Cobol III	2	4	4
<p>Extensive programming practice in Cobol designed to develop in the prospective programmer facility in coding and debugging Cobol-programs.</p> <p>Prerequisite is EDP 202 (COBOL I) and EDP 210 (COBOL II) or appropriate programming experience in COBOL and the instructor's permission.</p>			
EDP 215—Operating Systems	3	2	4
<p>General introduction to Job Control Language (JCL); thorough coverage of the JOB, EXEC, and DD cards in JCL; advanced options available through use of LINKAGE EDITOR; Direct Access storage devices and organization methods; introduction to utilization of the UTILITIES.</p> <p>Prerequisite is either EDP 201 (Assembly Language II) or EDP 210 (COBOL II).</p> <p>This course must be completed satisfactorily before the student may undertake the Field Project (EDP 223).</p>			
EDP 220—Introduction to Systems Analysis	3	2	4
<p>Who a systems analyst is and what he does; Tools of systems analysis; Standards; File design; Program specification and testing; Feasibility studies; System implementation;</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<p>Controls and security; Application packages; and Management information systems (MIS). Prerequisites are one year of accounting and either: (a) one quarter of any business-oriented computer language; or (b) EDP 104 (or the equivalent) and the instructor's permission.</p>			
EDP 223—Field Project	2	8	5
<p>Students are assigned practical-level problems, which they are expected to program and de-bug in a professional manner. Properly supervised commercial programming work can be used here with the instructor's permission. Normally student will use COBOL in their programs, but special arrangements will be made when possible for students desiring to utilize other languages (such as Assembly Language or Fortran IV Language). Prerequisites are Operating Systems EDP 215, and the courses that taught the computer language the student desires to use. NOTE: For those with special needs, special arrangements may be considered. Such students should contact their advisor about this at least one month before they intend to take EDP 223.</p>			
EDP 224—Report Program Generator (RPG)	3	2	4
<p>File Description Specifications sheet; Input Specifications sheet; Output Specifications sheet; Introduction to Calculation Specifications sheet; Use of control breaks; Thorough coverage of the Calculation Spec sheet; Matching with 2 input files (sequential); Table look-up utilizing the File Extension Specification sheet; and Appropriate programming assignments. Prerequisite is EDP 104 or previous programming experience and consent of the instructor.</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
CIVIL—SURVEYING			
T-CIV 101—Surveying	2	6	4
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys. Prerequisite: None			
T-CIV 102—Surveying	2	6	4
Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping. Prerequisite: T-CIV 101 Corequisites: T-MAT 102, T-DFT 102			
T-CIV 103—Surveying	2	6	4
Route surveys by ground and aerial methods; simple, compound, reverse, parabolic and spiral curves; geometric design of highways; highway surveys and plants, including mass diagrams. Prerequisite: T-CIV 102 Corequisite: T-MAT 103			
T-CIV 109—Boundary Law	3	0	3
The study of the North Carolina state statutes regarding the practice of surveying, laws pertaining to riparian rights, adverse possession and preparation of abstracts. Corequisite: T-CIV 103 or by permission of instructor			
T-CIV 114—Statics	5	0	5
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, centroids, and moment of inertia. Prerequisite: T-MAT 102			
T-CIV 201—Properties of Engineering Materials	2	3	3
Study and testing of the properties of ferrous and nonferrous metals, timber, stone, clay products, bituminous cementing materials; load and strain measurements; behavior of materials under load; qualities other than strength; control of the properties of the materials; non-destructive tests. Prerequisites: T-PHY 101, and T-CIV 216			
T-CIV 202—Properties of Soils	2	3	3
Study of soil types and their physical properties; mechanical analysis and tests of soils; techniques of subsurface investigations; earth pressure theories; bearing capacity; stability of slopes; hydrostatics of ground water; methods of compaction and consolidation. Prerequisite: T-CIV 216			
T-CIV 211—Topographic Surveying	2	6	4
The practice of methods of making topographic surveys with conventional instruments to include the plane table. The use of photography for mapping purposes. The production of photo-maps, and the methods of ground control in aerial surveys. Applied field problems are included. Prerequisite: T-CIV 103			
T-CIV 212—Route Surveying	2	6	4
Advanced study in the laying out of railroads, highways, and canals with a concentration in grade and slope staking, spiral curves, superelevation. Applied field problems will be laid out. Prerequisite: T-CIV 211			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
T-CIV 213—Advanced Land Surveying	2	6	4
Theories and practices of land surveying, sub-divisions, filing and recording deeds, tying surveys to the N. C. Co-ordinate System, triangulation and astronomic observations. Field demonstrations and surveys performed with many modern types of survey instruments. Prerequisite: T-CIV 212			
T-CIV 214—Mapping and Sub-division Planning	2	6	4
Mapping principles and their applications in producing topographic, land, hydrographic, and photographic maps and their use in sub-division planning. Field trips will be made to various sub-division sites and to city and county planning offices. Prerequisite: T-DFT 102			
T-CIV 216—Strength of Materials	3	2	4
Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses. Prerequisites: T-CIV 114, T-MAT 103			
T-CIV 217—Construction Methods & Equipment	3	2	4
Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips. Prerequisites: T-DFT 102 or by permission of instructor			
T-CIV 223—Codes, Contracts, & Specifications	3	0	2
Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification. Corequisite: T-CIV 117 or by permission of instructor			
T-CIV 227—Construction of Roads and Pavements	3	2	4
Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, drainage, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips. Prerequisites: T-CIV 217, T-CIV 212, T-CIV 202			
T-CIV 228—Drainage Structures	2	3	3
The application of basic hydraulics principles of engineering problems in the collection, distribution and disposal of water and wastes. Laboratory work will involve solving realistic problems. Prerequisites: T-DFT 102, T-CIV 211 or by permission of instructor			
T-CIV 229—Subdivision Drainage	3	0	3
The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention is given to the problems of draining urban residential areas. Prerequisite: T-CIV 228 or by permission of instructor Corequisite: T-CIV 214			
CIV 1101—Construction Surveying	2	3	3
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. Prerequisite: MAT 1104 Co-requisite: DFT 1147			

