

1974-1975



JUL 29 1974

**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.

CATALOG

ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1974 - 1975



COASTAL CAROLINA
COMMUNITY COLLEGE

222 GEORGETOWN ROAD

JACKSONVILLE, NORTH CAROLINA 28540

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GENERAL INFORMATION



OFFICIAL COLLEGE CALENDAR 1974-75

SUMMER QUARTER (Full Session 55 days)

June 5, 6	Registration
June 7, 10, 11, 12, 13	Late registration
June 7	Classes begin
June 13	Last day to register or add courses
July 4-5	Holiday
August 6	Last day to withdraw from class without grade of F
August 19, 20, 21	Pre-registration for Fall Quarter
August 22, 23, 26	Summer Quarter final exams
August 26	Summer Quarter ends
August 26	Graduation

SUMMER QUARTER (1st Split Session 28 days)

June 5	Registration
June 6, 7, 10	Late registration
June 6	Classes begin for First Split Session
June 10	Last day to register or add a class
July 4, 5	Holiday
July 9	Last day to withdraw from a class without grade of F
July 15	Pre-registration for Second Split Session
July 17	First Split Session Exams
July 17	First Split Session Ends

SUMMER QUARTER (2nd Split Session 27 days)

July 18	Registration
July 19, 22, 23	Late registration
July 19	Classes begin for Second Split Session
July 23	Last day to register or add courses
August 16	Last day to withdraw from a class without grade of F
August 19, 20, 21	Pre-registration for Fall Quarter
August 26	Second Split Session Final Exams
August 26	Second Split Session Ends

FALL QUARTER 1974-75

September 2	Holiday Labor Day
September 4, 5, 6	Faculty Workshop
September 6	Student Orientation
September 9, 10	Registration
September 11, 12, 13, 16, 17	Late Registration
September 11	Classes begin
September 17	Last day to register or add a course
October 28	Veterans Day - Holiday for students only - work day for all college personnel
November 6	Last day to withdraw from class without grade of F
November 12, 13, 14	Pre-registration for Winter Quarter
November 25, 26, 27	Fall Quarter final exams
November 27	Fall Quarter ends
November 28, 29	Thanksgiving Holiday

WINTER QUARTER 1974-75

December 4, 5	Registration
December 6-12	Late registration
December 6	Classes begin
December 12	Last day to register or add a course
December 20	Christmas Holiday begins (5:00 p.m.)
January 2, 1975	Classes resume (8:00 a.m.)
February 11	Last day to withdraw from class without grade of F
February 11-13	Pre-registration for Spring Quarter
February 28, March 3, 4	Winter Quarter final exams
March 4	Winter Quarter ends

SPRING QUARTER 1974-75

March 10, 11	Registration
March 12-18	Late Registration
March 12	Classes begin
March 18	Last day to register or add a course
March 28, 31	Easter Holiday
May 8	Last day to withdraw from a class without grade of F
May 12-14	Pre-registration for Summer Quarter
May 27-29	Spring Quarter final exams
May 29	Spring Quarter ends

SUMMER QUARTER 1975-76 (Full Session)

June 2, 3	Registration
June 4, 5, 6, 9, 10	Late Registration
June 4	Classes begin
June 10	Last day to register or add a class
July 3, 4	Holiday
August 1	Last day to withdraw from a class without grade of F
August 4, 5, 6	Pre-register for Fall Quarter
August 19, 20, 21	Full Session Final Exams
August 21	Summer Quarter Ends
August 22	Graduation

SUMMER QUARTER (1st Split Session 27 days)

June 2	Registration
June 3, 4, 5	Late Registration
June 3	Classes begin first split session
June 5	Last day to register or add a class
June 30	Last day to withdraw from a class without grade of F
July 3, 4	Holiday
July 11	First split session final exams
July 11	First split session ends

SUMMER QUARTER (2nd Split Session 28 days)

July 14	Registration
July 15, 16, 17	Late Registration
July 15	Classes begin second split session

July 17	Last day to register or add a class
August 8	Last day to withdraw from a class without grade of F
August 21	Second session final exams
August 21	Second session ends
August 22	Graduation

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 opportunity 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

Southern Association of Colleges and Schools
North Carolina Department of Community Colleges
American Dental Association—Accredited
Eligibility Status—Dental Hygiene
American Dental Association (Dental Assistant)
Approved—N.C. State Board of Education
Approved—Veterans Administration
Approved—N.C. State Board of Nursing

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. A modern classroom building has been completed at this location and an occupational building is under construction.

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 15,000 volumes in general, technical and vocational fields. The library subscribes to 290 periodicals. We have approximately 1,350 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 provisions 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 curriculum 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.

Applicants for all vocational programs are normally high school graduates (exceptions may be made on individual cases).

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 provisions 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. This regulation does not apply to students working toward their high school diploma.

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.

Applicants to senior colleges and universities are considered for transfer if the individual has maintained an overall "C" average on all work attempted, and if the person is eligible to return to the last institution regularly attended. Therefore, the quality of work performed at Coastal Carolina Community College by the prospective transfer student is of vital importance to a successful transfer opportunity.

It should also be noted that some senior institutions provide for other considerations for entrance other than a person's academic achievement represented by the cumulative average (GPA). In some cases the receiving institution may seek measured academic aptitudes and college recommendations.

It is worth noting that although students have been accepted

for transfer without completing a degree program at Coastal Carolina Community College, many colleges and universities are now beginning to require the completion of an associate degree prior to being accepted as a transfer. Therefore, it is highly recommended that all students should strongly consider the obtainment of the Associate in Arts degree whether or not the student, at his particular phase in his educational career, plans to transfer now or later or is desiring only the A.A. degree.

Moreover, research on a national scale conducted on junior college transfer students indicates that a higher level of achievement is attained by transfers who have earned their associated degree as compared to those who have transferred prior to their receipt of the A.A. degree.

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.

RESIDENCE STATUS OF 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 in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education"
2. **Domicile:** Domicile means one's permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode.
3. **Burden of Proof and Statutory Presumptions:** The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification. Proof of residential status is controlled, initially by two statutorily prescribed and complementary presumptions which are stated in terms of prima facie evidence:
 - (a) If the parents or court-appointed legal guardian of the student (without reference to the question of whether the student is a minor or an adult) are not domiciliaries (legal residents) of North Carolina, such fact shall contribute prima facie evidence that the student is not a domiciliary (legal resident) of North Carolina, and the student must assume the burden of rebutting the prima facie showing by producing evidence that he, independently, is in fact a domiciliary (legal resident) of North Carolina, in spite of the non-residential status of his parents;
 - (b) Conversely, if the parents of the student are domiciliaries of North Carolina, such fact shall constitute prima facie evidence that the student is a domiciliary of North Carolina. If the student has neither parents nor legal guardians, the prescribed concept of prima facie evidence cannot and does not apply.
4. **Minors:** A minor is any person who has not reached the age of eighteen years. The domicile of a minor is that of the father. With a few exceptions noted below, this presumption is virtually

irrebutable. If the father is deceased, the domicile of the minor is that of the surviving mother. If the parents are divorced or legally separated, the domicile of the minor is that of the parent having custody by virtue of a court order; or, if no custody has been granted by virtue of court order, the domicile of the minor is that of the parent with whom he lives; or, if the minor lives with neither parent, in the absence of a custody award, the domicile of the minor is presumed to remain that of the father. Even though a person is a minor, under certain circumstances the person may be treated by the law as being sufficiently independent from his parents as to enjoy a species of adulthood for legal purposes. The consequences, for present purposes, of such circumstances is that the affected person is presumed to be capable of establishing a domicile independent of that of the parents; it remains for that person to demonstrate that a separate domicile in fact has been established. The circumstances recognized as having the potentially emancipating effect are:

- (a) Marriage of the minor person;
 - (b) Parental disclaimer of entitlement to the minor's earnings and the minor's proclamation and actual experience of financial independence from his parents, with the actual establishment and maintenance of a separate and independent place of residence.
5. **Married Women:** The domicile of a wife is presumed to follow that of her husband; the converse is not presumed. The significance of the marital relationship is limited to use of the presumption that a woman who married a North Carolina domiciliary becomes, by virtue of such marriage, a domiciliary of North Carolina. Under such circumstances, the wife still must maintain that status for a minimum period of twelve months before she is eligible to be classified as a resident for tuition purposes.
6. **Military Personnel:** The domicile of a person employed by the Federal Government is not necessarily affected by assignment in or reassignment out of North Carolina. Such a person may establish domicile for himself by the usual requirements of residential act plus intent. "No person shall lose his in-state resident status by serving in the armed forces outside of the State of North Carolina."
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:** A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) shall be classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual matriculation. A residential classification once assigned (and confirmed pursuant to any appellate process invoked) may be changed thereafter (with a corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic calendar.
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 admissions officer. 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 office of Admissions of this circumstance in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.
10. **Appeals of Rulings of Admission Officers:** A student appeal of a classification decision made by any admissions officer shall be filed by the student with that officer in writing and shall be transmitted to the Residence Status Committee by that officer, who shall not vote in that Committee on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, he or she shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Residence Status Committee shall give notice in writing of that fact within 10 days of receipt by the student of the decision of the Residence Status Committee, and the basis for such appeal, to the Chairman of the Residence Status Committee, and the Chairman shall promptly transmit the appeal to the State Residence Committee.

N.C. GENERAL STATUTE 116-143.1

116-143.1. Definitions; military status provisions.—(a) A non-resident shall be any person not qualifying for in-state tuition as hereinafter defined.

(b) To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

(c) No person shall lose his in-state resident status by serving in the armed forces outside of the State of North Carolina.

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 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

FEEES

Activity Fee (per quarter)	\$ 7.00
Late Registration Fee	5.00
Insurance Fee per year (optional)	3.00

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, provided 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.

BOOK COSTS

Students are required to purchase the necessary textbooks for courses. The estimated cost is \$30-\$50 per quarter. Book costs are usually higher for the fall quarter than at other times. Certain curricula require equipment other than books, which increases the costs. Books may be purchased from the college bookstore.

ACADEMIC REGULATIONS

REGISTRATION

All students are urged to register on the days designated. A late registration fee of \$5 will be charged to all full-time students who register after the regular registration dates on the school calendar. This regulation applies to all programs—no exceptions are made.

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 registration of every student is subject to the approval of his faculty advisor. A student who is registered for 12 or more quarter hours of course work is considered a full-time student; however, in order to maintain satisfactory progress toward a degree or diploma, a student is expected to carry a normal course load of 16 to 18 quarter hours. No college transfer student may carry in excess of 18 credit hours without permission of the Dean of College Transfer Education.

Students whose names appear on the Dean's List for the previous term and who have at least a 3.0 cumulative average may enroll for a maximum of 21 quarter hours during a regular term.

Students on academic probation are limited to 12 quarter hours, and students who work part-time or full-time should reduce their course load accordingly.

A maximum of two (2) Physical Education Courses may be taken in any given quarter.

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.

CHANGE OF NAME, ADDRESS OR CURRICULUM

Students are responsible for notifying the Registrar's Office of all name, address or curriculum changes. This is necessary to keep all records in proper order.

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 Affairs Office.

Students should pay particular attention to procedural directions as no course is officially dropped or added until the required procedure is completed.

The drop-add period will be observed through the period indicated by the school calendar.

The following steps should be followed:

1. Obtain drop-add form from Student Affairs Office.
2. Have advisor sign it.
3. Have instructor(s) involved initial it.
4. Return form to Registrar's Office for signature.
5. Turn form in at Business Office for validation.

No course may be added after one (1) week of classes (5 school days). No course may be dropped unless approval of the Dean of Student Affairs or Assistant Registrar is obtained.

For courses officially dropped after the first five (5) school days of a regular quarter, 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 five (5) 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". In cases where a student has an "I" on record and does not re-enter for four (4) quarters, the "I" will automatically become 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 five (5) school days of a regular quarter no grade will be reported.

A student who officially withdraws from the college after the first five (5) 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 five (5) 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.

CREDIT FOR WORK EXPERIENCE

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work and experience outside of the supervision of the college.

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.

CREDIT BY EXAMINATION

Coastal Carolina Community College will grant credit by examination in lieu of regular class enrollment and participation for courses designed by the appropriate dean in consultation with the faculty of the concerned academic discipline. Any full-time or part-time student currently enrolled is eligible to earn credit by examination for any designated course in which he has not officially participated previously.

The student desiring to take an examination must initiate his request with the appropriate dean and explain the reasons and justification for his request. If the dean in consultation with the appropriate faculty approves the request, the student will then arrange for the examination with the chairman of the division offering the course. The test must be completed within the time designated by the dean.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination.

Standardized tests, selected by the appropriate division, will be used unless such tests are not available. If standardized tests are not available, local tests, prepared by the appropriate division and approved by the appropriate dean, will be used. National norms are usually available for standardized tests; these will be considered in determining whether or not the student has performed satisfactorily on the test. On local, teacher-made tests a grade of 85% or higher will be required for passing the test. Examination in courses requiring mechanical skills will include satisfactory demonstration of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average.

CLASS REPEAT RULES

When a course is repeated, the second grade is recorded as the final grade for the course and the first grade is not counted in determining the student's grade point average. However, if a course is repeated for the third time, the second and third grade will be

counted in determining the student's grade point average.

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 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.

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.

	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 of

enrollment or the grade becomes an automatic "F". In cases where a student has an "I" on record and does not re-enter for four (4) quarters, the "I" will automatically become an "F"..

CS—Continued Studies: This indicates that a student is in a self-paced program and needs more time to complete the course.

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 five (5) 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.

PRESIDENT'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 President's List, provided they have no grades of "I" or no grade lower than an "A".

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 grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that quarter is 3.25 or better.

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.

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—OCCUPATIONAL DIVISION

All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is On Academic Probation
1-16	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—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
1-20	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	

PARKING

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas which are not normal parking areas is prohibited. At the Western Boulevard Campus double parking will be permitted only in the event that all student parking spaces are occupied, and then only in areas which will not interfere with the free flow of traffic.

ONE-WAY STREETS

Signs and arrows painted on road surfaces will be observed. At the Western Boulevard Campus, this means that only one road, the one nearest Western Boulevard, may be used to enter the parking lot, and only one road may be used to leave the parking lot.

SPEED

The speed limit on campus is set at a maximum of 15 MPH. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed less than 15 MPH.

REGISTRATION

All motor vehicles operated regularly on campus must be registered with the Business Office. This includes vehicles operated on campus by students, faculty, or staff, although the vehicle may be owned by a third party who does not operate the vehicle on campus. No motor vehicle not properly registered, licensed, and insured by

the North Carolina Department of Motor Vehicles, or other competent government agency, may be operated on CCCC property. A vehicle operators must be properly licensed.

FINES

A first violation of the rules governing parking, vehicle registration, or speeding will result in a "warning" citation. This does not give each vehicle operator license to violate the rules the first time without action being taken. Flagrant, first-time offender will be fined. Having received a warning citation, it will thereafter be assumed that the violator is aware of offenses for which he can be cited. Second offenses will result in a fine of \$1.00. Third offense may result in a fine of \$2.00, or loss of driving privileges, or both. Students who have failed to pay fines imposed for parking, registration, or speeding violations may not be allowed to take final exams or courses for which enrolled.

TRAFFIC MONITORS

Student traffic monitors will be empowered to issue citation for violations of these rules.

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 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 SIMULANT 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.

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

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

STUDENT PERSONNEL SERVICES

COUNSELING

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

STUDENT FINANCIAL ASSISTANCE

Every available program of financial assistance is provided by

the college to ensure educational opportunity for the individual. Grants, scholarships, loans, and employment opportunities are included in the student financial assistance program. Most financial awards are based on the financial needs of the recipients after determination of a reasonable family contribution.

Applications and additional information may be obtained at the Financial Aid Office. Financial assistance should be applied for at least four (4) weeks prior to the registration date of the quarter for which it is required.

Special Academic Awards:

The Cubillas Award is an academic award presented during graduation exercises to the student with the best academic record in Spanish 101, 102, 201 and 202. The award is made in memory of Dr. Jose Perez Cubillas, the late father of Dr. Violeta P.C. Fischer.

Scholarships:

Local:

Scholarships are awarded by the following individuals and organizations:

American Business Women's Association

Janerion Chapter

El Rio Neuvo Chapter

Chief Petty Officers Wives' Club

Coastal Carolina Community College Women's Club

Effie Taylor Caldwell Student Council Scholarship

Jacksonville High School Spanish Club

Jacksonville Rotary Club

Maysville Rotary Club

New River Air Station Officers Wives' Club

Onslow County Dental Society

Onslow County Hospital Auxiliary

Onslow County March of Dimes

Onslow County Medical Society

Practical Nursing Scholarship

Staff Noncommissioned Officers Wives' Club

Walter E. Furr Memorial Scholarship

Scholarships awarded by the college for the following individuals and organizations:

Carlyle W. Blomme Civil Technology Scholarship

Dr. W.K. Morgan

Giddings Memorial Scholarship

Jacksonville Business and Professional Women's Club
Richard Allen Suls Memorial Fund

Scholarships Related to Professions:

The Juliette A. Southard Scholarship Trust Fund of the American Dental Assistants' Association provides tuition scholarships for Dental Assistant Education. The fund is named for the founder of the American Dental Assistants' Association and is supported entirely by voluntary donations. At the beginning of 1973, scholarship awards ranged from \$100.00 to \$1,000.00.

The Certificate Scholarship Program for dental hygiene administered by the American Dental Hygienists' Association provides financial assistance to second-year students enrolled in the college associate degree program. Funds are provided by donations from professional organizations, supporting industries and interested agencies and individuals. Scholarships range from \$300.00 to a maximum of \$3,000.00 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1st.

The Prospective Teacher's Scholarship Loan Program administered by the Department of Public Instruction provides awards of \$600.00 each academic year. Selection of recipients is based on such factors as the greatest demand for teachers of particular subjects or areas and financial need. After graduation one scholarship loan note is canceled for each year taught.

Grants:

The Basic Educational Opportunity Grant (BEOG) Program provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the Federal grant program, cost of education, and expected family contribution determine the award amount.

The Supplemental Educational Opportunity Grant Program is funded by the Federal Government for students with exceptional financial needs. The students are recipients of awards since they would be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

Loans:

Local Short-Term Emergency Loans:

Local loans are made available by the following individuals and organizations:

Auto Mechanics Loan Fund
The Gene Johnson Memorial Fund Loan
Jacksonville Department Store
Jacksonville Kiwanis Club
New River Pharmacy
S.E. Wainwright

Long-Term Loans:

The National Direct Student Loan (NDSL) Program is funded by the Federal Government and the College. The loan amount is determined in relation to the student's financial need. Interest at the rate of three (3) percent begins to accrue at the beginning of the repayment period. The repayment period begins nine (9) months after the student terminates at least half-time enrollment.

The Insured Student Loan Program allows legal residents of North Carolina to obtain loans related to their financial needs. The program is administered by College Foundation, Inc., Raleigh, North Carolina. It is funded by North Carolina banks, loan companies, and insurance companies. Loans are insured by the State Education Assistance Authority; and under certain circumstances, the Federal Government will pay the seven (7) percent interest during the enrollment and grace periods. Repayment begins nine (9) months after the student terminates at least half-time enrollment.

The James E. and Mary Z. Bryan Foundation Loan Program administered by College Foundation, Inc. provides loans for legal residents of North Carolina. There is an interest rate of one (1) percent during enrollment and grace periods and seven (7) percent during the repayment period. Repayment begins nine (9) months after enrollment of at least half-time.

The Educational Loan Program for Dental Hygiene Students, an American Dental Hygienists' Association student loan program, provides loans based on financial need to students after all other available sources of financial aid have been utilized. The final decision concerning disbursement of funds is made by United Student Aid Funds, Inc., which administers the program. Eligible students may borrow up to a maximum of \$2,000.00 for the two year associate degree program at the college. The National Bank of Chicago serves as the program's chief lending agent. Interest accrues at the rate of eight (8) percent during enrollment and seven (7) and one half (7½) percent after enrollment and during the repayment period. Repayment begins with minimum monthly payments of thirty (30) dollars on the first day of the tenth month after the student leaves school.

EMPLOYMENT OPPORTUNITIES

The "On Campus" College Work-Study Program is funded by the Federal Government and the college. The program assists students by providing job opportunities within the various departments on the college campus. Total hours of work and earnings are based on the financial needs of the individual students on the program.

The "Off Campus" College Work-Study Program is funded by local nonprofit organizations and the Federal Government. Students on the program may be employed by a school, hospital, or with some other public or private social agency. Financial need is the basis for placement on the program and for total compensation. High school seniors may be placed on the summer program by obtaining an application for PACE from their high school counselors. Frequently the program is coordinated with the college Cooperative Education Program. Students interested in employment related to their program of study should contact the Cooperative Education Office.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of Veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service-connected disability. Eligible persons 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 or 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 literary magazine, **THIS END UP** is published periodically by a student staff.

THE SPANISH CLUB

The Spanish Club was founded in 1970 and is sanctioned and funded mainly by the SGA. Its purpose is to promote fellowship among students of the Spanish language and the Spanish-speaking members of this community with special emphasis on the cultural aspects throughout educational events and special projects.

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 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.

CHEERLEADING

A cheerleading squad is organized each year to provide cheers for the basketball team at both home and out-of-town games. Selections are made by a committee of four (4) faculty members plus the President of the Student Government Association. Any boy, or girl who is a full-time student is eligible to "try-out" for the cheerleading squad. Every candidate must "try-out" each year regardless of previous squad membership. Academic eligibility, and full-time status must be maintained.

ATHLETIC PROGRAM

The emphasis on the Athletic program at the Coastal Carolina Community College is three-fold: intercollegiate competition, intramural activities, and extra-mural activities. This emphasis is for the purpose of encouraging full-student participation.

1. **Intercollegiate Athletics**—The “Cougars” are members of the North Carolina Community College Athletic Association, in which they participate in basketball, baseball, tennis and golf. The Cougars also participate against other 2 year schools as well as freshman or junior varsity teams from senior institutions. To be eligible to represent the college as a player or manager in inter-collegiate athletics, students must meet the eligibility requirements of the N.C.C.C.A.A. and District X of the National Junior College Athletic Association. A faculty athletic committee exercises immediate supervision of the intercollegiate program.
2. **Intramural Activities**—The intramural program at CCCC is designed to meet the needs of those students who do not wish to, or are unable to compete on the intercollegiate level. The program involves participation in team sports, dual-activities, and individual sports. These activities include: touch-football, basketball, softball, volleyball, cross-country, golf, tennis, bowling, badminton, deck tennis, horse-shoes, and archery. Many of the activities are co-recreational as well as for men, and for women.
3. **Extra-Mural Activities**—All extra-mural activities (intramurals between schools) are sanctioned by the N.C.C.C.A.A. Plans call for tournaments to be held in the fall and spring at which time the intramural winners from conference member schools will compete against each other. In addition, some team activities for women will be conducted between other schools.

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-Law
General	Pre-Mathematics
Pre-Art	Pre-Music
Pre-Business Administration	Pre-Nursing
Pre-Business Education	Pre-Recreation
Pre-Dental	Pre-Social Work
Pre-Drama (Speech)	Pre-Science
Pre-Engineering	Pre-Teaching (Elementary)
Pre-Forestry	Pre-Teaching (Secondary)
Pre-International Studies	Pre-Textiles

ASSOCIATE IN APPLIED SCIENCE DEGREE— OCCUPATIONAL DIVISION

Accounting	Dental Hygiene
Architectural Technology	Electronic Data
Associate Degree Nursing	Processing (Business)
Business Administration	Executive Secretary
Civil Engineering Technology (Surveying)	Legal Secretary
Civil Engineering Technology (Construction)	Medical Secretary
	Police Science

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

Air Conditioning & Refrigeration	Masonry
Auto Body Repair	Operating Room Technician
Automotive Mechanic	Practical Nursing
Dental Assistant	Radio & Television
Electrical Installation & Repair	Servicing
	Welding

CERTIFICATE PROGRAMS— OCCUPATIONAL DIVISION

Practical Radion and Television Repair (Evening)

DEVELOPMENTAL STUDIES

Developmental Business

**CERTIFICATE PROGRAMS—
CONTINUING EDUCATION DIVISION**

Adult Basic Education
Community Services
Special Education

Industrial Services
General Adult Education

EVENING PROGRAM

Coastal Carolina Community College provides for an extensive evening program to include selected courses in most of the degree, diploma, and certificate curricula listed in this catalog.

Additionally, two complete associate degree programs are offered in the evening. A student may complete requirements leading to an Associate in Applied Science (AAS) Degree in Business Administration or an Associate in Arts (AA) Degree in Liberal Arts within a minimum period of two calendar years while attending only in the evening.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program provides the opportunity for students to gain study-related experience in business, industry, government, and service agencies. It is a program of inter-related work and study which combines work experience with classroom studies. It is a joint venture between the college and cooperating employers to form a total educational program for the student.

In addition to his academic courses, the Co-op student participates in a supervised work experience which is planned, progressive, and closely related to his curriculum and career interest. In some curricula, Co-op credits may be substituted for class work. College transfer students may use work experience credits as elective credits to apply toward their degrees.

The Cooperative Education Program allows the student opportunities to apply classroom knowledge in actual work situations, to work with and observe people of varied backgrounds and disciplines, to earn money to defray a portion of his educational expenses, and to explore possibilities of permanent employment after completion of his college studies.

A classroom course, Sociology 101 - The Student in Society, serves as an orientation to the world of work and pre- or co-requisite for work experience credit, COE 101.

Students interested in participating in the Cooperative Education Program should contact the Cooperative Education Office promptly.

CO-OP WORK EXPERIENCE PLANS

Shared-Day or Parallel Plan--Regularly enrolled day students work after school on a part- or full-time basis.

Extended Day Plan--Evening college students hold regular daytime jobs while taking an appropriate class load in evening classes.

Alternate and One Quarter Plans--Students work full-time one or more quarters without concurrently enrolling in other course work, provided that they have already earned an appropriate number of units and plan to return to regular class work the following term.

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

Coastal Carolina Community College, through its college transfer division, offers to all students a wide variety of course offerings in the liberal arts, general education and specific curriculum programs. Students may work toward the Associate in Arts degree for the purpose of personal enrichment and satisfaction while others may plan to transfer to four-year colleges and universities in order to continue their preprofessional training.

The college transfer program is specifically designed to parallel the freshman and sophomore years of study to a senior college or university in North Carolina and throughout the United States.

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 College Transfer Education and the Dean of Student Affairs.

Coastal Carolina Community College is strongly committed to a comprehensive educational program that combines various scholastic experiences that are designed to assure that each student who graduates with an Associate in Arts degree possesses in the major field of human knowledge the understanding, skills and appreciation necessary for informed citizenship and continued growth and effectiveness as an educated person. As a broad educational base CCCC requires all students to take courses in English, Mathematics and Natural Sciences, Social Sciences, Humanities and Fine Arts. These courses in addition to physical education constitute a general education core. Major course requirements designed for a particular curriculum or where such course variations and options are available, will be listed in the specific curriculum chosen by the student.

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.

**THE GENERAL EDUCATION CORE FOR
THE ASSOCIATE IN ARTS DEGREE**

	Credit Hours
English	9
English Composition 101-102-103	9
Mathematics	5-10
College Algebra 102.....	5
or	
Contemporary College Math 111 and 112	10
Natural Sciences	12
General Biology 101-102-103.....	12
General Chemistry 101-102-103	12
Physics 101-102-103	12
Social Sciences	14-15
Western Civilization 101-102-103.....	9
or	
American History 201-202	10
and	
One additional course, from Social Sciences	5
Humanities and Fine Arts	11-1
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities	6-10
Literature (English, American, World or Literature in a translated modern language, Speech or Voice and Diction)	
Fine Arts.....	5
Art, Drama or Music	
Total Education Core Requirements	51-61

SPECIAL REQUIREMENTS

Physical Education (See college requirements)3-6
 Foreign Language (See college requirements)10-20
 Electives and other major curriculum requirements32-39

Electives are provided to assist transfer students in meeting the requirements of a particular university or college to which they plan to transfer. The student should consult a counselor or his advisor to determine these courses.

Minimum total number of credits for degree 96

NOTE: College transfer students may use up to 6 credit hours of Co-op Work Experience (COE 101) as electives to count toward graduation.

PRE-LIBERAL ARTS

The Liberal Arts curriculum has been designed to prepare the student for entrance with advanced standing to colleges and universities that grant the Bachelor's degree; to assist the individual in exploring the major fields of study; and to prepare a person to meet the needs of his total environment through this study of liberal arts courses. Liberal Arts courses, in their full context, open the way to help the students understand the condition of man's existence, through the study of ideas and experiences in a variety of subjects and disciplines.

The A.A. degree in Liberal Arts provides the educational foundation for curriculum degree programs at the senior institution in art, drama, literature, modern languages, music, philosophy, journalism, speech, history, political science, psychology, sociology, anthropology, biology, chemistry, mathematics, and earth science to mention only the main areas.

General Education51-61
 Modern Language10-10
 Electives (Sufficient to meet degree requirements)

GENERAL CURRICULUM

The general curriculum provides valuable opportunities for the student to test and extend their understanding of the total world and environment while allowing the development of his own character and ability through a broad comprehensive educational program.

This curriculum, designed for students who initially plan two years of college education, provides a wide choice of subjects to enable the individual to find his particular education interest. All courses are transferable to senior institutions should the student desire to transfer at a later date.

General Education	51-61
Electives (Sufficient to meet degree requirements)	

PRE-ART

Pre-Art is proposed for students with talents and interest in a wide variety of courses associated with the world of Art. Senior institutions offer majors in painting, sculpture, ceramics, commercial art, interior design and design, art history, studio art and art education.

The transfer students will be adequately prepared to move into a specialized art curriculum upon completion of this pre-Art program.

Students desiring to transfer into a Bachelor of Fine Arts (BFA) or professional degree are recommended to transfer after one year to eliminate problems of transferability. Students wishing to transfer into a school of art, should apply directly for information.

General Education Requirements	51-61
Art Appreciation 101	5
Color and Design 105-106	6
Drawing 102-103-104	9
Modern Foreign Language	10-20
Electives (sufficient to meet degree requirements)	

PRE-BUSINESS ADMINISTRATION CURRICULUM

The curriculum for the student in business administration includes a broad foundation in liberal arts and professional courses that begin to prepare a person to meet the changing complexities of life and leadership in the business community. Upon receiving the A.A. degree the student will find a wide range of exciting careers in the business and industrial fields through his selection of profession studies at the senior institution in business administration, economics, marketing, insurance, management, finance, industrial relations and many other related fields that lead to meaningful managerial positions in business, government and non-profit organizations.

General Education	51-61
Introduction to Business 101	5
Principles of Economics 201-202-203	9
Principles of Accounting 120-121	12
Electives (Sufficient to meet degree requirements)	

PRE-BUSINESS EDUCATION CURRICULUM

Business education, sometimes referred to as distributive education, provides students the opportunity of obtaining the first two years of undergraduate studies toward a baccalaureate degree (B.S. or B.E.) in business education and a class "A" teaching certificate in basic business teaching or distributive education teaching.

In addition, the opportunity exists for students to continue in the same program for a non-teaching degree in office administration.

General Education51-61

- Business 102-103-104 (Typing)9
- Business 106-107-108 (Shorthand)12
- Principles of Economics 201-202-2039
- Principles of Accounting 120-12112
- Electives (Sufficient to complete degree requirements)

PRE-DENTAL

It has been advanced by schools of dentistry that students preparing to enter the profession of dentistry should spend as much time as possible in securing a well-rounded cultural education and should complete the regular baccalaureate degree (B.S.) or three years of academic work that meet specific requirements for admission to a school of dentistry. This pre-dental curriculum has been prepared with the student in mind who has above average intelligence and aptitude to complete satisfactorily the dental curriculum upon transfer to the senior institutions. The student should consult the bulletins of the dental schools to which he will apply to determine their specific entrance requirements.

General Education51-61

- Principles of Economics 201-202-2039
- Electives (Sufficient to meet degree requirements)
- Students in Pre-Dental will take both BIO 101-102-103 and Chemistry 101-102-103
- Students are suggested to take Psychology 201 and Sociology 201 as possible electives.

PRE-DRAMA—SPEECH

Students desiring to enter this curriculum at the senior college or university in drama or speech should follow either of the two plans indicated below.

. Drama

The pre-drama curriculum is strongly recommended for talented students who intend to follow careers in the dramatic arts.

Areas of interest are in acting, directing production and stage design as well as all aspects of mounting a theatrical production.

This pre-drama curriculum leads to two undergraduate degree programs at senior colleges and universities; the Bachelor of Arts (B.A.) for students intending to follow a traditional liberal arts curriculum with an emphasis in Dramatic Arts and a Bachelor of Fine Arts (B.F.A.) for those students wishing to follow the theatre as a profession.

General Education51-61

- Acting 202-2039
- Stage Makeup 2042
- Drama Practicum 2051
- Drama 2103
- Electives (Sufficient to meet degree requirements)

Students desiring to transfer into a Bachelor of Fine Arts (BFA) or Professional degree are advised to transfer after one year to eliminate problems of transferability, mainly due to participation and required degree courses.

Speech 201 and 202 should be taken as electives in the area of drama.

B Pre-speech is particularly recommended as background preparation for those students who anticipate upper level training at the senior schools in speech related programs that lead to a B.A. in speech or speech-drama combination.

A degree in speech opens the way to a wide variety of careers in drama, public address or television and radio. A program in speech is also advisable for students who wish to concern themselves primarily with problems and disorders of human communication as manifested in the processes of speech.

General Education 51-6
 Fundamentals of Speech 201 5
 Voice and Diction 202 3
 Modern Languages 10-20
 Electives (Sufficient to meet degree requirements)

PRE-ENGINEERING

The Pre-Engineering program is designed to prepare students to continue studies toward the baccalaureate degree in engineering in senior institutions. In view of the emphasis on mathematics and sciences students who decide upon this program should possess high academic potential and have demonstrated above average mathematical ability.

Students contemplating an engineering career should contact the school of Engineering of their choice in order to obtain additional information as to degree requirements in view of the variation in the different engineering degree programs. If possible, applicants seeking a degree in engineering at the senior institution should plan on entering in summer school to make up required technical courses missed during the first two years.

Careers in engineering have vast opportunities in the business and industrial world. Degrees generally offered in schools of engineering consist of aerospace, chemical, civil, electrical, engineering mechanics, industrial, mechanical and nuclear, in addition to many other engineering options.

General Education 51-6
 Mathematics 201-202-203-204 20
 Principles of Economics 201-202-203 9
 Electives (Sufficient to complete degree requirements)

Chemistry should be taken as the required science.

PRE-FORESTRY

Forestry in North Carolina provides ample opportunities for a vast array of challenging courses that deal with the management and utilization of the resources and products associated with the forests. North Carolina is one of the Nation's most important forest states and thus needs a large number of well educated and technically competent personnel to preserve the quality of the environment and the overall quality of life for society. Senior institutions with a school of forestry have major forestry programs in conservation, forestry, recreation resources administration, recreation and park administration, natural resources management and wood and paper service and technology.

As these programs become very specialized in nature students are requested to contact the School of Forestry of their choice to obtain all requirements pertinent to program requirements.

General Education 51-61
 Mathematics 102-103 10
 Mathematics 201-202-203-204 20
 Principles of Economics 201-202-203 9

Students should take both biology and chemistry in meeting the requirements of this program.

INTERNATIONAL STUDIES

The purpose of the International Studies curriculum is to prepare a student for a wide variety of careers in the field of American foreign relations. This program, upon transfer, leads to the degree of Bachelor of Arts in International Affairs or related fields and is intended for students interested in a career abroad and others desiring an international perspective in their education. Senior institutions who have a degree in international affairs offer many programs that deal with various parts of the world and their association to international politics and relations among world powers.

General Education 51-61

 Political Science 201 5

 Geography 201-202 10

 Principles of Economics 201-202-203 9

 World Politics 205 5

 Foreign Language 10-20

PRE-LAW

Most law schools do not prescribe a curriculum for admission. Normally only a college degree is required whereby the student planning to attend law school is free to obtain a baccalaureate degree and to major in any field he desires. Since law enters into so many phases of life this pre-law program is regarded as a sound preparation for the future student of law.

The curriculum at most senior institutions having law schools is designed to give students a basic legal education which will fit them for practice in any state and federal judicial system. Students desiring to enter the field of law should inquire early by contacting the law school which they plan to attend to determine its admission requirements.

General Education 51-61

 Modern Foreign Language 10-20

 Principles of Economics 201-202-203 9

 Psychology 201 5

 Political Science 201 5

 Electives (Sufficient to meet degree requirement)

PRE-MATHEMATICS

The Associate in Arts degree in mathematics is designed for those students with ability and particular interest in the field of mathematics and mathematical sciences. Students seeking a degree in this field should possess an above average ability in mathematics.

Completion of this program at the senior institutions (B.S.-B.A.) will enable the student to continue his education toward a career in mathematics and mathematical science as well as its application to physics, chemistry and a wide variety of technical and engineering programs.

General Education 51-61

 Mathematics 103 5

 Mathematics 201-202-203-204 20

 Foreign Language 10-20

 Electives (Sufficient to meet degree requirement)

Students interested in a B.S. degree should take
Economics in lieu of foreign language.
Pre-Mathematics students should take MAT 250-251-252
as recommended electives.

PRE-MUSIC

This program offers to students the opportunity to complete their basic undergraduate requirement while preparing for transfer on to curriculums in music including the A.B. for those seeking to emphasize music's place in the humanities, the B.M.Ed. for those wishing to teach music privately or in the public schools and the B.M. for those desiring to specialize in performance or in theory and composition.

Students desiring to follow the B.M. degree should contact the School of Music at the completion of the first year in order to obtain the necessary degree requirement for this particular degree.