DENTAL HYGIENE

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 101—Dental Anatomy I	2	6*	4
Basic knowledge of the anatomy, nomenclature, arrangement and minute structure of the human dentition and all supporting structures including a detailed study of deciduous and permanent teeth. Laboratory experiences include drawing, graphic representations and carving selected teeth to correct dimensions. The use of plaster models articulated for orientation will be included.			
Prerequisite: None			
DEN 102—Dental Anatomy II	2	0	2
Continuation of DEN 101 with emphasis on organs, tissues, muscles of mastication and speech, occlusion, and application to dental hygiene practice.			
Prerequisite: None			
DEN 111—Introduction to Dental Hygiene	3	0	3
A composite course designed to acquaint the first year students with the content of the dental hygiene curriculum, relation of courses of study to the practice of dental hygiene, the professional responsibilities of the hygienist and her relation to the dental health team, including personal factors of health and appearance. (Also included will be) An introduction to methods of study and use of library facilities.			
Prerequisite: None			
DEN 112—Preclinical Dental Hygiene	1	9*	4
Principles and procedures of oral prophylaxis with repetitive practice on the dental manikin. Proper instrumentation, fulcrum position, care of instruments including storage, sharpening, and sterilization. Proficiency in charting existing oral conditions, taking medical histories, and knowledge of medical and dental terminology will also be emphasized.			
Prerequisite: DEN 111			
DEN 113—Introduction to Clinical Dental Hygiene	1	12*	6
Further development of skills in manipulating instruments and materials used in oral prophylaxis and application of clinic procedures at the chair. Practical experience will include proper patient and operator positioning, patient education, record keeping, examination and charting.			
Prerequisite: DEN 112			
DEN 123—Periodontia and Preventive Dentistry I	2	0	2
Study of the periodontium and periodontal pathology, the "causes and effects" of dental disease, and information in developments in the field of science which contribute to preventive dentistry. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal disease.			
Prerequisite: DEN 102			
DEN 133—Dental Radiology	2	2	3
Study of the principles related to the exposing, processing, identification and mounting of x-rays, using both the long and short cone techniques. This course further includes emphasis on radiation safety standards and laboratory experiences will include practice in both intra-oral and extra-oral techniques.			
Prerequisites: DEN 101, DEN 102			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 142—Oral Historology and Embryology	2	2	3
A detailed study of the embryonic development of the face and oral cavity, cell structure and microscopic anatomy of the oral cavity. Prerequisite: DEN 102			
DEN 206—Dental Hygiene Seminar	0	3*	1
Designed to summarize and correlate the course content of the previous quarters and to increase the awareness of the dental hygenists role in total health care. Prerequisite: By permission of instructor			
DEN 214—Clinical Dental Hygiene I	2	12*	6
Continuation of DEN 113 with greater emphasis on progress in performance of various dental hygiene procedures. Principles and procedures related to management of the dental office. Practical knowledge in the administration of the dental business and management of patients. Prerequisite: DEN 113			
DEN 215—Clinical Dental Hygiene II	1	12*	5
Further clinical experiences in oral hygiene procedures with emphasis on development of self-direction in evaluation of procedures. Prerequisite: DEN 214			
DEN 216—Clinical Dental Hygiene III	2	12*	6
Continuation of DEN 215 with broadened experience in existing dental offices, hospital clinics and schools. Prerequisite: DEN 215			
DEN 224—Periodontia and Preventive Dentistry II	2	2	3
Continuation of DEN 123 with more detail analysis of the periodontium and periodontal pathology and greater emphasis on a periodontal control program. Laboratory experiences include utilizing oral physiotherapy procedures including establishing a periodontal control program with selected patients. Prerequisite: DEN 123			
DEN 225—Community Dentistry I	2	3	3
A course designed to give the student an introduction to the role of the hygienist in public health organizations, armed forces, in community health programs, hospital dental clinics, in research and in dental specialty offices. Field trips will be planned whenever possible for broader experience. Prerequisite: DEN 244			
DEN 226—Community Dentistry II	2	3	3
A continuation of DEN 225 with more detailed analysis of the responsibilities of the dental hygienist in promoting dental health in areas outside of the dental office. Laboratory periods consist of actual experience in these areas. Prerequisite: DEN 225			
DEN 234—Dental Materials	2	3*	3
Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist. Prerequisite: CHE 101			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 235—Dental Health Education	1	2	2
Designed to educate the student to the importance of effective communication as a dental health educator. Includes methods and materials used in teaching dental health and class projects are done on organizing dental health programs using self-designed materials for all age levels. Group activity is experienced on campus and in the public school classroom. Prerequisite: By permission of instructor			
DEN 254—General and Oral Pathology	2	0	2
Study of the anatomic and physiologic deviations from the normal that constitute disease or characterize a particular disease with special emphasis on the relationship of the hygienist to oral pathologic conditions. Prerequisites: DEN 123, BIO 122			
DEN 255—Introduction to Pharmacology	2	0	2
Study of basic information related to the field of pharmacology and particularly those agents prescribed by dentists and commonly used by patients whose systemic or oral conditions, including drug abuse, require special procedures in the dental office. Study of properties, dosage, therapeutic effects, methods of administration and indications and contraindications of drugs used as adjuncts in dental procedures. Prerequisites: DEN 254, BIO 121, BIO 122			