General Education	51-61
Music 101	5
Music History 202	5
Music Theory 103-104-105	9
Electives (Sufficient to meet degree requirements)	

PRE-NURSING

The Pre-Nursing curriculum (A.A. Degree) offers to the student the opportunity of successful completion of all lower division courses of general education for the first two years prior to transfer to a School of Nursing as a junior. This program upon completion of all requirements (A.A. Degree) leads to the Bachelor of Science in Nursing at the senior institution and provides to the graduate varied opportunities for man and woman to enter necessary professional nursing careers in hospitals, city and county health departments and other community health agencies, as well as specialty area careers in medical-surgical, maternal-child and public health nursing.

The student who is planning to transfer to the School of Nursing at the University of North Carolina, Chapel Hill should be aware that all nursing courses are offered at the upper division level (Junior-Senior year) with the lower division (Freshman-Sophomore) including general academic courses. Transfers to the School of Nursing, East Carolina University, Greenville, should transfer after the freshman year. The following curriculum is presented with transferability to both institutions. All students should contact the School of Nursing of their choice at the earliest opportunity to discuss admission procedures, credits and course plans so that time will not be lost.

General Education	51-61
Biology 101-102-103	24
and	
Chemistry 101-102-103	
Human anatomy and Physiology 121-122	10
Modern Language	10-20
Electives (Sufficient to meet degree requirements)	

Students are suggested to take Psychology 201-202 and Sociology 201 as possible electives.

Students in the Pre-Nursing program in taking both Biology and Chemistry courses will meet the requirements in this curriculum as well as the general education requirements.

PRE-RECREATION

The purpose of this program is to provide the students with a sound foundation in liberal arts courses complete with understanding about man's recreational behavior. The Pre-Recreation curriculum provides educational preparation for students who will seek careers in wide variety of business service agencies at the local, regional, state, and national levels. The senior institution offering a degree in recreation allows students to major in concentrations in municipal recreation, industrial recreation, park management, camping, ecology, therapeutic recreation, music or theatre art and other programs dealing in youth services, corrective institutions and recreation for the elderly.

General Education 51-61

HEA 101-102 8

Recreation 201-202 10

Physical Education 250 3

Electives (Sufficient to meet degree requirements)

Suggested electives for the recreation curriculum are Physical Education 102, 105, 106, 108, 109 and 208, Psychology 201-202, Sociology 201 and Political Science 201.

Additional recreation courses for non-credit are offered through the colleges Continuing Education Program.

PRE-SCIENCE

The pre-science curriculum is designed for students preparing to transfer to a four-year program requiring a concentration in science and mathematics. The courses are chosen with the student in mind who seeks to obtain a sound education in mathematics and the physical sciences with a wide variety of major fields of interest.

The main objective of this program is to prepare future leaders in the field of science ranging from teaching in higher education to the research specialist.

General Education 51-61

Mathematics 102-103 10

Science (Biology-Chemistry-Physics) 24

Mathematics 250 5-15

or

Mathematics 201-202-203

Foreign Language 10-20

or

Principles of Economics 201-202-203

Electives (Sufficient to meet degree requirement)

Students must take twenty-four hours of science in meeting the requirements for this curriculum and that of the general educational requirements.

PRE-SOCIAL WORK

This pre-social work curriculum is broadly designed for those students intending to enter challenging courses that deal with human relations and the general welfare of our society.

Positions of this nature are associated with all age groups from early childhood through youth, adulthood and the elderly and exists in agencies that deal with social services in addition to housing and development, nursing homes, hospitals and health centers, recreational centers and many other professional courses that work with people in the development of the total welfare of the community.

The program of pre-social work is also appropriate to assist students entering the field of correctional services or law enforcement.

General Education 51-61

Psychology 201-202 10

Sociology 201-202 10

Social Psychology 204 5

Foreign Language 10-20

Electives (Sufficient to meet degree requirements)

Students are recommended to take Spanish for a language; Biology for the science, and electives from the social sciences.

PRE-EDUCATION (K-3; 4-9; 10-12)

In viewing a teaching career, considerable attention and consideration should be

given by students who are contemplating entering the pre-education program and who will complete their A.A. degree prior to entering a senior institution at the junior level.

The State of North Carolina Department of Public Instruction provides teacher certification in any one of the following three categories: Early Childhood Education (Kindergarten through grade three); Intermediate Education (grade four through nine); and secondary school education (grades ten through grade twelve).

Students seeking certification in Early Childhood Education (K-3) will, upon transfer begin a specialized curriculum emphasizing appropriate values and techniques that should equip the teacher with the competencies and understanding essential to teaching children in the early years. For those wishing to be certified for the intermediate grade (4-9) will upon transfer choose an appropriate subject concentration in a content or academic area as the Language Arts, Mathematics, Science or the social studies. A second area is recommended and is generally selected from the fields of library science, reading, special education, art, music, or physical education.

Students desiring to enter the K-3 or 4-9 program should follow the basic elementary program and those who desire certification for grades ten to twelve (10-12) should select the secondary education program.

ELEMENTARY EDUCATION (K-3 or 4-9)

General Education51-61
 Introduction to Education 2015
 Physical Geography 2015
 Political Science 201.....5
 Fundamentals of Speech 2013

K-3 and 4-9 majors should select for electives and in meeting the general education requirements, American History and Art and Music Appreciation and Personal and Community Health. Students desiring to enter the field of physical education should take P.E.D. 250, Introduction to Physical Education.

SECONDARY EDUCATION (10-12)

Students desiring certification in secondary education (10-12) will, upon transfer choose a subject concentration from among the field generally associated with high school subjects: English, Foreign Language, Mathematics, Science, Special Science and special subject areas as health and physical education, distributive education, art, music, speech or special education.

General Education51-61
 Introduction to Education 2015
 Electives (Sufficient to meet degree requirements)

PRE-TEXTILES

The textile industry is one of North Carolina's largest and fastest growing with the opportunity for a vast number of essential and exciting careers. Textiles covers almost every aspect of our daily lives--with application in medicine, in space, in recreational and sports, in personal safety, in environmental improvement and control, in transportation and in household and apparel uses.

This program is specifically proposed for transfer to the School of Textiles, NCSU as it prepares the student with the essential requirements. If possible, applicants seeking a degree in textiles at the senior institution should plan on entering summer school to make up required technical courses missed during the first two years.

It is recommended that students selecting Pre-Textiles contact the Academic Coordinator, School of Textiles, N.C.S.U., Raleigh, N.C. 27607 for details regarding transfer.

General Education	51-61
Mathematics 250.....	5
Mathematics 201-202-203-204.....	20
Principles of Economics 201-202-203.....	9

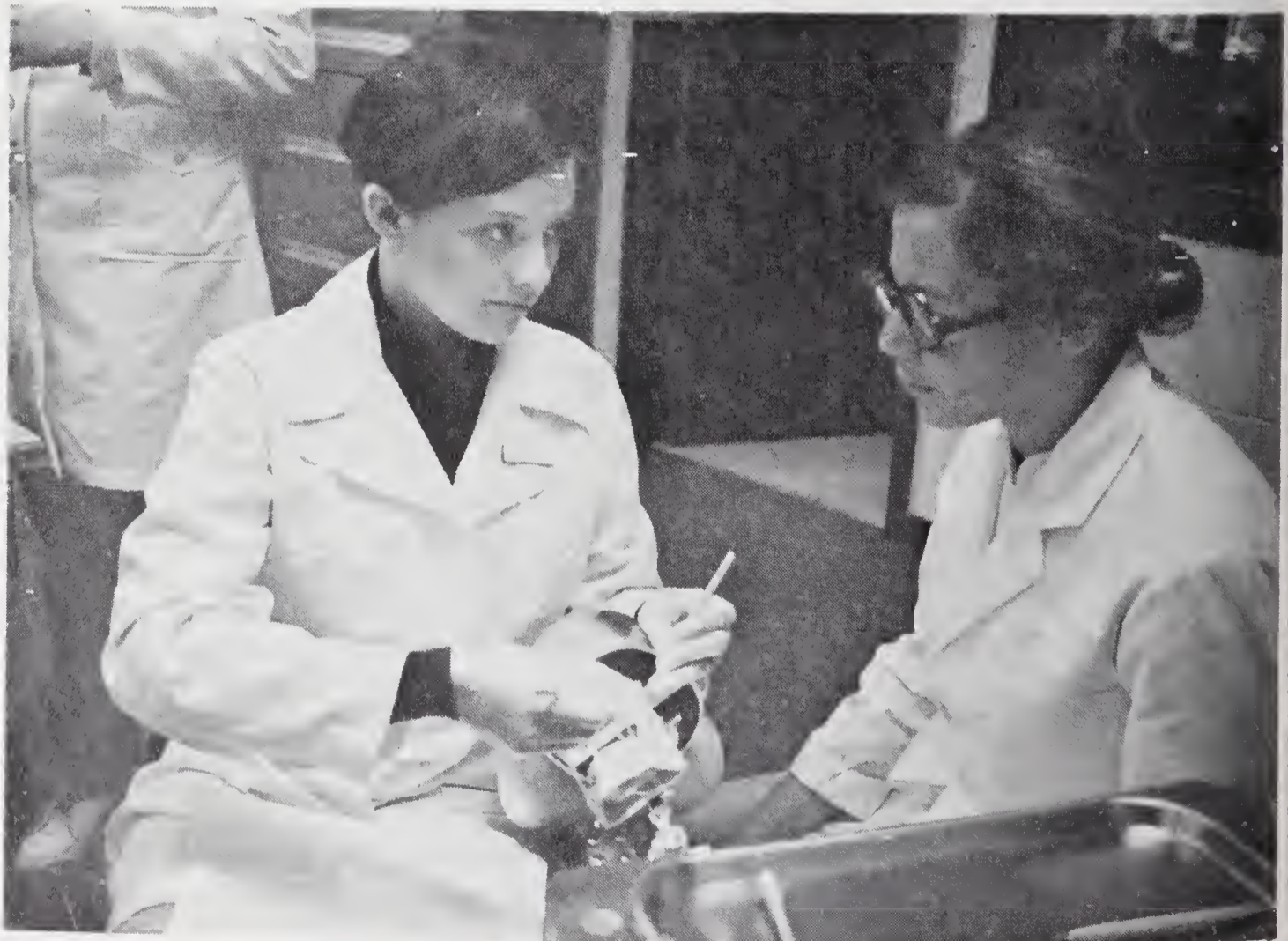
Students should select chemistry as the required science.

DEVELOPMENTAL STUDIES PROGRAM

Developmental programs are offered to prepare students for admission to the college transfer program and to the technical program. They are designed to help develop the basic skills necessary to succeed in other programs of the college.

A student is placed in the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. The program provides an opportunity to gain needed knowledge and skills for an individual who is not fully prepared for entry into an Associate Degree curriculum because he has not had an opportunity to complete an appropriate educational course or program or because he has low achievement in his previous educational programs.

Through the use of specialized teaching methods and equipment, the student may, through concentrated effort in the areas of his weakness, progress at his own rate. The student will be tested frequently for the purpose of finding the progress he is making.



FOREIGN LANGUAGE REQUIREMENTS

The foreign language requirement in curricula requiring a language for graduation may be fulfilled by the successful study of French or Spanish. Students who have high school credit for two or more years of study in a language, or who have had an equivalent learning experience, may fulfill this requirement by successfully completing ten quarter hours above the 100- level in the same language.

Placement at all levels is determined by scores on the MLA-Cooperative Foreign Language Test.

Elementary (100 Level) and Intermediate (200 Level) language courses must be taken in numerical sequence and require five class hours per week with one hour of laboratory work per week for five quarter hours credit.

Students who plan to transfer would consult the catalog of that institution in order to determine any particular requirements in foreign language as the vast majority still require completion of a high school language even though language may not be required for particular programs.

Where applicable to the institution to which the student will transfer, literature in translation or other appropriate courses may be taken in lieu of a foreign language requirement. However, the student must receive approval for this substitution from the Dean, College Transfer Education. The institution's catalog must be secured or letter from the institution be obtained in order to consider this change in degree requirements for that particular A.A. degree program.

PHYSICAL EDUCATION COLLEGE REQUIREMENT

All full-time, college transfer 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 the physical education requirement will be one (1) year or three (3) quarter hours credits. PED 101 is not a requirement.

**OCCUPATIONAL DIVISION IN
APPLIED SCIENCE PROGRAMS**



ACCOUNTING

Accounting is a growing professional field. Its requirements are high and its rewards are equally high. The Accounting Curriculum is designed to make the student employable in this specialized field of business.

The student, to be successful, should have a sound background in mathematics and English. A logical mind and problem-solving ability are assets.

CURRICULUM OBJECTIVES

1. General knowledge of accounting as a professional.
2. Specific knowledge of accounting procedures, principles, postulates, assumptions and connections.
3. General knowledge of business. Specific areas are law, finance, economics, data processing, marketing and management.
4. Machine skills.
5. Reinforcement in math and English.

GRADUATE PROSPECTS

The accounting graduate can expect employment opportunities to be numerous. These range from basic bookkeeping to assistant controller positions. Regardless of where the graduate starts his career in accounting, he will find the opportunities for advancement to be limited only by his desire and ability.

ACCOUNTING

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
ECO	201—Principles of Economics	3	0	3
T-BUS	110—Office Machines	2	2	3
T-MAT	110—Business Mathematics	5	0	5
		—	—	—
		18	2	19
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
ECO	202—Principles of Economics	3	0	3
T-BUS	115—Business Law	5	0	5
BUS	120—Principles of Accounting	5	2	6
		—	—	—
		16	2	17
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
		—	—	—
		15	5	17
FOURTH QUARTER				
T-BUS	222—Intermediate Accounting	5	0	5
T-EDP	204—Introduction to Data Processing— Business	3	2	4
T-BUS	226—Cost Accounting	5	2	6
T-ENG	206—Business Communication	3	0	3
		—	—	—
		16	4	18
FIFTH QUARTER				
EDP	202—Cobol I	2	4	4
T-BUS	223—Intermediate Accounting	5	0	5
T-BUS	123—Business Finance	5	0	5
T-BUS	229—Taxes	3	2	4
		—	—	—
		15	6	18
SIXTH QUARTER				
T-BUS	269—Auditing	5	0	5
T-BUS	227—Advanced Accounting	5	0	5
T-BUS	230—Corporate Taxes	5	0	5
T-BUS	235—Business Management	5	0	5
		—	—	—
		20	0	20

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 lend to certification as an Architectural Technician by the American Institute of Architects.

ARCHITECTURAL TECHNOLOGY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
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
		—	—	—
		16	11	20
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
		—	—	—
		16	11	20
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
		—	—	—
		16	12	20
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
		—	—	—
		10	17	16
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	0	3
	Elective (Min.)	—	—	3
		—	—	—
		10	9	16
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
		—	—	—
		8	12	15

ASSOCIATE DEGREE NURSING

The Associate Degree nurse is concerned primarily with the direct nursing of patients with health problems, patients who present common, recurring nursing problems. Direct nursing care includes both the immediate care illnesses or acute phases of chronic health problems and long-range planning for nursing and health care for patients with long-term illnesses.

The Associate Degree nurse performs nursing functions with patients who are under the supervision of a physician and/or professional nurse and assists in planning the day-to-day care of patients, evaluating the patient's physical and emotional reactions to therapy, taking measures to alleviate distress, using treatments modalities with knowledge and precision, and supervising other workers in technical aspects of care.

The goal of the Associate Degree Program is the development of the student as a safe practitioner of nursing by providing a well rounded curriculum. The curriculum will enable the student to understand the role of the registered nurse in the hospital as well as in other health facilities and the community.

The Associate Degree Nursing Program curriculum has been developed as a seven (7) quarter curriculum in an effort to provide the necessary general education courses but at the same time to provide additional clinical experience in nursing courses. This will serve as the means by which the student will prepare herself to function in the role of a graduate nurse and as a registered nurse. It is our purpose to periodically evaluate the program in terms of success in preparation of nurses and its effectiveness in meeting nursing needs of our community.

ASSOCIATE DEGREE NURSING PROGRAM

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
ENG	101—English Composition	3	0	3
BIO	123—Introduction to Microbiology	3	3	4
PSY	201—Introduction to Psychology	5	0	5
NUR	101—Fundamentals of Nursing I	4	9	7
		<hr/>	<hr/>	<hr/>
		15	12	19
SECOND QUARTER				
ENG	102—English Composition	3	0	3
BIO	121—Human Anatomy & Physiology I	4	2	5
NUR	102—Fundamentals of Nursing II	4	9	7
	Humanities Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		14	11	18
THIRD QUARTER				
BIO	122—Anatomy & Physiology II	4	2	5
PSY	202—Growth and Development	5	0	5
NUR	109—Nutrition	3	0	3
NUR	103—Maternal and Child Care	4	12	7
		<hr/>	<hr/>	<hr/>
		16	14	20
FOURTH QUARTER				
NUR	201—Nursing Care in Physical and Mental Illness I	5	15	10
NUR	104—Pharmacology	3	0	3
PSY	203—Abnormal Psychology	5	0	5
		<hr/>	<hr/>	<hr/>
		13	15	18
FIFTH QUARTER				
ENG	103—English Composition	3	0	3
NUR	202—Nursing in Physical and Mental Illness II	3	18	9
SOC	201—Introduction to Sociology	5	0	5
		<hr/>	<hr/>	<hr/>
		11	18	17
SIXTH QUARTER				
NUR	204—Nursing in Physical and Mental Illness III	3	18	9
SOC	203—Marriage and the Family	5	0	5
NUR	203—Nursing History and Trends	3	0	3
		<hr/>	<hr/>	<hr/>
		11	18	17
SEVENTH QUARTER				
NUR	205—Nursing in Physical and Mental Illness IV	3	18	9
NUR	206—Nursing Seminar	4	0	4
	Free Elective	5	0	5
		<hr/>	<hr/>	<hr/>
		12	18	18

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		Quart
		Class	Lab	Hour Cred
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
ECO	201—Principles of Economics	3	0	3
T-BUS	110—Office Machines	2	2	3
T-MAT	110—Business Mathematics	5	0	5
		<hr/>	<hr/>	<hr/>
SECOND QUARTER		18	2	19
T-ENG	102—Composition	3	0	3
ECO	202—Principles of Economics	3	0	3
T-BUS	115—Business Law	5	0	5
BUS	120—Principles of Accounting	5	2	6
		<hr/>	<hr/>	<hr/>
THIRD QUARTER		16	2	17
BUS	102—Beginning Typewriting*	2	3	3
T-BUS	116—Business Law	5	0	5
T-BUS	121—Principles of Accounting	5	2	6
T-ENG	204—Oral Communication	3	0	3
		<hr/>	<hr/>	<hr/>
FOURTH QUARTER		15	5	17
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
T-BUS	239—Marketing	5	0	5
		<hr/>	<hr/>	<hr/>
FIFTH QUARTER		14	2	15
T-BUS	123—Business Finance	5	0	5
T-POL	201—U.S. Government**	3	0	3
T-BUS	229—Taxes	3	2	4
T-BUS	243—Advertising	3	2	4
		<hr/>	<hr/>	<hr/>
SIXTH QUARTER		14	4	16
T-PSY	206—Applied Psychology**	3	0	3
T-BUS	219—Credit Procedures	3	0	3
T-BUS	235—Business Management	5	0	5
T-BUS	245—Retailing	3	0	3
T-BUS	272—Principles of Supervision	3	0	3
		<hr/>	<hr/>	<hr/>
		17	0	17

*Students may receive credit by successfully passing an examination.

**Business administration students are offered the option of taking SOC 101—T Student in Society (3 credit hours) and 3 credit hours of COE 101—Cooperative Education Work Experience in place of T-POL 201—U.S. Government (3 credit hours) and T-PSY 206—Applied Psychology (3 credit hours)

SURVEYING TECHNOLOGY

INTRODUCTION

The expanding construction industry needs up-to-date technically trained personnel. The objective of the Surveying 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 surveying. This curriculum provides the necessary basic background and related theory with specific skills needed in the surveying field. Basic surveying knowledge and skills are supplemented by courses in communicative skills, economics, industrial organization and management, and human relations.

An individual upon graduation from this program should qualify for various jobs such as Instrument Man, Party Chief, Note-keeper, Draftsman, or Inspector. These jobs are available through highway departments, city governments, U.S. Coast & Geodetic Survey Department, U.S. Army Corps of Engineers, N.C. Geodetic Survey Division of the Conservation and Development Department, and private engineering and surveying concerns.

The Board of Registration for Professional Engineers and Land Surveyors of North Carolina accepts this surveying program toward the statutory experience requirements.

SURVEYING TECHNOLOGY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
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-DFT	101—Technical Drafting	0	6	2
T-CIV	101—Surveying	2	6	4
T-CIV	121—Supervised Study	0	4	0
		<hr/>	<hr/>	<hr/>
		13	18	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—Civil Drafting	0	6	2
T-CIV	102—Surveying	2	6	4
T-CIV	122—Supervised Study	0	4	0
		<hr/>	<hr/>	<hr/>
		13	18	18
THIRD QUARTER				
T-ENG	204—Oral Communication	3	0	3
T-MAT	103—Technical Mathematics	5	0	5
T-CIV	103—Surveying	2	6	4
T-CIV	109—Surveying Law	5	0	5
		<hr/>	<hr/>	<hr/>
		15	6	17
FOURTH QUARTER				
T-ENG	206—Business Communication	3	0	3
T-CIV	211—Topographic Surveying	2	6	4
T-CIV	217—Construction Methods & Equipment	5	0	5
T-CIV	223—Codes, Contracts, & Specifications	2	0	2
T-CIV	228—Introduction to Drainage	2	3	3
		<hr/>	<hr/>	<hr/>
		14	9	17
FIFTH QUARTER				
T-CIV	212—Route Surveying	2	6	4
T-CIV	226—Properties of Highway Materials	5	6	7
T-CIV	229—Highway Drainage	2	3	3
	Social Science Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	15	17
SIXTH QUARTER				
T-CIV	213—Advanced Land Surveying	3	3	4
T-CIV	230—Subdivision Drainage	2	3	3
T-CIV	214—Mapping & Subdivision Planning	2	6	4
T-CIV	227—Construction of Roads & Pavements	2	3	3
	Social Science Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	15	17

CIVIL ENGINEERING TECHNOLOGY

(Option in Construction)

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 architects 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

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
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-DFT	101—Technical Drafting	0	6	2
T-CIV	101—Surveying	2	6	4
T-CIV	121—Supervised Study	0	4	0
		<hr/>	<hr/>	<hr/>
		13	18	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—Civil Drafting	0	6	2
T-CIV	102—Surveying	2	6	4
T-CIV	122—Supervised Study	0	4	0
		<hr/>	<hr/>	<hr/>
		13	18	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
		<hr/>	<hr/>	<hr/>
		15	6	17
FOURTH QUARTER				
T-ARC	102—Architectural Graphics II	2	6	4
T-CIV	217—Construction Methods & Equipment	5	0	5
T-ENG	206—Business Communication	3	0	3
T-CIV	223—Codes, Contracts & Specifications	2	0	2
T-ARC	121—Materials & Methods I	3	3	4
		<hr/>	<hr/>	<hr/>
		15	9	18
FIFTH QUARTER				
T-ARC	122—Materials & Methods II	3	3	4
T-BUS	272—Principles of Supervision	3	0	3
T-CIV	215—Properties of Materials	3	2	4
T-DFT	230—Structural Drafting	2	6	4
	Social Science Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		14	11	18
SIXTH QUARTER				
T-ARC	235—Codes, Contracts & Specifications	3	0	3
T-ARC	230—Construction Estimating	3	3	4
T-CIV	232—Bridge Inspection	3	2	4
BUS	120—Principles of Accounting	5	2	6
	Social Science Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		17	7	20

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 this two year 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.

Applicants take such tests as the Comparative Guidance and Placement Test and the Dental Hygiene Aptitude Test.

Special entrance requirements:

1. Satisfactory scores on CGP
2. High School Chemistry or equivalent
3. High school units in Algebra and biological science
4. Personal interview with admissions office and dental department personnel

DENTAL HYGIENE

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
DEN	101—Oral Anatomy I	2	3*	3
DEN	111—Introduction to Dental Hygiene	3	0	3
BIO	121—Human Anatomy & Physiology I	3	3	4
CHE	101—General Chemistry	3	3	4
ENG	101—English Composition	3	0	3
		<hr/>	<hr/>	<hr/>
		14	9	17
SECOND QUARTER				
DEN	112—Preclinical Dental Hygiene	1	6*	3
BIO	122—Human Anatomy & Physiology II	3	3	4
CHE	102—General Chemistry	3	3	4
ENG	102—English Composition	3	0	3
DEN	124—Oral Anatomy II	4	0	4
		<hr/>	<hr/>	<hr/>
		14	12	18
THIRD QUARTER				
BIO	123—Introduction to Microbiology	3	3	4
DEN	113—Clinical Dental Hygiene I	2	9*	5
DEN	133—Dental Radiography	2	2	3
DEN	123—Periodontia I	2	0	2
CHE	104—Nutritional Chemistry	3	0	3
		<hr/>	<hr/>	<hr/>
		12	14	17
FOURTH QUARTER				
DEN	214—Clinical Dental Hygiene II	2	12*	6
DEN	254—General and Oral Pathology	2	0	2
DEN	224—Periodontia II	2	0	2
DEN	234—Dental Materials	2	3*	3
ENG	103—English Composition	3	0	3
DEN	204—Seminar	1	0	1
		<hr/>	<hr/>	<hr/>
		11	17	17
FIFTH QUARTER				
DEN	215—Clinical Dental Hygiene III	1	12*	5
DEN	255—Dental 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
DEN	205—Seminar	1	0	1
		<hr/>	<hr/>	<hr/>
		12	17	18
SIXTH QUARTER				
DEN	216—Clinical Dental Hygiene IV	2	12*	6
DEN	206—Dental Hygiene Seminar	1	0	1
DEN	226—Community Dentistry II	1	3	2
SOC	201—Introduction to Sociology	5	0	5
SPH	201—Fundamentals of Speech	3	0	3
		<hr/>	<hr/>	<hr/>
		12	15	17

*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		Quarte
		Class	Lab	Credit
FIRST QUARTER				
ECO	201—Principles of Economics	3	0	3
EDP	104—Introduction to Data Processing Systems	5	2	6
MAT	102—College Algebra	5	0	5
T-ENG	101—Grammar	3	0	3
		<hr/>	<hr/>	<hr/>
SECOND QUARTER		16	2	17
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
		<hr/>	<hr/>	<hr/>
		15	6	18
THIRD QUARTER				
T-ENG	206—Business Communication	3	0	3
EDP	210—Cobol II	2	4	4
BUS	121—Principles of Accounting	5	2	6
EDP	107—Fortran	2	4	4
		<hr/>	<hr/>	<hr/>
		12	10	17
FOURTH QUARTER				
EDP	211—Cobol III	2	4	4
T-BUS	226—Cost Accounting	5	2	6
MAT	250—Introductory Statistics	4	2	5
EDP	105—Assembly Language I	3	4	5
		<hr/>	<hr/>	<hr/>
		14	12	20
FIFTH QUARTER				
EDP	215—Operating Systems	3	2	4
T-BUS	235—Business Management	5	0	5
T-BUS	115—Business Law	5	0	5
EDP	201—Assembly Language II	3	4	5
		<hr/>	<hr/>	<hr/>
		16	6	19
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
T-PSY	206—Applied Psychology	3	0	3
		<hr/>	<hr/>	<hr/>
		14	14	20

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
		Class	Lab	Hours Credit
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
BUS	102—Beginning Typewriting*	2	3	3
BUS	106—Beginning Shorthand*	3	2	4
		<hr/>	<hr/>	<hr/>
		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
T-MAT	110—Business Mathematics	5	0	5
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		15	4	17

*Students may receive credit by successfully passing an examination.

**Secretarial students are offered the option of taking SOC 101—The Student Society (3 credit hours) and 3 credit hours of COE 101—Cooperative Education Work Experience in place of T-POL 201—U.S. Government (3 credit hours) and T-PSY 206—Applied Psychology (3 credit hours)

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 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
		Class	Lab	Hours Credit
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
BUS	102—Beginning Typewriting*	2	3	3
BUS	106—Beginning Shorthand*	3	2	4
		<u>13</u>	<u>5</u>	<u>15</u>
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	103—Intermediate Typewriting	2	3	3
BUS	107—Intermediate Shorthand	3	2	4
T-BUS	110—Office Machines	2	2	3
T-MAT	110—Business Mathematics	5	0	5
		<u>15</u>	<u>7</u>	<u>18</u>
THIRD QUARTER				
BUS	104—Advanced Typewriting	2	3	3
BUS	108—Advanced Shorthand	3	2	4
T-BUS	134—Personal Development	3	2	4
T-BUS	183L—Legal Terminology & Vocabulary	3	0	3
T-ENG	204—Oral Communication	3	0	3
T-BUS	211—Office Machines	2	2	3
		<u>16</u>	<u>9</u>	<u>20</u>
FOURTH QUARTER				
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
		<u>11</u>	<u>7</u>	<u>14</u>
FOURTH 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
		<u>16</u>	<u>4</u>	<u>18</u>
SIXTH QUARTER				
T-BUS	112—Filing	3	0	3
T-PSY	206—Applied Psychology**	3	0	3
T-BUS	208—Dictation & Transcription	3	2	4
T-BUS	214—Secretarial Procedures	3	2	4
T-BUS	212—Transcription Machines	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>

*Students may receive credit by successfully passing an examination.

**Secretarial students are offered the option of taking SOC 101—The Student Society (3 credit hours) and 3 credit hours of COE 101—Cooperative Education Work Experience in place of T-POL 201—U.S. Government (3 credit hours) and T-PSY 206—Applied Psychology (3 credit hours)

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 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
		<hr/>	<hr/>	<hr/>
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
T-MAT	110—Business Mathematics	5	0	5
		<hr/>	<hr/>	<hr/>
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
		<hr/>	<hr/>	<hr/>
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
		<hr/>	<hr/>	<hr/>
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
		<hr/>	<hr/>	<hr/>
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
		<hr/>	<hr/>	<hr/>
SIXTH QUARTER				
		15	4	17

*Students may receive credit by successfully passing an examination.

**Secretarial students are offered the option of taking SOC 101—The Student Society (3 credit hours) and 3 credit hours of COE 101—Cooperative Education Work Experience in place of T-POL 201—U.S. Government (3 credit hours) and T-PSY 206—Applied Psychology (3 credit hours)

POLICE SCIENCE

Today's law enforcement officer must be knowledgeable in many areas if he is to function effectively in our complex society. He is expected to handle matters dealing with human relations, often handled by those trained in the behavioral sciences, he frequently has to act in legal matters requiring trained law personnel much deliberation to resolve; he must be skilled in the most recent operational techniques in order to insure equality of justice to all.

To this end, the Police Science Program is dedicated to the purpose of developing proficiency in both preservice high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies and provides the student with the skills, knowledge, and attitudes necessary for employment in the law enforcement profession.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies, and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

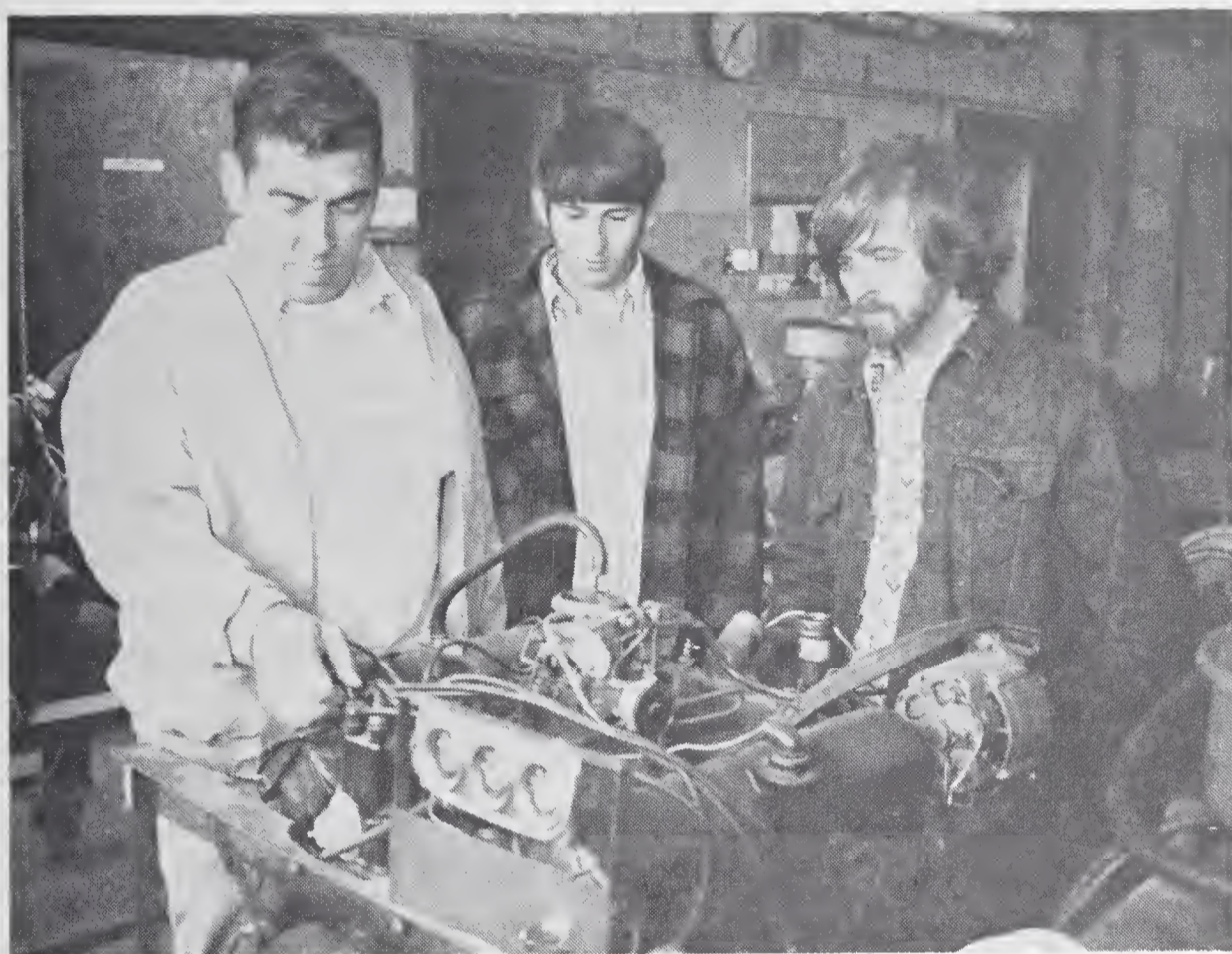
Law enforcement is that important division of government which is assigned the power and responsibility to maintain order and enforce law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate the minutiae of business and private life in a modern society.

POLICE SCIENCE CURRICULUM

		Hours Per Week		Quarte
		Class	Lab	Hours
				Credit
FIRST QUARTER				
T-ENG	101—Grammar	3	0	3
MAT	111—Contemporary College Math I	5	0	5
PSC	101—Introduction to Police Science	5	0	5
PSC	110—Police Role in Crime & Delinquency	3	0	3
T-PSY	206—Applied Psychology	3	0	3
		<hr/>	<hr/>	<hr/>
		19	0	19
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
PSC	102—Introduction to Criminology	5	0	5
PSC	220—Police Organization & Administration ...	3	0	3
SOC	201—Introduction to Sociology	5	0	5
HEA	102—First Aid & Safety	3	0	3
		<hr/>	<hr/>	<hr/>
		19	0	19
THIRD QUARTER				
T-ENG	204—Oral Communication	3	0	3
T-POL	201—United States Government	3	0	3
PSC	113—Identification Techniques	3	2	4
PSC	112—Motor Vehicle Laws	3	0	3
CHE	100—General Chemistry	3	3	4
		<hr/>	<hr/>	<hr/>
		15	5	17
FOURTH QUARTER				
POL	202—State and Local Government	5	0	5
PSC	202—Police Community Relations	3	0	3
PSC	115—Criminal Law I	3	0	3
PSC	209—Interviews and Interrogations	5	0	5
PSC	221—Police Supervision	3	0	3
	Elective	1	0	1
		<hr/>	<hr/>	<hr/>
		20	0	20
FIFTH QUARTER				
T-ENG	206—Business Communication	3	0	3
PSC	116—Criminal Law II	3	0	3
PSC	204—Police Photography	3	2	4
PSC	225—Criminal Procedure	2	0	2
PSC	211—Introduction to Criminalistics	3	2	4
	Elective	1	0	1
		<hr/>	<hr/>	<hr/>
		15	4	17
SIXTH QUARTER				
PSC	240—Firearms and Defensive Tactics	3	2	4
PSC	210—Criminal Investigation	3	2	4
PSC	205—Criminal Evidence	3	0	3
BUS	102—Beginning Typewriting	2	3	3
	Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		14	7	17

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
		Class	Lab	Hours Credit
FIRST QUARTER				
ELC	1101—Basic Electricity	3	0	3
DFT	1180—Trade Drafting and Sketching	2	3	3
AHR	1121—Fundamentals of Refrigeration I	5	6	7
ENG	1101—Reading Improvement	3	0	3
PHY	1105—Shop Science I	3	2	4
		<hr/>	<hr/>	<hr/>
		16	11	20
SECOND QUARTER				
MAT	1101—Fundamentals of Math	5	0	5
AHR	1122—Fundamentals of Refrigeration II	4	6	6
AHR	1128—Control Systems	2	3	3
ELC	1114—Electric Motors & Controls	0	6	2
		<hr/>	<hr/>	<hr/>
		11	15	16
THIRD QUARTER				
AHR	1126—Sheet Metal Layout & Fabrication I	2	4	4
ENG	1102—Business Writing	3	0	3
AHR	1125—Principles of Air Conditioning	5	0	5
AHR	1124—Winter Air Conditioning I	4	6	6
		<hr/>	<hr/>	<hr/>
		14	10	18
FOURTH QUARTER				
WLD	1180—Basic Welding	2	4	3
AHR	1134—Sheet Metal Layout & Fabrication II	2	3	3
AHR	1127—Winter Air Conditioning II	4	6	6
AHR	1129—Air Conditioning Shop Practice I	3	6	5
		<hr/>	<hr/>	<hr/>
		11	19	17
FIFTH QUARTER				
PSY	1101—Human Relations	3	0	3
AHR	1131—Air Conditioning Shop Practice II	3	6	5
AHR	1123—Commercial Refrigeration	3	12	7
AHR	1137—Air Conditioning Heating Code	3	0	3
		<hr/>	<hr/>	<hr/>
		12	18	18
SIXTH QUARTER				
AHR	1130—Heat Pumps	3	3	4
AHR	1132—Estimating & Contracting	5	2	6
BUS	1103—Small Business Operations	3	0	3
AHR	1133—Air Conditioning Shop Practice III	3	6	5
		<hr/>	<hr/>	<hr/>
		14	11	18

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
		<hr/>	<hr/>	<hr/>
		14	17	20
SECOND QUARTER				
MAT	1102—Applied 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
		<hr/>	<hr/>	<hr/>
		15	18	21
THIRD QUARTER				
PHY	1106—Shop Science II	3	2	4
AUT	1124—Automotive Power Train Systems	3	12	7
AHR	1101—Automotive Air Conditioning	2	3	3
ENG	1102—Business Writing	3	0	3
		<hr/>	<hr/>	<hr/>
		11	17	17
FOURTH QUARTER				
AUT	1123—Auto Chassis and Suspension Systems	3	9	6
AUT	1125—Auto Servicing I	3	9	6
BUS	1103—Small Business Operations	3	0	3
AUT	1121—Braking Systems	3	3	4
		<hr/>	<hr/>	<hr/>
		12	21	19
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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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, arranges appointments, records treatments, keeps accounts, maintains inventories, and orders supplies.