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DENTAL ASSISTANT			
DEN 1001—Introduction to Dental Assisting	2	0	2
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	3	9	6
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—Dental Anatomy	1	2	2
Basic information of oral and dental anatomy as related to dental science and the practice of dental assisting. Prerequisite: None			
DEN 1004—Preclinical Sciences II	4	0	4
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	3	2	4
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	3	6	5
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	4	6	6
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	4	3	5
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	0	12	4
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	0	21	7
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	2	0	2
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	2	6	4
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	1	2	2
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DRAFTING			
T-DFT 101—Technical Drafting	0	6	2
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None			
T-DFT 102—Technical Drafting	0	6	2
The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisite: T-DFT 101			
DFT 1101—Schematics and Diagrams	3	2	4
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None			
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 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 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			

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 and conventions on a professional level. The study of sketching and 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. Prerequisites: 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. Prerequisites: 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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DFT 1144—Building Materials & Methods	3	2	4
<p>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.</p> <p>Prerequisite: None</p>			
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</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>			
DFT 1180—Trade Drafting	2	3	3
<p>This course is designed as an introductory course in drafting for students needing a knowledge of drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain basic skills in drawing with instruments, lettering, geometrical constructions, freehand sketching, and describing objects orthographically with principal views. Freehand sketching and orthographic reading are to be emphasized.</p> <p>Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

ELECTRICAL INSTALLATION AND MAINTENANCE

ELC 1101—Basic Electricity	3	0	3
<p>A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting and repair of circuits. Prerequisite: PHY 1105</p>			
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) Prerequisite: None</p>			
ELC 1113—Electrical Motors & Controls (Elec. Inst. & Maint.)	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. Prerequisites: ELC 1112, ELC 1126, DFT 1109, and ELC 1124</p>			
ELC 1114—Electric Motors & Controls (Air Cond. & Refrig.)	0	6	3
<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. Prerequisite: ELC 1101</p>			
ELC 1124A—Residential Wiring	5	6	5
<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. Prerequisites: ELC 1112, MAT 1115, ELC 1127</p>			
ELC 1124B—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. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ELC 1125A—Commercial Installations	3	3	4
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. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109			
ELC 1126—National Electrical Code	2	4	4
Introduction to the National Electrical Code, 1971 Edition. The purpose and interpretations of the Articles of the Code. Prerequisites: ELC 1112, MAT 1115, ELC 1127			
ELC 1127—Electrical Materials and Tools	0	3	1
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. Prerequisite: None			
ELC 1128B—Commercial Installations	8	15	13
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. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1124, ELC 1125A			
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, and solid state controls circuits. Prerequisites: ELC 1112, ELC 1113, MAT 1115, ELC 1126, ELC 1127, ELC 1124, ELC 1125, and DFT 1109			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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 93—Reading and Vocabulary I	5	0	5
A practical approach to reading and vocabulary development. Included are dictionary skills, word attacks, pronunciation skills, the techniques of interpretative and critical reading, and the elements of sentence construction. Prerequisite: None			
ENG 94—Reading and Vocabulary II	5	0	5
A continued practical approach to reading and vocabulary development. Time is also devoted to grammar, sentence structure, punctuation, and spelling. Prerequisite: None			
ENG 95—Composition and Grammar	5	0	5
Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situation in industry and social life. Emphasis is placed on grammar, sentence structure, punctuation and spelling. Proper use of the library for reference work will be stressed. 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
Organizing and developing full length essays with a brief review of elements of grammar. A study of the types of short story and its elements. Prerequisite: English 100 or equivalent			
ENG 102—English Composition	3	0	3
Organizing and developing a research paper, with a brief review of elements of grammar as needed. A study of the drama and the novel and their elements. Prerequisite: English 101			
ENG 103—English Composition	3	0	3
A study of poetry as a genre and of nonfiction and critical writing. Prerequisite: English 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: ENG 95 or equivalent.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ENG 102—Composition	3	0	3
Designed to aid the student in the improvement of self-expression in written composition. Emphasis is placed on applying the basic concepts of correct diction and grammar to the organization of the written composition. Prerequisite: T-ENG 101 or equivalent			
ENG 1101—Reading Improvement	3	0	3
Designed to improve the student's efficiency and comprehension skills in reading. Time is also devoted to developing effective study habits, basic vocabulary, and the elements of simple paragraph development. Prerequisite: None			
ENG 1102—Business Writing	3	0	3
Fundamentals of correct language usage are applied to the business letter and the simple business or technical report. Prerequisite: ENG 1101			
ENG 1103—Communication Skills	3	0	3
Designed to develop further effective communication through correct language usage and orderly thought processes both in speaking and writing. Prerequisite: ENG 1102 or equivalent			
ENG 201—English Literature	5	0	5
The study of English literature from Beowulf to the Romantic Period. Prerequisite: ENG 103			
ENG 202—English Literature	5	0	5
A continuation of ENG 201, including a study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 201			
ENG 203—American Literature	5	0	5
A survey of representative American writers from the Colonial Period to Dickinson. Prerequisite: ENG 103			
ENG 204—American Literature	5	0	5
A continuation of English 203. A survey of representative writers from Dickinson until the present. Prerequisite: ENG 203			
ENG 205—World Literature	5	0	5
A survey of the tempers of western thought from ninth century B.C. to 1600, stressing the relationship between literature and other arts. Prerequisites: ENG 101, 102, 103			
ENG 206—World Literature	5	0	5
A survey of the tempers of western thought from 1600 to the present, stressing the relationship between literature and other arts. Prerequisites: ENG 101, 102, 103			
ENG 210—Creative Writing	3	0	3
A course geared to the needs and interests of student writers, covering form, style, and the techniques of the discipline, with special exercises adapted to the abilities of individual students. Prerequisites: ENG 101, 102, 103 and/or permission of instructor			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-ENG 204—Oral Communication	3	0	3

A study of the basic concepts and principles of oral communication to enable the student to speak more effectively. Emphasis is placed on logical organization and effective presentation of ideas. Attention is given to a variety of speaking situations in which the student may find himself when he enters the business world.

Prerequisite: T-ENG 102 or equivalent

T-ENG 206—Business Communication	3	0	3
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The fundamentals of English are used as a background for 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-ENG 102



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FOREIGN LANGUAGE			
FRE 101—Elementary French	3	1	3
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			
FRE 102—Elementary French	3	1	3
A continuation of FRE 101. Prerequisite: FRE 101 or equivalent			
FRE 103—Elementary French	3	1	3
A continuation of FRE 102. Prerequisite: FRE 102 or equivalent			
FRE 201—Intermediate French	3	1	3
An intermediate sequence designed to provide a systematic review of basic grammar and to further develop the skills of listening, speaking, reading, and writing French. Prerequisite: FRE 103 or two high school units of French			
FRE 202—Intermediate French	3	1	3
A continuation of FRE 201. Prerequisite: FRE 201			
FRE 203—Intermediate French	3	1	3
A continuation of FRE 202. Prerequisite: FRE 202			
FRE 211—Advanced French	3	1	3
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			
FRE 212—Advanced French	3	1	3
A continuation of FRE 211. Prerequisite: FRE 211			
FRE 213—Advanced French	3	1	3
A continuation of FRE 212. Prerequisite: FRE 212			
SPA 101—Elementary Spanish	3	1	3
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			
SPA 102—Elementary Spanish	3	1	3
A continuation of SPA 101. Prerequisite: SPA 101 or equivalent			
SPA 103—Elementary Spanish	3	1	3
A continuation of SPA 102. Prerequisite: SPA 102 or equivalent			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
SPA 201—Intermediate Spanish	3	1	3
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			
SPA 202—Intermediate Spanish	3	1	3
A continuation of SPA 201. Prerequisite: SPA 201			
SPA 203—Intermediate Spanish	3	1	3
A continuation of SPA 202. Prerequisite: SPA 202			
SPA 211—Conversational Spanish	3	1	3
Emphasis on the systematic usage of the language from an oral approach through listening and speaking. Prerequisite: SPA 203 or equivalent			
SPA 212—Spanish and Spanish-American Civilization	3	1	3
Geographical, historical, and cultural aspects of Spain and Spanish-American civilization. Prerequisite: SPA 203 or equivalent			
SPA 213—Advanced Conversation and Composition	3	1	3
Stress on oral and written expression of the language. Prerequisite: SPA 211 or equivalent			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
HEALTH AND PHYSICAL EDUCATION			
HEA 101—Personal and Community Health	5	0	5
The development of all aspects of personal and community health with underlying science to clarify and support health education.			
HEA 102—First Aid and Safety	3	0	3
A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application.			
PED 250—Introduction to Physical Education	3	0	3
This course is designed to give the physical education major, or minor, an introduction to Physical Education, and related areas, including the historical background, fundamental concepts, program content, training, qualifications, and professional opportunities in the field.			
PHYSICAL EDUCATION: The following are “service” courses in which the history, fundamental skills, rules of play, and recreational aspects will be presented.			
PED 101—Physical Conditioning I (required)	2	0	1
PED 102—Softball	2	0	1
PED 103—Soccer	2	0	1
PED 104—Social and Square Dance	2	0	1
PED 105—Volleyball	2	0	1
PED 106—Touch Football	2	0	1
PED 107—Beginning Basketball	2	0	1
PED 108—Archery	2	0	1
PED 109—Tennis	2	0	1
PED 110—Wrestling	2	0	1
PED 111—Circuit Training and Advanced Conditioning II	2	0	1
Prerequisite: PED 101			
PED 113—Bowling (\$10.00 fee charged)	2	0	1
PED 115—Golf (fee charged)	2	0	1
PED 116—Introduction to Tumbling and Gymnastics	2	0	1
PED 208—Individual and Dual Activities (Badminton and Deck Tennis)	2	0	1
PED 112—Advanced Basketball I	2	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate basketball team for his year on the team.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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 121—Advanced Baseball I	2	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate baseball team for his first year on the team.			
PED 212—Advanced Basketball II	2	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate 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.			
PED 221—Advanced Baseball II	2	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate baseball team for his second year on the team.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
HUMANITIES			
ART 101—Art Appreciation	5	0	5
Art expression emphasizing styles and forms beginning with cave art and continuing to the art of present day, including a survey of American art.			
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.			
DRA 203—Intermediate Acting	3	0	3
A continuation in the study of basic principles underlying the actor's art; further development of stage technique through the training of the body and voice as instruments of expression. Prerequisite: DRA 202			
DRA 210—History of the Theater	5	0	5