DENTAL ASSISTANT

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
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	1101—Reading Improvement	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 Office Management	3	2	4
DEN	1006—Clinical Procedures I	3	6	5
DEN	1012—Dental Roentgenology	2	6	4
ENG	1102—Business Writing	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 II	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

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
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	3
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>19</u>
THIRD QUARTER				
ELC	1124B—Residential Installations	2	6	4
PSY	1101—Human Relations	3	0	3
ELC	1113—Electrical Motors & Controls	6	12	10
		<u>11</u>	<u>18</u>	<u>17</u>
FOURTH QUARTER				
ELC	1125—Commercial Installations	5	12	9
ELC	1129—Industrial Installations	3	6	5
BUS	1103—Small Business Operations	3	0	3
		<u>11</u>	<u>18</u>	<u>17</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 stone masons will also increase.

The 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 unit specified for residential, commercial and industrial construction.

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

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

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



MASONRY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
MAS	1107—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>

OPERATING ROOM TECHNICIAN

This program is designed to aid persons desiring to become operating room technicians in acquiring the fundamental knowledge and skills essential to prepare, under the direction of qualified personnel, a patient for surgery and in assisting a physician during surgery.

An operating room technician is a trained member of the operating room team. He is responsible for cleanliness, safety, and efficiency in the operating room and for the simple patient care which involves safely transporting the patient to the operating room and preparing him for surgery. The tasks he performs, under the supervision of registered nurses, are to assemble and open supplies for surgical procedures; to assist the circulating nurse and anesthesiologist; to operate tables, lights, suction machines, electrosurgical units and diagnostic equipment; to pour solutions; to keep the surgical team supplied; to care for specimens; to assist in application of dressings; to clean and maintain equipment; to scrub and set up operating table with proper instruments, sutures, drapes etc.; to assist the surgeon by passing instruments, sutures, sponges and to assist with cast applications.

OPERATING ROOM TECHNICIAN

		Hours Per Week			Qt. Hrs.
		Class	Lab	Clinical	Credit
FIRST QUARTER					
BIO	121—Human Anatomy &— Physiology I	4	2	0	5
F-ENG	101—Grammar	3	0	0	3
BIO	123—Introduction to Microbiology ..	3	3	0	4
NUR	100—Nursing Procedures	3	2	3	5
F-SUR	101—Introduction to Operating Room	2	3	0	3
		—	—	—	—
		15	10	3	20
SECOND QUARTER					
BIO	122—Human Anatomy and Physiology II	4	2	0	5
NUR	104—Pharmacology	3	0	0	3
F-SUR	102—Surgical Procedures I	4	4	0	6
F-SUR	106—Suggested Seminar I	0	2	0	1
F-SUR	104—Clinical Practice I	0	0	15	5
		—	—	—	—
		11	8	15	20
THIRD QUARTER					
F-SUR	103—Surgical Procedures II	4	4	0	6
F-SUR	105—Clinical Practice II	0	0	24	8
F-SUR	107—Suggested Seminar II	0	2	0	1
		—	—	—	—
		4	6	24	15

PRACTICAL NURSE EDUCATION

The aim of the Practical Nurse Education Program is to prepare safe, efficient, well-informed practitioners of nursing, qualified by education and supervised experience, to assist in the care of patients of all ages, having a variety of disease conditions and in varying degrees of dependency.

Job requirements for Licensed Practical Nurses include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills in performing bedside nursing, appreciation of the worth and individual differences of people, the desire to serve and help others and readiness to conform to the requirements of nursing ethics and hospital policies. Evidence of the above attributes is sought in applicants to the program.

Student selection is based upon high school achievement, character references, results of preentrance tests designed to determine aptitudes and knowledge necessary to succeed in nursing and personal interviews with members of the nursing faculty. Applicants must have physical and dental examinations and be in optimum physical and emotional health.

Throughout the one year program, students must demonstrate continuous growth in knowledge, understanding and skills related to nursing, biological and social sciences, communications and interpersonal relationships. Written tests on course content, oral and written assignments, nursing care plans and ability to participate in class discussion are among the evaluation tools used throughout the length of the program. In clinical situations, students are evaluated on appropriateness of nursing action, demonstration of good judgment, ability to apply theoretical knowledge to specific situations, ability to assume responsibility and vocational and interpersonal relationships. Passing grades on all nursing courses in sequence, and demonstrated progress in application of nursing skills are required to remain in the program.

Graduates of the Practical Nurse Education Program are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice a year usually in April and September. Satisfactory achievement on this examination entitles the individual to a license to practice nursing in the State of North Carolina and to the legal use of the title Licensed Practical Nurse. Practical Nurses licensed in North Carolina can apply for licensure in other states without repeating the examination, provided their examination score meets the requirements of the state to which they are applying.

PRACTICAL NURSE EDUCATION

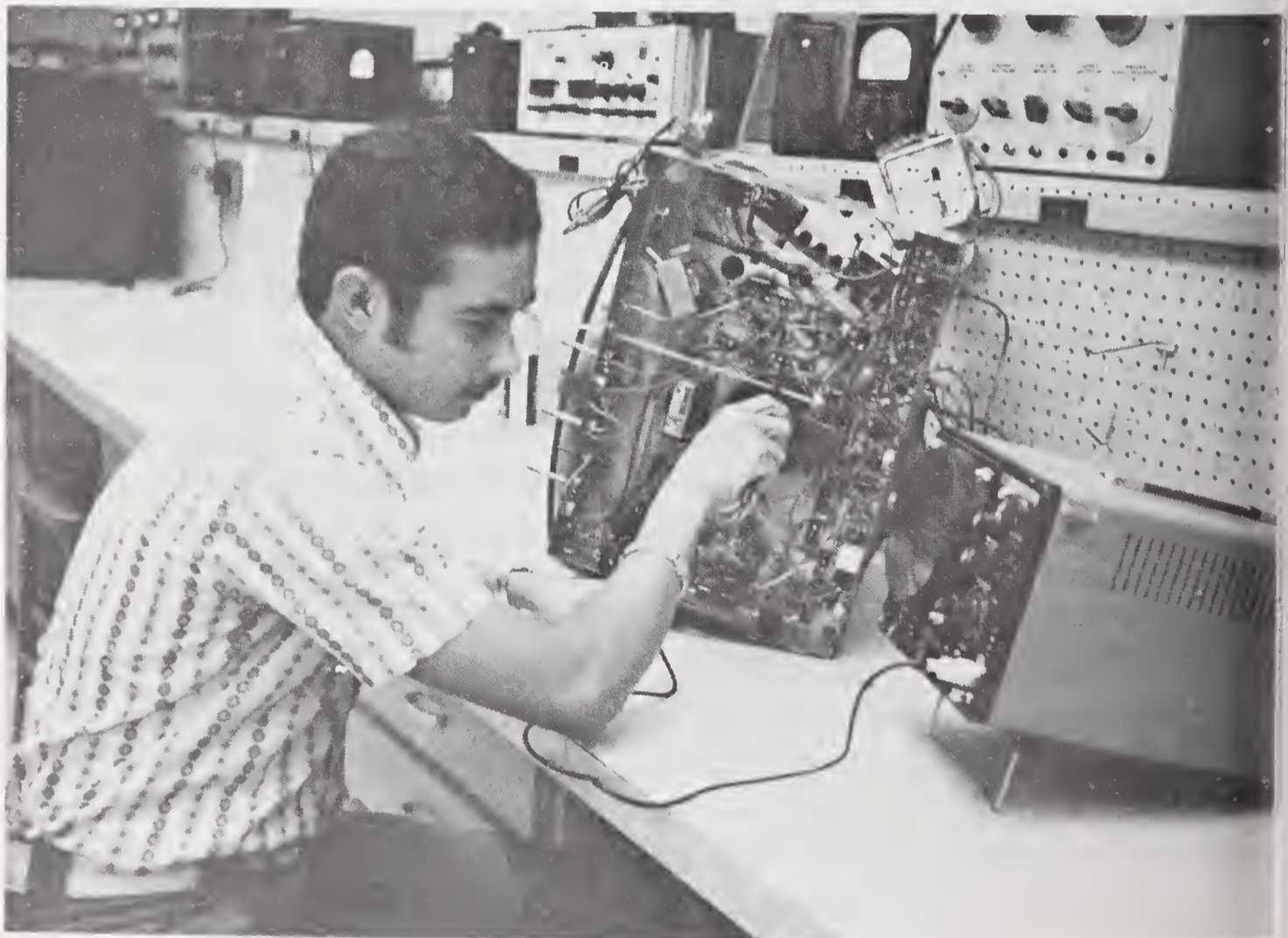
		Hours Per Week			Qt. Hrs.
		Class	Lab	Clinical	Credit
FIRST QUARTER					
NUR	1001—Fundamentals of Practical Nursing	6	10	0	9
NUR	1002—Anatomy & Physiology	6	0	0	6
NUR	1003—Nutrition & Diet Therapy	3	0	0	3
NUR	1004—Vocational Adjustments	3	0	0	3
ENG	1101—Reading Improvement	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		21	10	0	24
SECOND QUARTER					
NUR	1005—Medical-Surgical Nursing I ...	5	0	0	5
NUR	1006—Nursing of Children	3	0	0	3
NUR	1007—Clinical Experience I	0	0	15	5
NUR	1010—Maternity Nursing	4	0	0	4
ENG	1102—Business Writing	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		15	0	15	20
THIRD QUARTER					
NUR	1008—Pharmacology & Drug Therapy	2	0	0	2
NUR	1009—Medical Surgical Nursing II .	9	0	0	9
NUR	1011—Clinical Experience II	0	0	15	5
PSY	1101—Human Relations	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		14	0	15	19
FOURTH QUARTER					
NUR	1012—Pharmacology & Drug Therapy	2	0	0	2
NUR	1013—Personal & Vocational Relationships	2	0	0	2
NUR	1014—Medical-Surgical Nursing III .	9	0	0	9
NUR	1015—Clinical Experience III	0	0	18	6
		<hr/>	<hr/>	<hr/>	<hr/>
		13	0	18	19
SUMMARY					
				Total Contact	Qt. Hrs.
			Hrs./wk.	Hrs.	Credit
First Quarter		31	341	24	
Second Quarter		30	330	20	
Third Quarter		29	319	19	
Fourth Quarter		31	341	19	
			<hr/>	<hr/>	<hr/>
			1331	82	

PRACTICAL RADIO AND TELEVISION REPAIR

This suggested curriculum was written primarily for the purpose of providing certain individuals an opportunity to gain a measure of skill in radio and television repair by attending class on a part-time basis during the evening hours. A major objective of this curriculum is to focus on the specialty subject area with related information introduced at the appropriate time in order for the student to gain maximum benefit from learning the learning experience.

This curriculum provides for a total of 396 clock hours of instruction. When offered on a part-time basis in the evening school, it consists of six quarters of instruction and covers a time space of eighteen months.

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts and perform other routine service operations as directed. Through experience and additional study in depth, graduates of this program may acquire the knowledge and develop the necessary skills to become proficient in diagnosing and servicing radio and television sets.



PRACTICAL RADIO & TV REPAIR

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
ELN	1104—Fundamentals of Electronics I	2	2	3
EDU	1032—Related Science	2	0	2
		<u>4</u>	<u>2</u>	<u>5</u>
SECOND QUARTER				
ELN	1105—Fundamentals of Electronics II	2	2	3
EDU	1033—Related Science	2	0	2
		<u>4</u>	<u>2</u>	<u>5</u>
THIRD QUARTER				
ELN	1106—Radio and Amplifier Systems & Servicing	2	3	3
EDU	1034—Related Science	1	0	1
		<u>3</u>	<u>3</u>	<u>4</u>
FOURTH QUARTER				
ELN	1115—Television Receiver Circuits and Servicing I	2	4	4
FIFTH QUARTER				
ELN	1116—Television Receiver Circuits and Servicing II	2	4	4
SIXTH QUARTER				
ELN	1117—Color Television Receiver Circuits and Servicing	2	4	4
TOTAL QUARTER HOURS —				26

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, frequently 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 systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, 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 & TV SERVICING

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
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
SECOND QUARTER		13	15	18
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

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
WLD	1120—Oxyacetylene Welding & Cutting	3	12	7
MAT	1101—Fundamentals of Mathematics	5	0	5
DFT	1117—Blueprint Reading: Welding	0	3	1
ENG	1101—Reading Improvement	3	0	3
MEC	1112—Machine Shop Practice	1	3	2
		<u>12</u>	<u>18</u>	<u>18</u>
SECOND QUARTER				
WLD	1121—Arc Welding	3	12	7
MEC	1104—Structure of Metals	2	3	2
DFT	1180—Trade Drafting & Sketching	2	3	3
ENG	1102—Business Writing	3	0	3
ELC	1101—Basic Electricity	3	0	3
		<u>13</u>	<u>18</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 & Inspection	1	3	2
DFT	1118—Pattern Development	0	4	1
PSY	1101—Human Relations	3	0	3
		<u>8</u>	<u>22</u>	<u>15</u>
FOURTH QUARTER				
WLD	1122—Commercial & Industrial Practice	3	9	6
WLD	1125—Certification Practice	3	6	5
MEC	1141—Sheet Metal Fabrication	0	6	2
BUS	1103—Small Business Operations	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).

DEVELOPMENTAL BUSINESS

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
NG	93—Reading and Vocabulary I	5	0	5
AT	93—Mathematics I	5	0	5
US	94—Bookkeeping I	3	2	4
US	95—General Business	3	2	4
SECOND QUARTER		16	4	18
NG	94—Reading & Vocabulary II	5	0	5
AT	94—Mathematics II	5	0	5
US	98—Bookkeeping II	3	2	4
US	97—Economics I	5	0	5
THIRD QUARTER		18	2	19
NG	99—Developmental English	5	0	5
AT	95—Mathematics III	5	0	5
US	91—Business Machines	3	2	4
US	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 Program offers opportunities in **up-grading courses, skills, improvement and completion of high school education.** More than this, the program provides for all adults a general education program which will help them better understand the nature of the changing world and its implications on their community.

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

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 completing the prescribed course.

Fees: There is a nominal fee 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 courses 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 students may purchase their own texts at the small charge our bookstore must make for them.

Classes in all areas of the High School Program can be and are 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 text books where one is required) call Dean of Continuing Education, Coastal Carolina Community College.

High School Entrance Requirements: Adults must be eighteen (18) 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.

CA-3- ADVANCED ACADEMIC COURSES

Advanced academic education provides adults with general courses to widen horizons and create new dimension in thinking and learning. 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 and
Behavioral Psychology	Manpower
Conference Leadership and	Current Trends in Science
Presentation Techniques	Community Affairs Seminars

and many 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 Stenoscript	Investments (Stocks, Bonds, and
Bookkeeping	Mutual Funds)
Business Correspondence	and others

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 in 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,
Home Record Keeping	and Mutual Funds)
Tips on Household	Repairs (for women)

and others

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 & 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 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 retraining or who can otherwise profit from the proposed instruction may be enrolled. Enrollees who are employed normally attend training during their non-working hours to increase their skills and understanding, to improve their competency and qualify for advancement.

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 training 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 areas including the following:

Principles of Supervision	Job Methods
Human Relations	Industrial First Aid
Effective Communications	Safety and Accident
Effective Speaking	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 in-service 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 oppor-

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

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

OE-7- FISHERIES TRAINING

Net Mending	Crab Picking
Marine Engine	and Others
Outboard Engine	

C. LEARNING CENTER

The Learning Center is an important adjunct to the total college instructional program. This 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, or take selected individualized courses through independent study for college transfer credit.

The Center is essentially an individualized study situation in which programmed and other self-instructional materials are 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 Center is open during the day, Monday through Friday and Monday through Thursday evenings so students may study several hours a day or night. Centers are located on-campus and located in Bldg. No. 11, Camp Lejeune.