A survey of the history of the theater beginning with the Greeks and continuing with the development of drama to its present stage. Prerequisite: None			
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 and the analyses of fundamental issues underlying daily life. A survey of the great and relevant philosophers from the Greeks to the present.			
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			
SPH 202—Voice and Diction	3	0	3
A course designed to develop the voice to its optimum euphony through emphasizing central diaphragmatic breathing, pitch and volume control, clear articulation, and correct pronunciation. Prerequisite: SPH 201			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MATHEMATICS			
MAT 91—Preparatory Algebra	5	0	0
A course for students without an 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 a need for review. The instructor will design a program of instruction to meet the needs of the individual. Topics include competence in the fundamental operations for counting numbers, integers, and rational numbers; simplification of algebraic expressions; solutions of equations; linear graphs; simultaneous linear equations; factoring, solutions of quadratic equations by factoring. Additional topics are included for those intending to register for MAT 102. Prerequisite: None			
MAT 93—Mathematics I	5	0	5
Reading numerals and decimals, rounding whole numbers, addition, subtraction, multiplication and division of whole numbers and decimals. Prime and composite numbers, common fractions, decimal fractions. Appropriate practical application problems.			
MAT 94—Mathematics II	5	0	5
The meaning of percent. Relationship between percent, fractions and decimals. Squares and square roots. Binary numbers. Measure of weight-dry capacity measure and liquid measure. Measure of time—24-hour clock. Compound numbers of two or more denominations—fundamental operations. Aliquot parts.			
MAT 95—Mathematics III	5	0	5
Introduction to word problems and solution to simple equations, formulas and evaluation of algebraic expressions as they pertain to payrolls, simple and compound interest, taxes, installment buying and other consumer problems. Interpretation of tables and graphs.			
T-MAT 101—Technical Mathematics	5	0	5
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			
MAT 102—College Algebra	5	0	5
This course offers an introduction to an algebraic structure through the use of the algebra of sets, an axiomatic development of the real numbers, and the algebra of polynomials; a rapid review of elementary algebra; an introduction to elementary functions through the study of algebraic, exponential, and logarithmic functions; and an algebraic and graphical solution of systems of linear and quadratic equations and inequalities. Additional topics include: determinants, binomial theorem, permutations, combinations, theory of equations, and complex numbers. Prerequisites: Two years of high school algebra or MAT 111 and 112 with the recommendation of the instructor			
T-MAT 102—Technical Mathematics	5	0	5
A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: T-MAT 101			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 103—Trigonometry	5	0	5
<p>This course offers a review of sets, real numbers, relations and functions, geometric concepts, and the rectangular and polar coordinate systems; an analytical and graphical study of the properties and applications of the trigonometric and circular functions, the inverse trigonometric functions, vectors, and complex numbers; a study of the techniques of proving trigonometric identities and solving trigonometric equations; and the use of logarithms as applied to trigonometric problems.</p> <p>Prerequisites: MAT 102 or MAT 112 and the recommendation of the instructor</p>			
T-MAT 103—Technical Mathematics	5	0	5
<p>The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.</p> <p>Prerequisite: T-MAT 102</p>			
T-MAT 106—Electronic Data Processing Mathematics I	5	2	6
<p>This course offers a comprehensive study of place-value, number bases, scientific and floating-point notations, and the concept of absolute value; a development of the Laws of Exponents; an introduction to the operations on irrational algebraic expressions; an introduction to elementary and logarithmic functions; exercises in the interpretation of graphs and solutions of linear equations and inequalities; and an introduction to the solution of linear systems in two variables.</p> <p>Prerequisite: None</p>			
T-MAT 107—Electronic Data Processing Mathematics II	5	0	5
<p>This course is a continuation of T-Mat 106. Topics presented are: multi-variable linear systems, determinants, Cramer's rule, matrix theory and applications to linear systems, sequences and series, introduction to logic and Boolean algebra, and algorithms and iterative techniques.</p> <p>Prerequisite: T-MAT 106</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.</p> <p>Prerequisite: None</p>			
MAT 111—Contemporary College Math I	5	0	5
<p>This course, preceding MAT 112, is designed to introduce to the general and liberal arts student broad areas of mathematics which appear to have contributed to civilization and which may be utilized by him in his endeavors. MAT 111 includes mathematical systems and structures, such as the algebra of sets, logic, number systems, and elementary algebraic operations. Numeration systems are also studied.</p> <p>Prerequisite: MAT 91 or equivalent</p>			

Course Title	Class Hours Per	Lab Week	Hours Credit Quarter
MAT 112—Contemporary College Math II	5	0	5
<p>This course is a continuation of MAT 111. Topics include the simplification of algebraic expressions and the study of radicals and rational exponents, equations and inequalities, polynomials, relations, functions and graphs, permutations, combinations, and an introduction to probability and statistics.</p> <p>Prerequisite: MAT 111</p>			
MAT 201—Calculus and Analytic Geometry I	5	0	5
<p>This course offers an introduction to differential and integral calculus through a study of slopes of lines and curves; concept of limits and continuity; concept of, and method for finding, derivatives; differentials and their use in related rates, maxima, minima; a development of the Mean Value Theorem; and a study of the definite integral, simple methods of integration and their use in finding areas under a curve.</p> <p>Prerequisites: MAT 102 and MAT 103 or permission of the Dean of Academic Affairs</p>			
MAT 202—Calculus and Analytic Geometry II	5	0	5
<p>This course offers a continuation of MAT 201 through a study of methods in differentiating and integrating the transcendental functions; a development of the Fundamental Theorem of Calculus; applications of integration in word problems, volumes of simple solids of revolution, and practical applications involving transcendental functions; and the inverse trigonometric function with differentiation and integration.</p> <p>Prerequisite: MAT 201 or equivalent.</p>			
MAT 203—Calculus and Analytic Geometry III	5	0	5
<p>This course offers a continuation of MAT 202 through a study of differentiation and integration of hyperbolic functions, polar equations of two space curves, additional methods of integration formulas such as partial fractions, conic sections; a review of determinants of linear equations and matrices; tangents and normals in two-space; and a deeper look at limits.</p> <p>Prerequisite: MAT 202 or equivalent</p>			
MAT 204—Calculus and Analytic Geometry IV	5	0	5
<p>This course offers a continuation of MAT 203 through a study of sequences and series; vectors including differentiation, curvature, tangents and normals in three-space; partial derivatives and multiple integrals.</p> <p>Prerequisite: MAT 203 or equivalent</p>			
MAT 250—Introductory Statistics	4	2	5
<p>This course relates general concepts and methods in statistics with applications to contemporary life. Topics include introduction to statistical thought, descriptive statistics, problems of sampling and inference, testing of hypotheses, regression, correlation, and selected basic statistical techniques.</p> <p>Prerequisite: MAT 112 or MAT 102</p>			
MAT 251—Statistics Laboratory I and Directed Study	0	2	1
<p>A laboratory program which is individually designed to meet the needs of the student in his interests or chosen field. Selected topics and problems will be assigned.</p> <p>Prerequisite: MAT 250 or equivalent</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 252—Statistics Laboratory II and Directed Study	0	2	1
This course is a continuation of MAT 251, giving the student an opportunity for a greater, in-depth study of problems and statistical techniques. Prerequisite: MAT 251 or equivalent			
MAT 1101—Fundamentals of Mathematics	5	0	5
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			
MAT 1102—Mathematics: Algebra	5	0	5
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			
MAT 1103—Geometry	3	0	3
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			
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 Mathematics	5	0	5
This course analyzes basic concepts and operations in the base-10 numeration system, develops the use of formulas, and emphasizes skills in solving problems in electrical and related business calculations. Other topics may include powers of 10, scientific notation, tables and their interpretation, measurement of surfaces and volumes, wire sizes and ampacities, roots, and related subjects. Prerequisite: None			
MAT 1116—Electrical Mathematics	5	0	5
This is a continuation of MAT 1115 and deals with trigonometric functions, logarithms, plane vectors, alternating current, the use of the slide rule in computation and additional study of algebra. Prerequisite: MAT 1115			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

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

NUR 1002—Practical Nursing II	12	24	396
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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

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
NUR 1003—Practical Nursing III	12	24	396