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

For information about either the campus center or the center

at Camp Lejeune, call the Learning Center 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 100-109.
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 100-109.
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
<p>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.</p> <p>Prerequisite: None</p>			
T-ARC 102—Architectural Graphics II	2	6	4
<p>A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed. Emphasis is placed on the student to express and produce numerous construction details using appropriate symbols and conventions on a professional level. The study of sketching and architectural lettering is continued.</p> <p>Prerequisite: T-ARC 101 or T-DFT 101</p>			
T-ARC—Architectural Graphics III	0	9	3
<p>An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawing of construction of details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.</p> <p>Prerequisites: T-ARC 102, T-ARC 116, T-ARC 121</p>			
T-ARC 116—Environmental Science I	3	3	4
<p>A general study of heating and air conditioning theory, codes, equipment, materials and the graphic symbols used. Consideration for the thermal characteristics of building materials relative to the environmental control of architectural space will be emphasized. Coordination of the physical limitations of heating and air conditioning equipment and apparatus with the structural and architectural elements will be stressed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques.</p> <p>Prerequisites: T-ARC 102 and T-ARC 122</p>			
T-ARC 121—Architectural Materials & Methods I	3	3	4
<p>General broad base study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites and study of light construction techniques are included.</p> <p>Prerequisite: None</p>			
T-ARC 122—Architectural Materials & Methods II	3	3	4
<p>Materials used in the construction of architectural structures will be studied. Field trips to construction sites and the study of commercial and industrial construction methods and techniques are included.</p> <p>Prerequisite: T-ARC 121</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
T-ARC 201—Architectural Graphics IV	2	9	5
<p>Drawing of structural plans and details as prepared for building construction including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks. Prerequisite: T-ARC 103</p>			
T-ARC 202—Architectural Graphics V	2	9	5
<p>The application of knowledge gained in studying the mechanical plumbing and electrical requirements in architecture. The students will prepare working drawings, giving consideration to the coordination of the architectural and structural components, for mechanical, plumbing and electrical requirements for a small structure. Descriptive techniques relative to the graphic presentation of these types of environmental control elements will be stressed. Prerequisite: T-ARC 201</p>			
T-ARC 203—Architectural Graphics VI	2	9	5
<p>Group projects, resulting in complete working drawings, will be undertaken by the students to obtain experience in working and coordinating their efforts with associates. Accomplishing a group solution to a given architectural assignment. Site and landscape studies will be included in the above and will be executed to conform with current professional practices. Consideration for the coordination of the various elements utilized in the complete working drawings will be stressed to insure a comprehensive understanding of these architectural processes. Prerequisites: T-ARC 202, T-CIV 101</p>			
T-ARC 211—Architectural Surveying	2	6	4
<p>Basic instruments used; 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</p>			
T-ARC 230—Construction Estimating and Field Inspecting	3	3	4
<p>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, subcontractors' estimates, overhead costs, and bid contract procedures. Detailed inspection of the construction by comparing the finished work with the specifications. Prerequisite: T-ARC 235</p>			
T-ARC 233—Office Practice Seminar	2	0	2
<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. Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
T-ARC 235—Codes, Specifications and Contract Documents	3	0	3

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
	Class	Lab	Hours Credit
AIR CONDITIONING & REFRIGERATION			
AHR 1101—Automotive Air Conditioning	2	3	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, 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
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
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. Prerequisites: AHR 1121, ELC 1101			
AHR 1123—Commercial Refrigeration	3	12	7
Installation of common types of commercial refrigeration; problems and solutions prevalent in the commercial field, medium and low temperature units with electric, hot gas, reverse cycle and water defrost; use of manufacturers catalogs in sizing and matching system components; system sketching and pipe symbols. Prerequisites: AHR 1122, PHY 1105, AHR 1128, ELC 1114			
AHR 1124—Winter Air Conditioning I	4	6	6
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. Prerequisites: AHR 1121, AHR 1122, AHR 1128			
AHR 1125—Principles of Air Conditioning	5	0	5
Review of refrigerant cycle and characteristics of mechanical cooling equipment. Sensible and latent heat loads; air mixtures and dehumidification; system capacity and air distribution; pipe schematics and component symbols. Prerequisite: AHR 1121, AHR 1122, AHR 1123			
AHR 1126—Sheet Metal Layout & Fabrication I	2	4	4
Work in drafting room with instruments developing patterns on paper for popular duct fittings. Proper layout procedures are followed in work on plates including square and radius elbows, offsets, transitions, "Y" branches, and square to round fittings. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AHR 1127—Winter Air Conditioning II	4	6	6
<p>Stress is placed upon the burner mechanism of the boiler furnace. Piping and wiring; burner components and system controls both electrical and mechanical; operations problems involving diagnosis, procedure and service technique; oil and gas burner capacity and efficiency test; code and safety. Prerequisites: AHR 1124, AHR 1121, AHR 1122, AHR 1128</p>			
AHR 1128—Control Systems	2	3	3
<p>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</p>			
AHR 1129—Air Conditioning Shop Practice I	3	6	5
<p>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. Prerequisite: AHR 1126</p>			
AHR 1130—Heat Pumps	3	3	4
<p>Basic principles, coefficient of performance; reversing valves, unit controls, defrosting, heat capacity limits, supplementary strips, balance points and comparative cost of operation. Prerequisites: AHR 1125, AHR 1128</p>			
AHR 1131—Air Conditioning Shop Practice II	3	6	5
<p>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</p>			
AHR 1132—Estimating & Contracting	5	2	6
<p>Take-off of materials, equipment, and labor. Specifications, plans, contracts, bids, bonds, buying and selling. Prerequisite: AHR 1137</p>			
AHR 1133—Air Conditioning Shop Practice III	3	6	5
<p>A continuation of practice on all shop procedures on all types of refrigeration equipment, installation, troubleshooting, and maintenance. Service procedures on heat pumps, air conditioning units and domestic heating equipment. Prerequisites: AHR 1130, AHR 1131</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
AHR 1134—Sheet Metal Layout & Fabrication II	2	3	3
<p>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</p>			
AHR 1137—Air Conditioning Heating Code	3	0	3
<p>Code interpretation of the minimum standards, provisions and requirements for reasonable safety, stable design and methods of installation of air conditioning heating, refrigeration and ventilation systems installed within the state of North Carolina.</p>			



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, techniques 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			
UT 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			
UT 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			
UT 1121—Braking Systems	3	3	4
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment and repair and safety factors involved.			
UT 1123—Automotive Chassis and Suspension Systems	3	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front alignment, and safety factors involved.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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			
AUT 1125—Auto Servicing I	3	9	6
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			
PME 1101—Internal Combustion Engines	3	15	8
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 system proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None			
PME 1102—Engine Electrical and Fuel Systems	5	12	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pump, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical systems. Prerequisite: None			
PME 1122—Chassis & Suspension Systems	3	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. Prerequisite: None			
PME 1202—Auto Electrical/Electronics	3	6	5
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 circuit found on the modern automobile. Prerequisite: PME 1102			
PME 1203—Automotive Engine Tune-Up	4	9	7
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			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
ME 1121—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.</p> <p>Prerequisite: AUT 1123</p>			
ME 1224—Advanced Automatic Transmissions	3	12	7
<p>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.</p> <p>Prerequisite: AUT 1124</p>			
ME 1126—Automobile Servicing II	2	6	4
<p>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.</p> <p>Prerequisite: AUT 1125</p>			

Course Title	Hours Per Week		Quarter Hour Credit
	Class	Lab	
BUSINESS			
BUS 91—Business Machines	3	2	4
A general survey of the business and office machines. Students will receive 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 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 assume 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 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 ledger			
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 financial 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			
BUS 103—Intermediate Typewriting	2	3	3
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
will type at least 40 words a minute on straight copy material for five minutes with a maximum of five errors. Prerequisite: BUS 102			
BUS 104—Advanced Typewriting	2	3	3
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. Prerequisite: BUS 103			
BUS 106—Beginning Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None			
BUS 107—Intermediate Shorthand	3	2	4
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 95 percent accuracy. Prerequisite: BUS 106, BUS 102, or equivalent			
BUS 108—Advanced Shorthand	3	2	4
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. Prerequisite: BUS 107			
BUS 110—Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, rotary calculators, printing calculators, and electronic calculators.			
BUS 112—Filing	3	0	3
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. Prerequisite: None			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-BUS 116—Business Law	5	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115			
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. Additional time will be devoted to receivables including interest, inventories, depreciation and payroll. 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			
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			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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 three 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 three 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 three minutes on new material with 98 percent accuracy. Prerequisite: T-BUS 207			
T-BUS 211—Office Machines	2	2	3
Instruction in duplicating processes and operation of duplicating equipment. Prerequisite: BUS 103			
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. Prerequisite: 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			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
T-BUS 222—Intermediate Accounting	5	0	5
A thorough review of fundamental accounting processes of accounting. Emphasis on concepts and principles underlying the accounting process. In depth study of financial statement relations. Prerequisite: BUS 121			
T-BUS 223—Intermediate Accounting	5	0	5
A continuation of study began in T-BUS 222. Statement analysis, fund flows, special statements and business liquidation will be covered. Prerequisite: T-BUS 222			
T-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			
T-BUS 227—Advanced Accounting	5	0	5
Special accounting problems of installment and consignment sales, partnerships, home and branch office accounting, consolidations and price-level changes. Prerequisite: T-BUS 223			
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 230—Corporate Taxes	5	0	5
Federal tax law as applied to corporate structures. Prerequisite: T-BUS 222			
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			
T-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			
T-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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-BUS 243—Advertising	3	2	4
<p>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</p>			
T-BUS 245—Retailing	3	0	3
<p>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</p>			
T-BUS 269—Auditing	5	0	5
<p>An introduction to auditing theory and practice covering audits as conducted by independent public accountants. Included are auditing standards, procedures, and professional ethics. Prerequisite: T-BUS 223</p>			
T-BUS 272—Principles of Supervision	3	0	3
<p>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</p>			
T-BUS 284M—Terminology and Vocabulary	3	0	3
<p>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</p>			
BUS 1103—Small Business Operations	3	0	3
<p>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</p>			
ECO 201—Principles of Economics	3	0	3
<p>Survey of basic economic aspects of the national economy. Emphasis on income determination, pricing mechanisms, labor, and function of money and banking. Prerequisite: None</p>			
ECO 202—Principles of Economics	3	0	3
<p>A continuation of Economics 201 with emphasis on pricing, international trade and finance, and economic problems. Prerequisite: ECO 201</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
ECO 203—Principles of Economics	3	0	3
<p>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</p>			
EDP 104—Introduction to Data Processing Systems	5	2	6
<p>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; and an introduction to simple programming in one programming language. Prerequisite to all other programmings with the exception of those students with computer programming (or other relevant) experience and permission of the instructor.</p>			
EDP 105—Assembly Language I	3	4	5
<p>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 instruction; data translation 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.</p>			
EDP 107—Fortran	2	4	4
<p>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. Prerequisite: EDP 104. Practical programming experience may be accepted by the instructor in lieu of EDP 104.</p>			
EDP 201—Assembly Language II	3	4	5
<p>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 EXCLUSIVE-OR instructions); programming appropriate problems with extensive use of core dumps. 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 vigorously. By the end of the course the students write a print-problem involving several control breaks. Prerequisite is EDP 104 or previous programming experience and the instructor's permission.</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
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. 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. NOTE: This course emphasizes program writing and debugging by the students. 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. 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. Prerequisite is either EDP 201 (Assembly Language II) or EDP 210 (COBOL II). 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 a systems analysis; Standards; File design; Program specification and testing; Feasibility studies; System implementation; 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>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
EDP 223—Field Project	2	8	5

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 student should contact their advisor about this at least one month before they intend to take EDP 223.

EDP 224—Report Program Generator (RPG)	3	2	4
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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.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
CIVIL ENGINEERING TECHNOLOGY			
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 or ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping. Prerequisite: T-CIV 101 Co-requisites: 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—Surveying Law	5	0	5
The study of the North Carolina State Statutes regarding the practice of surveying, study of conflicting elements in establishment of boundaries, riparian rights, adverse possession, preparation of abstracts, and laws affecting the drainage of land from the viewpoint of both existing proposed channels. 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 121—Supervised Study			
A period of supervised study during which students are free to work on any curriculum subject. One or more instructors are available to provide any assistance needed. Prerequisite: None			
T-CIV 122—Supervised Study			
A continuation of T-CIV 121. Prerequisite: None			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
T-CIV 212—Route Surveying	2	6	4
<p>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</p>			
T-CIV 213—Advanced Surveying	3	3	4
<p>Theories and practice of land surveying including sub-divisions, the use of the North Carolina Coordinate System, triangulation, trilateration, and astronomic observations. There will be extensive use of the electronic distance device and precision theodolites. There will be night labs in this course and attendance is mandatory. Prerequisite: T-CIV 212</p>			
T-CIV 214—Mapping and Subdivision Planning	2	6	4
<p>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</p>			
T-CIV 215—Properties of Materials	3	2	4
<p>Introduction to the strength characteristics of various building materials subjected to loads; force systems; stresses and reaction in simple structures. Prerequisite: T-MAT 103</p>			
T-CIV 216—Strength of Materials	3	2	4
<p>Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses. Prerequisites: T-CIV 114, T-MAT 103</p>			
T-CIV 217—Construction Methods & Equipment	5	0	5
<p>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</p>			
T-CIV 223—Codes, Contracts & Specifications	2	0	2
<p>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</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
CIV 226—Properties of Highway Materials	5	6	7
<p>Study of the various building materials used in highway construction. Covers soil types and classification; soil stabilization; groundwater and frost action; compaction; aggregates; bituminous materials; and portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material.</p> <p>Prerequisite: T-MAT 103 and T-CIV 217</p>			
CIV 227—Construction of Roads and Pavements	2	3	3
<p>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.</p> <p>Prerequisites: T-CIV 217, T-CIV 212, T-CIV 202</p>			
CIV 228—Introduction to Drainage	2	3	3
<p>Introduction to the basic principles of hydraulics and hydrology necessary to the understanding of the disposal of runoff. Topics include rainfall and runoff; basic fluid flow; closed and open channels; and flow through orifices and weirs. Laboratory work includes preparation of drawings of drainage structures and field trips.</p> <p>Co-requisite: T-CIV 211 or by permission of instructor</p>			
CIV 229—Highway Drainage	2	3	3
<p>A continuation of principles of drainage with special emphasis on the surface drainage of streets, roads, and highways. Topics include culverts; median swales; curb and gutter drains; inlets; and debris control. Laboratory work includes preparation of drawings of highway drainage structures.</p> <p>Prerequisites: T-CIV 228</p>			
CIV 230—Subdivision Drainage	2	3	3
<p>The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention is given to the problem of urban storm drainage; storm sewers; and sewer apportanances. Laboratory work consists of developing a drainage plan for a small subdivision.</p> <p>Prerequisite: T-CIV 229</p>			
CIV 232—Bridge Inspection	3	2	4
<p>The application of the basic properties of construction materials, principles of strength of materials, and construction methods to the inspection of highway bridges. Particular attention will be given to bridge inspection as required by the Federal-Aid Highway Act. Both inspection techniques and reporting are considered.</p> <p>Prerequisites: T-DFT 230, T-CIV 217, T-CIV 223</p>			

Course Title	Hours Per Week		Quarter Hour Credi
	Class	Lab	
DENTAL HYGIENE			
DEN 101—Oral Anatomy I	2	3*	3
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 representation and carving selected teeth to correct dimensions. 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, ethical procedures, principles of patient education, oral inspection and physiotherapeutic aids. Also included will be an introduction to dental and medical terminology, methods of study, and use of library facilities. Prerequisite: None			
DEN 112—Preclinical Dental Hygiene	1	6*	3
Principles and procedures of oral prophylaxis with repetitive practice on the dental manikin and student partners. Proper instrumentation, fulcrum position, care of instruments including sharpening, sterilization, and storage. Proficiency in charting existing oral conditions, taking medical histories, and knowledge of first aid procedures and principles will be emphasized. Prerequisite: DEN 111			
DEN 113—Clinical Dental Hygiene I	2	9*	5
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 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 preventative 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 Radiography	2	2	3
Study of the principles related to the exposing, processing, identification and mounting of x-rays, using both the parallel and bisecting angle techniques. The course further includes emphasis on radiation safety standards and laboratory experiences will include practice in both intra-oral and extraoral techniques. Prerequisite: DEN 101			
DEN 124—Oral Anatomy II	4	0	4
A study of oral-facial anatomy with emphasis on function, physiology, histology and embryology, and selected pathology in the practice of dental hygiene. Prerequisites: DEN 101, BIO 121			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DEN 204—Seminar	1	0	1
To discuss matters pertaining to the dental hygienist involving her future profession.			
DEN 205—Seminar	1	0	1
To discuss matters pertaining to the dental hygienist involving her future profession.			
DEN 206—Dental Hygiene Seminar	1	0	1
Designed to summarize and correlate the course content of the previous quarters and to increase the awareness of the dental hygienist's role in total health care. Prerequisite: By permission of instructor			
DEN 214—Clinical Dental Hygiene II	2	12*	6
Continuation of DEN 113 with greater emphasis on progress in performance of various oral 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.			
DEN 215—Clinical Dental Hygiene III	1	12*	6
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 IV	2	12*	6
Continuation of DEN 215 with broadened experience in clinical procedures and practice. A study of jurisprudence will be included in this course. Prerequisite: DEN 215			
DEN 224—Periodontia II	2	0	2
Continuation of DEN 123 with more detailed 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 and dietary analysis 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: None			
DEN 226—Community Dentistry II	1	3	2
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			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
DEN 234—Dental Materials	2	3*	3
<p>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 dental hygienist.</p> <p>Prerequisite: By permission of instructor</p>			
DEN 235—Dental Health Education	1	2	2
<p>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.</p> <p>Prerequisite: By permission of instructor</p>			
DEN 254—General & Oral Pathology	2	0	2
<p>Study of general and oral pathology with emphasis on the anatomy, physiology and therapy of disease conditions the dental hygienist may encounter in practice.</p> <p>Prerequisites: DEN 123, BIO 122</p>			
DEN 255—Dental Pharmacology	2	0	2
<p>Study of pharmacology with emphasis placed on those drugs used in dentistry and those commonly used by the patients which require special procedures in the dental office.</p> <p>Prerequisite: DEN 254</p>			



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DENTAL ASSISTANT			
EN 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			
EN 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			
EN 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			
EN 1004—Preclinical Sciences	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			
EN 1005—Dental Office Management I	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			
EN 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			
EN 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			
EN 1008—Dental Office Management II	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			
EN 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 Cred
	Class	Lab	
DEN 1010—Dental Office Practice II	0	21	7
<p>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</p>			
DEN 1011—Dental Assistant Semianr	2	0	2
<p>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</p>			
DEN 1012—Dental Roentgenology	2	6	4
<p>Study of principles related to exposing, processing, and mounting dental x-rays. Radiation hazards and safety measures employed for protection of patient and self are stressed. Prerequisite: None</p>			
DEN 1013—Oral Health Education	1	2	2
<p>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</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DRAFTING			
T-DFT 101—Technical Drafting	0	6	2
<p>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.</p> <p>Prerequisite: None</p>			
T-DFT 102—Civil Drafting	0	6	2
<p>Introduction to drawing associated with surveying technology. Topics covered include: preparation of real estate plats as required for deed registration; topographic maps; contours; highway plan and profiles; and earthwork. Drawings are done in pencil and in ink on paper, cloth, and plastic film.</p> <p>Prerequisite: T-DFT 101</p>			
T-DFT 230—Structural Drafting	2	6	4
<p>Drawing of structural plans and details as prepared for building construction including steel, concrete and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.</p> <p>Prerequisite: T-ARC 102</p>			
T 1101—Schematics and Diagrams	3	2	4
<p>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.</p> <p>Prerequisite: None</p>			
T 1109—Electrical Blueprints and Layouts	3	0	3
<p>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.</p> <p>Prerequisites: ELC 1112, ELC 1127</p>			
T 1110—Blueprint Reading: Building Trades	0	3	1
<p>Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.</p> <p>Prerequisite: None</p>			
T 1111—Blueprint Reading & Sketching	0	3	1
<p>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.</p> <p>Prerequisite: DFT 1110</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
DFT 1112—Blueprint Reading and Sketching	0	3	1
<p>Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.</p>			
DFT 1117—Blueprint Reading: Welding	0	3	1
<p>A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.</p>			
DFT 1118—Pattern Development	0	4	1
<p>Continued study of welding symbols; methods used in layout of sheet metal sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of pattern and templates. Prerequisite: DFT 1180</p>			
DFT 1180—Trade Drafting and Sketching	2	3	3
<p>This course is designed as an introductory course in drafting for students requiring a knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain the basic skills in drawing with instruments, lettering, geometrical construction, freehand sketching, and describing objects orthographically with principal views. Use of instruments and orthographic projection emphasized. Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ELECTRICAL INSTALLATION AND MAINTENANCE			
ELC 1101—Basic Electricity	3	0	3
A study of basic electricity and the electrical systems, 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: None			
ELC 1112—Electrical Theory	5	9	8
A study of the Electron Theory and Magnetism. The relationship between voltage, current and resistance. Electrical terms and symbols. Basic electrical—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			
ELC 1113—Electric Motors & Controls (Elec. Inst. & Maint.)	6	12	10
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			
LC 1114—Electric Motors & Controls (Air Cond. & Refrig.)	0	6	2
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.			
LC 1124A—Residential Wiring	5	6	5
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			
LC 1124B—Residential Installation	2	6	4
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			