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 1125, MAT 1116			
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: E LC 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 1116			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
SCIENCE			
BIO 101—General Biology	3	2	4
Introduction to principles and concepts of biology; a study of the cell, its physical and chemical properties and genetic continuity.			
BIO 102—General Biology	3	2	4
A study of the organism and organ systems including reproduction, growth, nutrition, response, and behavior. Each topic will be approached through a discussion of specific genera which illustrate various levels of complexity.			
BIO 103—General Biology	3	2	4
A survey of the plant and animal kingdoms with emphasis on adaptation, evolution, and ecological concepts.			
BIO 121—Human Anatomy and Physiology I	4	2	5
The study of the structure and function of the human skeletal, muscular, nervous, circulatory, and respiratory systems, and the interdependence of these various systems to total body functioning. Prerequisite: None			
BIO 122—Human Anatomy and Physiology II	4	2	5
Part two of an integrated anatomy and physiology course of the human body with greater emphasis on the head and neck region. Prerequisite: BIO 121			
BIO 123—Introduction to Microbiology	3	3	4
Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization and pathogenic organisms. Prerequisite: None			
BIO 1101—Preclinical—Microbiology & Gross Anatomy & Physiology	2	2	3
Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of pathogenic species in disease, modes of transmission and methods of control. Laboratory experiences provide opportunities for microscopic study of slides, for preparing slides and cultures, and for identifying colonies of selected pathogenic organisms. A study of the organizational plan of the human body and of the nine body systems. Emphasis is placed upon the role of the systems in the various processes essential to total body functioning and reproduction. Prerequisite: None			
CHE 101—General Chemistry	3	3	4
Introduction to the fundamental principles of chemistry. Topics include atomic and molecular structure; chemical bonding and states of matter; chemical periodicity; and chemical reactions, formula and equations.			
CHE 102—General Chemistry	3	3	4
A continuation of CHE 101 with emphasis on acid-base theory and elementary organic chemistry. Prerequisite: CHE 101			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
CHE 103—General Chemistry	3	3	4
A continuation of CHE 102 with emphasis on solution chemistry, ionic equilibria and electrochemistry. Laboratory work concentrates on the procedures and techniques of inorganic qualitative analysis. Prerequisite: CHE 102			
CHE 104—Nutritional Chemistry	3	0	3
The basic principles of nutrition and dietetics and how they apply to personal and community health. An analysis of diets, vitamin requirements, etc. to meet the needs of individuals in various life stages with emphasis on the responsibility of the dental hygienist in this role. Prerequisite: CHE 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 102—Physics: Work, Energy, Power	3	2	4
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisites: T-PHY 101, T-MAT 101			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PHY 1105—Shop Science I	3	2	4
Principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered.			
Prerequisite: None			
PHY 1106—Shop Science II	3	2	4
A discussion of basic physical principles and their application to industry. Topics of study may include properties of solids, liquids and gases; work and energy; power and power transmission; hydraulics; and thermodynamics.			
Prerequisite: PHY 1105			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
SOCIAL SCIENCES			
EDU 201—Introduction to Education	5	0	5
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.			
GEO 201—Physical Geography	5	0	5
A study of basic concepts of physical geography. The earth's physical features, weather, climate and astronomical relationship are emphasized. Regional and cultural geography are emphasized where pertinent.			
GEO 202—Cultural Geography	5	0	5
A study in world patterns of population distribution, ethnic and cultural diversity, settlement, production and consumption, transportation, communication, and territorial organization. Man's relationship with himself and his environment is emphasized throughout the course.			
HIS 101—Western Civilization I	3	0	3
A study of the forces responsible for the rise of European states from prehistoric times through events prior to the Renaissance.			
HIS 102—Western Civilization II	3	0	3
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: None			
HIS 103—Western Civilization III	3	0	3
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: None			
HIS 201—American History	5	0	5
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			
HIS 202—American History	5	0	5
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			
'POL 201—American Federal Government	5	0	5
The study of the origins, development, structure, and functioning of the Federal Government.			
Prerequisite: None			
'POL 202—State and Local Government	5	0	5
A survey of the functions of state and local governments and intergovernmental relationships with emphasis on the structure of North Carolina state and local governments.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-POL 201—United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None			
PSY 1101—Human Relations	3	0	3
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			
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 are 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 NOTE: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center.			
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 NOTE: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center.			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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			
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-1198 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.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
WELDING			
WLD 1101—Basic Gas Welding	1	3	2
Welding practices on materials applicable to the installation or repair of body panels. Students run beads, does butt and lap welds and brazing. Performs tests to detect strength and weakness of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: None			
WLD 1105—Auto Body Welding	1	3	2
Taught in conjunction with AUT 1112, the welding skills gained in WLD 1101 are used to repair tears or cracks in sheet metal, patch panels or cut and replace damaged panels. Frames are also repaired using panels to reinforce weak or damaged areas. Prerequisite: WLD 1101			
WLD 1112—Mechanical Testing and Inspection	1	3	2
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
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
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			
WLD 1122—Commercial and Industrial Practices	3	9	6
Designed to build skills through practices in simulated industrial processes and techniques: sketching and layout 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			
WLD 1123—Inert Gas Welding	1	3	2
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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. Prerequisite: WLD 1120, WLD 1121			
WLD 1124—Pipe Welding	3	12	7
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			
WLD 1125—Certification Practices	3	6	5
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			
WLD 1129—Basic Welding	2	4	3
Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work. Prerequisite: None			
WLD 1180—Basic Welding	2	4	3
A short course in welding, both oxyacetylene and electric, designed as a helping course for Automotive Mechanics, Air Conditioning and Refrigeration Trade, Drafting, Sheet Metal and Machine Shop. This course covers a minimum of technical facts, and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene.			

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 North Carolina State Electrical Contractors License
 Coyne Electrical and Technical School
 Engineer School, Fort Belvoir, Virginia
 Marine Corps Institute—Electrical Training Course
 Division Chairman Trade Occupation
- Jean A. McIntyre.....Instructor, English
 B.S.—Middle Tennessee University
 Graduate Study—University of North Carolina at Chapel Hill
- Charles E. McSurdy.....Instructor, Mathematics
 B.S.—Virginia Polytechnic Institute
 M.S.—Radford College
 Advanced Graduate Study—University of Virginia
- Kathryn S. McSurdy.....Instructor, English
 B.A.—Radford College
 M.S.—Radford College
- John R. Meakins.....Instructor, Psychology
 B.S.—University of Alabama
 M.A.—University of Alabama
 Professional Diploma—Teachers College, Columbia University
 Ed.D.—University of Alabama

- William K. Meigs..... Instructor, Business Education
 A.S.—Robert Morris Junior College, Pittsburgh, Pennsylvania
 B.S.—Western Carolina University
 M.A.—Western Carolina University
- Evelyn M. Nicholson..... Instructor, Business Education
 B.S.—Pfeiffer College
 Graduate Work—Appalachian State, University of North Carolina at
 Chapel Hill, East Carolina University
- Melvin W. Oettinger..... Instructor, Social Sciences
 B.A.—University of North Carolina, Chapel Hill
 M.A.—Appalachian State University
 Graduate Study—East Carolina University
- James W. Owens..... Division Chairman & Instructor
 B.S.—East Carolina University
 M.A.—East Carolina University
- Thomas J. Pape..... Department Head & Instructor Dental Assistant Education
 D.D.S.—Lolola University
- Cyrus F. Parker
 Department Head & Instructor, Air Conditioning, Heating and Refrigeration
 Arrow Refrigeration Training Institute
 Chrysler Airtemp Institute
 York Division, Borg-Warner Corp.
 Undergraduate Work—North Carolina State University
- Eilene C. Pierson..... Instructor, Speech & Drama
 B.A.—Villa Marie College
 Graduate Study—Yale University, University of Maryland, Florida Atlantic
 University
- Charles P. Plonowski..... Instructor, MDTA-Automobile Mechanics
 Coastal Carolina Community College
 Motor Transport Chief School, USMC
 Delco-Remy
- Richard L. Royal..... Instructor, Business Education
 B.S.—Samford University
 M.Ed.—University of North Carolina at Chapel Hill
- Margaret H. Royster..... Instructor, Business Education
 B.S.—Mississippi College
- Raymond F. Rudell..... Instructor, Mathematics
 B.S.—Syracuse University
 M.A.T.—North Carolina State University
 Graduate Study—Maryland University
- John J. Sanderson..... Instructor, Mathematics
 A.A.—Wingate College
 A.B., M.Ed.—University of North Carolina at Chapel Hill
 Graduate Study—Michigan State University
- Homer C. Schmitt..... Instructor, Air Conditioning, Heating & Refrigeration
 Courses taken at North Carolina State College, Transicold Seminar
 35 years experience
- Terry J. Scully..... Instructor, MDTA-Plumbing
 Marine Corps Engineer School
 20 years experience
- H. Douglas Sergeant..... Instructor, Mathematics & Physics
 B.S.—Eureka College
 M.S.—Illinois Wesleyan University
- Sue S. Slaughter..... Instructor, Dental Assistant Education
 C.D.A.—School of Dental Assisting—University of North Carolina
- Stephen E. Smith..... Instructor, English
 B.A.—Elon College
 M.F.A.—University of North Carolina at Greensboro

- Earl B. Taylor..... Department Head & Instructor, Automotive Mechanics
Undergraduate Study—High Point College
Ford Motor Company, General Motors Corporation Automatic
Transmission, Delco-Remy Electrical School, Aamco School, Volkswagen,
Dale Carnegia Course, Autolite Electrical Course
- Margaret B. Taylor..... Instructor & Supervisor—Practical Nurse Education
B.S.—Eastern Oregon College, University of Oregon—School of Nursing
M.S.—Portland State College, University of Oregon—School of Nursing
- Robert M. Thiry..... Instructor, MDTA-Plumbing
Utilities Chief Course, USMC
Marine Corps Institute
- William H. Utley..... Instructor, MDTA-Surveying
B.S.—North Carolina State University, Raleigh, North Carolina
Adjutant General School
USAF Instructor's School
- Lucille Vinston..... Instructor, English
A.B.—Huntington College
M.Ph.—University of Wisconsin
- Phyllis A. Watson..... Instructor, Social Sciences
B.A. —East Carolina University
M.A.—East Carolina University
- Barbara H. White..... Instructor, English
B.A.—Longwood College
M.S.—Radford College
M.A.—Virginia Polytechnic Institute and State University
Graduate Study—University of Virginia and Idaho State University
L.H.D. (Honorary)—Instituto de Estudios Iberoamericanos
- Marcia L. Windham..... Instructor, Biology
A.B.—East Carolina University
M.S.—University of North Carolina at Chapel Hill

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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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