Course Title	Hours Per Week		Quarte Hours Credit
	Class	Lab	
ELC 1125—Commercial Installations	5	12	9
<p>Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124</p>			
ELC 1126—National Electrical Code	2	4	4
<p>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</p>			
ELC 1127—Electrical Materials and Tools	0	3	1
<p>Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: None</p>			
ELC 1129—Industrial Installation	3	6	5
<p>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</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENGLISH			
ENG 98—Developmental Reading	5	0	5
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 individuals needs. Prerequisite: None (Non Credit)			
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 (Non Credit)			
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 (Non Credit)			
ENG 99—Developmental English	5	0	5
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 (Non Credit)			
ENG 101—English Composition	3	0	3
Organizing and developing full length essays with a brief review of the elements of grammar. A study of the types of short story and its elements. Prerequisite: English 99 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 mythology and the novel. Prerequisite: English 101			
ENG 103—English Composition	3	0	3
A study of poetry and drama. Prerequisite: English 102			
ENG 111—Advanced Reading	3	0	3
An Advanced Reading Course designed to increase rate, skimming and scanning skills, critical reading, and vocabulary. Taught in a self-paced individualized setting. Recommended for those who wish to develop advanced reading techniques. Prerequisite: Permission of Instructor and/or ENG 92			
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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None			
T-ENG 102—Composition	3	0	3
Designed to aid the student in the improvement of self-expression in 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 or the equivalent			
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—	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. Prerequisite: ENG 103			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENG 206—World Literature	5	0	5
<p>A survey of the tempers of western thought from 1600 to the present, stressing the relationship between literature and other arts. Prerequisite: ENG 103</p>			
ENG 210—Creative Writing	3	0	3
<p>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 103 and/or permission of instructor</p>			
T-ENG 204—Oral Communication	3	0	3
<p>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</p>			
T-ENG 206—business Communication	3	0	3
<p>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 on getting across the purpose of each type of letter. Prerequisite: T-ENG or the equivalent.</p>			

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FOREIGN LANGUAGES			
FRE 101—Elementary French	5	1	5
A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, and special emphasis on reading and oral composition in the language. This sequence is designed for students with less than two units of high school French. Lab work is required in addition to daily lectures.			
FRE 102—Elementary French	5	1	5
A continuation of FRE 101. Lab work is required in addition to daily lectures. Prerequisite: FRE 101 or permission of instructor			
FRE 201—Intermediate French	5	1	5
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. Lab work is required in addition to daily lectures. Prerequisite: FRE 203 or permission of instructor			
FRE 202—Intermediate French	5	1	5
A continuation of FRE 201. Lab work is required in addition to daily lectures. Prerequisite: FRE 201 or permission of instructor			
FRE 211—Advanced Conversational French	5	0	5
A seminar course involving discussion of literature, history, and current developments in France. All discussion is in the language. Prerequisite: FRE 202 or permission of instructor			
FRE 212—A Cultural View of France	5	0	5
A study of the history, geography, people, and customs of the French nation. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None			
FRE 221—French Literature in Translation	5	0	5
Selected works of French literature studied in English. Not to satisfy the language requirement. Prerequisite: None			
SPA 101—Elementary Spanish	5	1	5
A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, and special emphasis on self-expression in the language. Language lab work is required in addition to daily lectures. Prerequisite: None			
SPA 102—Elementary Spanish	5	1	5
A continuation of Spanish 101. Language lab work is required in addition to daily lectures. Prerequisite: SPA 101 or permission of instructor.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
SPA 201—Intermediate Spanish	5	1	5
<p>A sequence designed to provide a systematic review of basic skills with a major emphasis on oral and written comprehension. Language lab work is required in addition to daily lectures. Prerequisite: SPA 102 or permission of instructor</p>			
SPA 202—Intermediate Spanish	5	1	5
<p>A continuation of Spanish 201. Language lab work is required in addition to daily lectures. Prerequisite: SPA 201 or permission of instructor</p>			
SPA 211—Conversational Spanish	5	0	5
<p>Emphasis on the systematic usage of the language orally with all course-work, including tests, conducted in an oral form. (No writing required. No labs.) Prerequisite: SPA 202 or permission of instructor.</p>			
SPA 212—Spanish Civilization: Spain and Latin America	5	0	5
<p>Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None</p>			
SPA 221—Spanish Literature in Translation	5	0	5
<p>Selected works of Spanish Literature read in English with all classes and course-work done in English. Not to satisfy the language requirement. Will satisfy the literature requirement for a foreign language and/or the language requirement at some colleges. Prerequisite: None</p>			

	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 & History 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	2	0	1
Aids in the development of a higher degree of physical fitness and a personal physical maintenance program. Standard uniform required.			
PED 102—Softball	2	0	1
This course includes a study of the rules of softball, followed by instruction and practice in the basic skills and game play situations. Standard uniform required.			
PED 103—Soccer	2	0	1
This course introduces the student to the basic skills, fundamental techniques and strategy of soccer. Standard uniform required.			
PED 104—Social and Square Dance	2	0	1
An introduction to folk, square, and social dance for men and women. The course includes a brief history of dance, followed by instruction and practice in basic dance techniques. Emphasis will be placed on Square Dance.			
PED 105—Volleyball	2	0	1
This co-educational course includes instruction and practice in the basic skills, strategy and application of rules for volleyball. Standard uniform required.			
PED 106—Touch Football	2	0	1
Study of fundamental rules, and instruction and practice in the basic skills, and strategy of touch football. Standard uniform required.			
PED 107—Beginning Basketball	2	0	1
This course introduces the student to various rules, skills, and fundamentals techniques of basketball. Standard uniform required.			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
PED 108—Archery	2	0	1
This course is designed to provide the student with basic skills, techniques and knowledge in target archery.			
PED 109—Tennis	2	0	1
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the game. Students must provide their own tennis balls. Standard uniform required.			
PED 110—Wrestling	2	0	1
A study of fundamental skills, techniques, history, training methods, and strategy of wrestling. Standard uniform required.			
PED 111—Advanced Conditioning II	2	0	1
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training, and develop a personal physical maintenance program. Standard uniform required. Prerequisite: PED 101			
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.			
PED 113—Bowling	2	0	1
A co-educational course in bowling that includes a brief history of bowling followed by instruction and practice in the basic skills. Participation in the Intramural Bowling League recommended. Ten dollar (\$10.00) fee charged.			
PED 114—Cheerleading	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 115—Golf	2	0	1
A course that includes a brief history of golf, a study of rules, followed by instruction and practice in the basic and fundamental skills of the game. Golf fee charged. Students must provide their own golf balls.			
PED 116—Introduction to Tumbling and Gymnastics	2	0	1
An introductory course designed for men and women involving development of fundamental motor skills in stunts and tumbling. Emphasis is on personal enjoyment as well as self-confidence and good body mechanics through coordination, rhythm, and balance. Standard uniform required.			
PED 117—Weight Training	2	0	1
Introduction to the proper skills in the execution of the various lifts and instructions in the health and safety factors that are related to the development of an individualized weight training program. Standard uniform required.			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hour Credi
PED 118—Judo	2	0	1
Rules, etiquette, method in the basic fundamentals of falling, throwing, and grappling techniques used in the sport of judo. This course is designed to encourage student's physical and mental development. (Students must provide their own gi)			
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 208—Individual Activities	2	0	1
This co-educational course includes a study of the rules of badminton and deck tennis, followed by instruction and practice in the basic fundamentals and strategy of both recreational sports. Standard uniform is required.			
PED 209—Advanced Tennis	2	0	1
An advanced co-educational course in tennis designed for that student who desires to increase his or her knowledge in techniques and strategy. Prerequisite: A grade of B or higher in beginning tennis (PED 109), or permission from the instructor.			
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. Prerequisite: PED 112			
PED 213—Advanced Bowling	2	0	1
An advanced co-educational course in archery designed for that student who desires to increase his other knowledge in techniques and strategy. Prerequisite: A grade of B or higher in Beginning Bowling (PED 113), or permission from the instructor.			
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. Prerequisite: PED 114			
PED 218—Advanced Archery	2	0	1
An advanced coeducational course in archery designed for that student who desires to increase his or her knowledge and improve skill in target archery. Prerequisite: A grade of B or higher in beginning archery or permission from the instructor			
PED 218—Advanced Archery	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. Prerequisite: PED 121			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
ED 290—Basic Scuba Diving	3	0	2
A basic course designed to teach the fundamentals of scuba diving. Emphasis is placed upon water safety, fundamental concepts, techniques, and the recreational aspects. Upon completion of this course, the student will be internationally certified as a basic scuba diver by the Professional Association Diving Instructors. An additional fee is charged plus purchase of minor equipment by the student is required.			
EC 201—Introduction to Recreational Services	5	0	5
Introduces the basic fundamentals of the nature, scope, and significance of organized recreational services. This course includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelationship of special agencies, and institutions which serve the recreational needs of society.			
EC 202—Outdoor Recreation and Camping	5	0	5
Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work field strips, and the development of outdoor skills.			

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.			
ART 102—Beginning Drawing	3	0	3
Fundamental drawing and studio experiences; still life, landscape and human figure; exploration of basic drawing media. Studio change.			
ART 103—Figure Drawing	3	0	3
Study of the human figure in action and still poses; rapid sketching, long pose, memory work and portraiture. Studio change.			
ART 104—Advanced Drawing	3	0	3
Continuation of the drawing sequence with emphasis upon drawing from imagination and upon pictorial organization; development of skills in drawing.			
ART 105—Color and Design	1	4	5
Experimentation and practice on design problems relating to visual communication with emphasis on techniques and solution.			
ART 106—Color and Design	1	4	5
Introduction to the concepts of two and three dimensional design and the theory and use of color.			
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 body and voice as instruments of expression. "Theater games" are played, followed by improvisations leading to playing scene scenes. It is required that the student actor participate actively in the current production, either on stage or behind the scenes.			
DRA 203—Intermediate Acting	3	0	3
A continuation of Drama 202 with emphasis placed on acting in scenes to develop truth in character, timing, stage communication and conflict. It is required that the student actor participate actively in the current production, either on stage or behind the scenes.			
DRA 204—Stage Makeup	2	0	2
An introduction to the fundamental principles and techniques of theatrical makeup.			
DRA 205—Drama Practicum	3	0	1
This course is designed to introduce to the student phases of planning and execution of production functions; scene construction and painting, props, costuming, lighting and other technical responsibilities.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
RA 210—Introduction to the Theater			
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.			
MUS 102—History of Music	5	0	5
A survey course in the masterworks of music from ancient Greece to the present day. This course is intended for students planning to major in music or for students who come with a musical background. Prerequisite: MUS 101 or permission of instructor			
MUS 103—Fundamentals of Music Theory I	3	0	3
An elementary course in music theory and the principles underlying all music including music terminology, notation, harmony, melody and rhythm. Development of sight singing, beginning with thorough oral training in scales, intervals, and rhythmic patterns. (Music theory courses must be taken in sequence).			
MUS 104—Music Theory II	3	0	3
A continuation of MUS 103 in a study of the elements of music theory and harmony. Prerequisite: MUS 103			
MUS 105—Music Theory III	3	0	3
A continuation of MUS 104 in a study of the elements of music theory and harmony. Prerequisite: MUS 104			
MUS 106—CCCC Chorus	3	0	1
All students are eligible by audition for membership in this co-educational chorus. Foremost choral literature is studied and performed by a balanced number of men's and women's voices. This course may be repeated with a limit to six quarter hours. Three hours each week.			
PH 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.			
RE 101—Introduction to the Old Testament	5	0	5
A study of religious thought and instructions in the Old Testament. Emphasis will be placed on the historical - critical and contemporary theological understanding of the Biblical text.			

Course Title	Hours Per Week		Quart Hour Cred
	Class	Lab	

Students deciding to enter programs at the senior institution in religion and/philosophy, or who are planning to transfer to private or religious schools should take REL 101 and 102 as they are generally required for these programs and for meeting graduation requirements.

REL 102—Introduction to the New Testament	5	0	5
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A study of the life and teaching of Jesus, and of the beginning of church life as thought as reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries.

SPH 201—Fundamentals of Speech	3	0	3
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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
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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.



Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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 1104—Structure of Metals	2	3	2
Elementary and practical approach to metals, their structure, markings, classifications and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc. Heat treating metals. Prerequisite: None			
MEC 1112—Machine Shop Practice	1	3	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			
MEC 1141—Sheet Metal Fabrication	0	6	2
Many forms of ducts and pipe intersections formed, transitions, elbow construction and other sheet metal projects. Shop procedures learned and all sheet metal equipment such as rolls, breaks, shears, stakes, formers utilized. The student becomes proficient in the use of hand tools and operations such as seaming, crimping, riveting, soldering and measuring. Prerequisite: DFT 1118			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MATHEMATICS			
MAT 91—Preparatory Algebra I	5	0	5
<p>A course for students without an adequate background in algebra or 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. Stress is placed upon the development of competence in the fundamental operations on 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.</p> <p>Prerequisite: None (Non Credit)</p>			
MAT 92—Preparatory Algebra II	5	0	5
<p>MAT 92 is a continuation of MAT 91. The objective of this course is to prepare students, who have weak background in mathematics or need a review, to enter MAT 102 by providing them with the necessary fundamental skills of algebra. The instructor will design a program of instruction to meet the needs of the individual. Any student enrolled in MAT 91, who also achieves the desired objectives of MAT 92 will be given credit for MAT 92, as well as MAT 91.</p> <p>Prerequisite: MAT 91 (Non Credit)</p>			
MAT 93—Mathematics I	5	0	5
<p>Development of skills in reading numerals and decimals, rounding whole numbers, addition, subtraction, multiplication and division of whole numbers, decimals, prime and composite numbers, common fractions, decimal fractions and appropriate practical application problems. (Non Credit)</p>			
MAT 94—Mathematics II	5	0	5
<p>Development of skills in the relationship between percent, fractions and decimals. A study of squares and square roots, binary numbers, measure of weight-dry capacity liquid and time—24-hour clock. Compound numbers of two or more denominations—fundamental operations and Aliquot parts are also included. (Non Credit)</p>			
MAT 95—Mathematics III	5	0	5
<p>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. (Non Credit)</p>			
T-MAT 101—Technical Mathematics	5	0	5
<p>The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.</p> <p>Prerequisite: Satisfactory evidence that admission requirements have been met.</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 102—College Algebra	5	0	5
<p>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.</p> <p>Prerequisites: Two years of high school algebra or MAT 111 and 112 with the recommendation of the instructor</p> <p>NOTE: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center. Approval must be obtained from the instructor.</p>			
T-MAT 102—Technical Mathematics	5	0	5
<p>A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.</p> <p>Prerequisite: T-MAT 101</p>			
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> <p>NOTE: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center. Approval must be obtained from the instructor.</p>			
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 problems in practical situations are also stressed.</p> <p>Prerequisite: T-MAT 102</p>			
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: MAT 102</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
T-MAT 110—Business Mathematics	5	0	5
<p>This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None</p>			
MAT 111—Contemporary College Math I	5	0	5
<p>This course is designed to introduce to the general or liberal arts student broad areas of mathematics which have contributed to civilization and which may be utilized by him in his endeavors. MAT 111 includes mathematical system and structures, such as the algebra of sets, logic, number systems, and elementary algebraic operations. Numeration systems are also studied. Prerequisite: MAT 91 or equivalent</p>			
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. Prerequisite: MAT 111</p>			
MAT 201—Calculus and Analytical Geometry I	1	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. 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. 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. Prerequisite: MAT 202 or equivalent</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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. 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. 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. Prerequisite: MAT 250 or equivalent</p>			
MAT 252—Statistics Laboratory II and Directed Study	0	2	1
<p>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</p>			
MAT 1101—Fundamentals of Mathematics	5	0	5
<p>This course includes an analysis of basic operations: addition, subtraction, multiplication and division; a study of fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry; measurement of surfaces and volumes and an introduction to algebra used in trades. Practice in depth. Prerequisite: None</p>			
MAT 1102—Applied Mathematics	5	0	5
<p>A continuation of MAT 1101 with emphasis on applied formulas and problems within the student's field of study. A sampling of topics which may be presented are: ratio and proportion as applied to force, work, energy, simple machines, electricity; horsepower, formulas, introduction to statistics and graphs. Prerequisite: MAT 1101 or permission of instructor</p>			
MAT 1103—Geometry	3	0	3
<p>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</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MAT 1104—Trigonometry	3	0	3
<p>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</p>			
MAT 1112—Building Trades Mathematics	3	0	3
<p>Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials. Prerequisite: MAT 1101</p>			
MAT 1115—Electrical Mathematics	5	0	5
<p>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</p>			
MAT 1116—Electrical Mathematics	5	0	5
<p>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</p>			

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 1101			
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	
POLICE SCIENCE			
PSC 101—Introduction to Police Science	5	0	5
A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation. Prerequisite: None			
PSC 102—Introduction to Criminology	5	0	5
A survey of the different crimes; theories and factors attributing to criminal behavior, the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods. Prerequisite: None			
PSC 110—Police Role in Crime and Delinquency	3	0	3
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventative measures. Prerequisite: None			
PSC 112—Motor Vehicle Laws	3	0	3
A study of the traffic enforcement codes with primary emphasis placed on North Carolina Law. Prerequisite: None			
PSC 113—Identification Techniques	3	2	4
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation. Prerequisite: None			
PSC 115—Criminal Law I	3	0	3
Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law. Prerequisite: None			
PSC 116—Criminal Law II	3	0	3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed upon North Carolina Law. Prerequisite: T-PSC 115			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PSC 202—Police Community Relations	3	0	3
<p>A course designed to create an awareness of the need for good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.</p> <p>Prerequisite: Permission of instructor-coordinator</p>			
PSC 204—Police Photography	3	2	4
<p>A study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of the photographic process including crime scene surveillance, macro and micro photography, including the development of negative and prints. The student will develop techniques in the use of different kinds of cameras and other photographic equipment through lab practice.</p> <p>Prerequisite: CHE 101</p>			
PSC 205—Criminal Evidence	3	0	3
<p>Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.</p> <p>Prerequisite: PSC 115 and PSC 116</p>			
PSC 209—Interviews and Interrogations	5	0	5
<p>Instruction will be given in the various sources of information available to law enforcement agencies and in the techniques used in interviewing and interrogating.</p> <p>Prerequisite: Admission to the program; permission of instructor/coordinator</p>			
PSC 210—Criminal Investigation	3	2	4
<p>This course introduces the student to the fundamental of investigation; crime scene search; recording, collection and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homicide.</p> <p>Prerequisite: Admission to the program; permission of the instructor/coordinator</p>			
PSC 211—Introduction to Criminalistics	3	2	4
<p>A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.</p> <p>Prerequisite: Admission to the program; permission of instructor/coordinator</p>			
PSC 220—Police Organization and Administration	3	0	3
<p>An introduction to the principles of organization and administration including their application to field services such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions, e.g., training, communications, records, property maintenance and miscellaneous services.</p> <p>Prerequisite: None</p>			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
PSC 221—Police Supervision	3	0	3
<p>A continuation of PSC 220 with emphasis on developing supervisory and management techniques employed at the various levels of police work. Prerequisite: PSC 220</p>			
PSC 225—Criminal Procedure	2	0	2
<p>This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: Permission of instructor/coordinator</p>			
PSC 240—Firearms and Defensive Tactics	3	2	4
<p>The course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, non-lethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons. Prerequisite: Admission to the program; permission of the instructor/coordinator</p>			

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
NURSE EDUCATION				
NUR 100—Nursing Procedures	3	2	3	5
This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation, and reporting.				
NUR 101—Fundamentals of Nursing I	4	9	0	7
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. Directed toward aiding the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Program and how it is related to other patterns in basic nursing education. This course will also serve to introduce the student to school life and study emphasizing techniques of learning, student life, academic regulations, and assist them in understanding the objectives and functions of Coastal Carolina Community College as it relates to the State, the community and the student. Prerequisite: None				
NUR 102—Fundamentals of Nursing II	4	9	0	7
Continuation of NUR 101. Includes the teaching role in nursing, rehabilitation as an aspect of comprehensive care, administration of therapeutic agents, asepsis in relation to the care of wound and application of dressings and in controlling communicable diseases, nursing measures in an emergency and in care of the terminally ill patient. Scientific principles and their application are stressed; emphasis throughout is on interpersonal relations and the normal psychology of the different age groups. Prerequisite: NUR 101				
NUR 103—Maternal and Child Care	4	12	0	7
Deals with the physiological, psychological, emotional, social, and spiritual factors involved in the care of mothers and children. The family unit serves as the framework for the study of the nursing care of mothers during the maternity cycle and of infants. The normal aspects of child care are stressed. Adaptations are made to include complications commonly occurring during the maternity cycle. Prerequisite: NUR 102				
NUR 104—Pharmacology	3	0	0	3
This course is to provide a foundation and serve as a useful guide to increase understanding of drugs and drug therapy. Prerequisites: NUR 102, BIO 122 (NUR 102 not required for operating room technician)				
NUR 109—Nutrition	3	0	0	3
Study of basic facts from the field of nutrition with emphasis on applications to the planning of balanced diets to meet the needs of individuals in various life stages. The responsibilities of health workers in promoting good nutrition is stressed. Prerequisite: None				

Course Title	Hours Per Week			Quarter Hour Credi
	Class	Lab	Clinical	
NUR 201—Nursing Care in Physical and Mental Illness I	5	15	0	10
Begins the learning experiences involving patients with advanced nursing problems in all age groups, including communicable diseases, accidental injuries, patients undergoing surgery, patients who are mentally and emotionally disabled, and those with neoplasm, cardiovascular diseases, and deficiency diseases. Prerequisites: NUR 103, NUR 109				
NUR 202—Nursing in Physical and Mental Illness II	3	18	0	9
Continuation of NUR 201, involving patients in all age groups with advanced nursing problems in surgical intervention, oncology, cardiovascular disorder. The concepts of mental health will be integrated throughout the course content. Prerequisite: NUR 201				
NUR 203—Nursing History and Trends	3	0	0	3
A study of the major trends in modern nursing and their effects on nursing service and nursing education. Emphasis is placed on the responsibilities of the nurse as a member of the health team and as a citizen in the community. Prerequisite: NUR 202				
NUR 204—Nursing in Physical and Mental Illness III	3	18	0	9
A continuation of NUR 201 and NUR 202. Concepts of Public Health Nursing will be integrated throughout the course content. Disaster emergency nursing will be presented. Prerequisite: NUR 202				
NUR 205—Nursing in Physical and Mental Illness IV	3	18	0	9
Based on knowledge accrued from previous nursing courses, and includes complex problems in planning, implementing, and evaluating nursing care for a group of patients. Students will have clinical experience participation as members of the nursing team. Prerequisite: NUR 204				
NUR 206—Nursing Seminar	4	0	0	4
Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse. Prerequisites: NUR 204, NUR 203				
NUR 1001—Fundamentals of Practical Nursing	6	10	0	9
Presents knowledge and skills basic to the nursing care of all patients. Focuses upon planning patient care based upon the individuality of the patient and his need to maintain homeostasis. Presents principles of body mechanics, methods of sterilization, cleaning techniques and principles of medical asepsis. Care of the patient's environment, daily hygienic needs of the patient and safe nursing practices are emphasized. Ethics, nurse-patient relationships and legal aspects of nursing practice are introduced. Basic nursing skills and use of hospital equipment				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
ment are practiced in supervised laboratory periods and selected clinical situations. Prerequisite: Admission requirements				
NUR 1002—Anatomy and Physiology	6	0	0	6
A study of the general plan of the body cells, tissues and systems including the musculoskeletal, circulatory, respiratory, digestive, endocrine, nervous, urinary and reproductive. Includes the functioning of the body; how it moves, stands erect, distributes nutrients and oxygen, removes wastes, reacts to invasion and maintains homeostasis. Prerequisite: Admission requirements				
UR 1003— Nutrition and Diet Therapy	3	0	0	3
Introduces basic principles of nutrition. Describes sources of nutrients and their utilization by the body. Nutritional requirements of all age groups are considered. Meal planning to meet nutritional requirements of the family are discussed. Modifications of diet as specific therapy in certain disorders are presented. Prerequisite: Admission requirements				
UR 1004—Vocational Adjustments	3	0	0	3
Considers the role of the student practical nurse in relation to the patient and his family, the nursing team and the health care team. Beginning skills in interpersonal relationships and communications are introduced. Organizations open to practical nurses are presented and values of membership in professional organizations examined. Health agencies in the community are surveyed. Personal grooming and hygiene of the student nurse are given special emphasis. Prerequisite: Admission requirements				
UR 1005—Medical-Surgical Nursing I	5	0	0	5
Provides beginning knowledge of the nursing care of patients with common problems caused by illness. Emotional reactions to illness, hospitalization and therapy are presented. Methods of diagnosis and therapy are introduced. Nursing needs of the patient in pain, the patient with musculoskeletal problems, the cancer patient, the geriatric patient and the patient with chronic illness are examined. Care of the patient before, during and after anesthesia is discussed. Preoperative and postoperative care of the surgical patient is stressed. Concepts of rehabilitation nursing care introduced. Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1006—Nursing of Children	3	0	0	3
Presents the scope and aims of present day nursing of children. Growth and development from infancy through senescence is presented. Psychological and physiological differences between children and adults are discussed. The needs of the hospitalized child and his family are explored and nursing implications stressed. Medical-surgical management and nursing care of children with common disorders are presented. Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1007—Clinical Experience I	0	0	15	5
Provides supervised experience in basic nursing care of selected patients in a general hospital setting. Includes opportunities to meet patients' needs relating				

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	
<p>to personal hygiene, activity, exercise, hydration and nutrition. Beginning skills in carrying out nursing measures to assist the patient in maintaining normal body functions are practiced. Accuracy in charting, making observations and use of medical terminology is stressed. Development of individualized patient care plans (as introduced in NUR 1001) is emphasized. The concept of functioning as a member of the nursing team is introduced.</p> <p>Prerequisite: Satisfactory completion of all first quarter courses</p>				
NUR 1008—Pharmacology and Drug Therapy	2	0	0	2
<p>Presents methods of calculating drug dosages and converting dosages from one system of measurement to another. Sources, actions and therapeutic uses of major classifications of drugs are discussed. Knowledge of untoward effects of therapeutic agents are stressed. The nurse's responsibilities in relation to drug administration are emphasized. Legal aspects of drug usage and control are included.</p> <p>Prerequisite: Satisfactory completion of all second quarter courses</p>				
NUR 1009—Medical-Surgical Nursing II	9	0	0	9
<p>Presents the etiology, incidence and physiological responses in common disorders of the body's respiratory, nervous, endocrine and genito-urinary systems. Diagnostic methods, medical-surgical management and psychological responses to various disorders are discussed. Patient teaching and rehabilitation are stressed as intrinsic aspects of nursing care.</p> <p>Prerequisite: Satisfactory completion of all second quarter courses.</p>				
NUR 1010—Maternity Nursing	4	0	0	4
<p>Presents aspects of modern maternity nursing with emphasis upon the normal course of pregnancy and childbirth. Physiological and psychological changes during the antepartum period, labor, delivery and the postpartum period are discussed. Complications of pregnancy, labor and delivery are included. Characteristics and care of the normal newborn are presented. Emphasis is placed upon providing safe, high quality care for the expectant family.</p> <p>Prerequisite: Satisfactory completion of all first quarter courses</p>				
NUR 1011—Clinical Experience II	0	0	15	5
A. Medical-Surgical Nursing				
<p>Provides opportunities for further development of basic nursing skills through supervised experiences in a general hospital setting. Care of selected patients with common medical-surgical disorders is emphasized. Development of patient care plans for specific patients is again stressed. Functioning as a member of the nursing team and utilization of all health team members to promote total patient care are important aspects of this experience.</p>				
B. Maternity Nursing				
<p>Provides opportunities to apply previously developed nursing skills to the care of maternity patients and normal newborns through supervised clinical experience in the maternity department of a general hospital. Beginning skills in meeting specific needs of postpartum patients, patients with complications of pregnancy, and normal newborns are developed through nursing care assignments of selected patients. Development of patient care plans continues to be emphasized. Observations of labor and delivery are provided. Experiences in the antepartum clinic and postpartum clinic are provided to stress the scope of maternal health care.</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
C. Nursing of Children				
Provides supervised experience in the nursing of children in the pediatric department of a general hospital. Beginning skills in meeting specific needs of children with common disorders are developed through nursing care assignments of selected patients. Development of patient care plans is emphasized. Experiences in well baby clinic, immunization clinic and pediatric clinics are provided to stress the scope of child health care. Prerequisite for the above: Satisfactory completion of all second quarter courses				
NUR 1012—Pharmacology and Drug Therapy	2	0	0	2
Methods of drug administration are presented and practiced. Sources, actions, and therapeutic uses of the major classification of drugs are discussed. The nurse's responsibilities in relation to drug administration is emphasized. Prerequisite: Satisfactory completion of NUR 1008				
NUR 1013—Personal and Vocational Relationships	2	0	0	2
Presents information regarding organizations with membership open to practical nurses. Stresses values of membership in professional organizations and continuing education as a means of promoting personal and professional growth. Explores job opportunities for practical nurses. Provides simulated experiences in applying for a position, evaluating a position (on the basis on personnel policies and job description) and resigning from a position. Discusses the Nurse Practice Act of North Carolina, licensure in North Carolina and other states and legal aspects of nursing practice. Applications to write the State Board of Nursing Licensing Examination are completed and submitted at the end of this course. Prerequisite: Satisfactory completion of all third quarter courses				
NUR 1014—Medical-Surgical Nursing III	9	0	0	9
Presents the etiology, incidence and physiological responses in disorders of the body's cardiovascular and gastrointestinal systems. Diagnostic methods, medical-surgical management, and psychological responses to the various disorders are discussed. Nursing care of patients with common medical-surgical disorders is the focus of this course. Patient teaching and rehabilitation are stressed. Theories of personality development are presented and mental health concepts are introduced. Concepts of medical self help and basic first aid principles are presented as disaster nursing. Prerequisite: Satisfactory completion of all third quarter courses				
NUR 1015—Clinical Experience III	0	0	18	6
Provides opportunities for further development of basic nursing skills through supervised experiences in a general hospital setting. Care of selected patients with common medical-surgical disorders is emphasized. Development of patient care plans for specific patients is again stressed. Functioning as a member of the nursing team and utilization of all health team members to promote total patient care are important aspects of this experience. Opportunities to function in the role of assistant to the physician or professional nurse in emergency situations and in the care of critically ill patients are provided through selected experiences in various departments of the hospital. Under close supervision the opportunity to function as medication nurse is provided. Prerequisite: Completion of all third quarter courses.				

Course Title	Hours Per Week			Quar- ter Hou. Cred
	Class	Lab	Clinical	
OPERATING ROOM TECHNICIAN				
T-SUR 101—Introduction to Operating Room	2	3	0	3
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral and legal responsibilities.				
T-SUR 102—Surgical Procedures I	4	4	0	6
This course includes procedures for general surgery, obstetrics and gynecology, ophthalmology, orthodontology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, cardiovascular and peripheral vascular surgery.				
T-SUR 103—Surgical Procedures II	4	4	0	6
Continuation of Surgical Procedures I.				
T-SUR 104—Clinical Practice I	0	0	15	5
The student is given an opportunity to demonstrate in an actual clinical situation his ability to assist a surgeon in the procedures learned in the classroom.				
T-SUR 105—Clinical Procedures II	0	0	24	8
A continuation of Clinical Practice I.				
T-SUR 06—Suggested Seminar I	0	2	0	1
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I.				
T-SUR 107—Suggested Seminar II	0	2	0	1
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II.				

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
RADIO AND TELEVISION SERVICING			
ELN 1104—Fundamentals of Electronics I	2	2	3
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 will be introduced. Fundamental concepts of alternating current flow, including a study of resistors, capacitors, coils, and transformers and sources of AC and DC potentials are studied in the course.			
ELN 1105—Fundamentals of Electronics II	2	2	3
An introduction to vacuum tubes, diodes, and transistors. The theory, characteristics, and operation of vacuum tubes and transistors in simple voltage/amplifiers and power supplies are covered in the course. Prerequisite: ELN 1104			
ELN 1106—Radio and Amplifier Systems and Servicing	2	3	3
Course covers the theory and operation of each section and circuit of AM radios, FM radios, monophonic and stereophonic amplifiers. Lab time will concentrate on identification of circuits, proper adjustments; troubleshooting techniques and use of test equipment such as signal generator, oscilloscope, signal tracers, etc. Prerequisite: ELN 1104, ELN 1105, or proficiency exam			
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 1115—Television Receiver Circuits and Servicing I	2	4	4
A study of the principles of television receivers; included will be a study of the makeup of the television signal, block diagram analysis of monochrome and color television receivers, plus the characteristics of monochrome and color cathode ray tubes. Techniques of troubleshooting and repair of television receivers with the proper use of associated test equipment will be stressed. Prerequisite: ELN 1104, ELN 1105, ELN 1106, or proficiency exam			
ELN 1116—Television Receiver Circuits and Servicing II	2	4	4
A continuation of ELN 1115 culminating in students being able to draw schematics of a typical black and white television receiver showing key components. Key voltages and waveforms and explain the function of each key component and symptoms associated with their failure. Lab time will concentrate on performing repairs on black and white television receivers using proper equipment and procedures. Prerequisite: ELN 1104, ELN 1105, ELN 1106, ELN 1115, or proficiency exam			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credi
ELN 1117—Color Television Receiver Circuits and Servicing	2	4	4
<p>Course covers makeup and transmission of color signals, color circuits and how they function. Lab time will concentrate on trouble-shooting procedures. Proper use of color television equipment and practice in proper setup, convergence, etc. of color television sets.</p> <p>Prerequisites: ELN 1104, ELN 1105, ELN 1106, ELN 1115, ELN 1116, or proficiency exam</p>			
ELN 1122—Vacuum Tubes and Circuits	5	9	8
<p>An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, 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.</p> <p>Prerequisites: ELC 1112, MAT 1115</p>			
ELN 1123—Introduction to Television	2	6	4
<p>The theory and circuitry of monochrome television.</p> <p>Prerequisites: ELN 1122, ELN 1125, MAT 1116</p>			
ELN 1124—Servicing Home Entertainment Electronic Devices	2	6	4
<p>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.</p> <p>Prerequisites: ELN 1122, ELN 1123</p>			
ELN 1125—Transistor Theory and Circuits I	2	6	4
<p>Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits.</p> <p>Prerequisites: ELC 1112, MAT 1115</p>			
ELN 1126—Transistor Theory and Circuits II	2	9	5
<p>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.</p> <p>Prerequisites: ELN 1125, ELC 112, MAT 1115</p>			
ELN 1127—Television Receiver Circuits and Servicing	10	15	15
<p>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.</p> <p>Prerequisites: ELN 1123, ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 1116</p>			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

RELATED SUBJECTS FOR PRACTICAL RADIO AND TELEVISION REPAIR

EDU 1032—Related Science	2	0	2
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Through practical learning experiences, the student will develop a measure of skill in the following: interpreting component symbols, fundamental electronics math for circuit analysis and color coding identification of components.

EDU 1033—Related Science	2	0	2
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In this course the student will gain knowledge in reading amplifier schematic diagrams, and develop skills in the reading and interpretation of service information.

Prerequisite: EDU 1032

EDU 1034—Related Science	1	0	1
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Through practical learning experiences, the student will develop skills in the use of schematics, mathematical notations and calculations necessary for servicing and replacing parts, and the interpretation of service manual data.

Prerequisite: EDU 1033



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 chemical and cellular basis of life and the homeostatic controls that operate in living organisms.			
BIO 102—General Biology	3	2	4
A continuation of BIO 101. Topics include classical and bio-chemical genetics and their relation to development and evolution.			
BIO 103—General Biology	3	2	4
A continuation of BIO 102 with emphasis on the ecology and evolution of life forms and a survey of the Monera, Protista, Plant, and Animal Kingdoms.			
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 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 100—General Chemistry	3	3	4
A survey course of general chemical principles designed for students of police science. Topics include atomic and molecular structure, chemical bonding, changes of state, chemical reactions, and solution behavior. The course culminates in a discussion of analytical chemistry techniques used in forensic science.			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
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. Emphasis is centered on equilibrium processes, including phase equilibrium, solution equilibrium, and chemical equilibrium. Prerequisite: CHE 101			
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.			
CHE 104:	3	3	4
A general survey course of basic chemical principles. Topics include atomic structure, chemical bonding, gas laws, chemical and solution equilibrium, colloidal suspensions, and a brief description of the metals and non-metals. Prerequisite—None Prerequisite: None			
CHE 105:	3	3	4
A general survey of organic chemistry. Topics include preparations, reactions, properties, and uses of the various classes of organic compounds. Prerequisite: CHE 104 or Instructor's permission			
CHE 106:	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 105 or Instructor's permission			
HY 101—Physics: Mechanics	3	2	4
Introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics. Corequisite: MAT 102 or MAT 111 and 112			
HY 102—Physics: Electricity and Magnetism	3	2	4
A fundamental course covering the basic principles of electricity and magnetism. The divisions include electrostatics, magnetostatics, capacitance, current, types of circuits, and electromagnetic induction. Prerequisite: PHY 101			
HY 103—Physics: Light, Sound, and Modern Physics	3	2	4
A study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity. Prerequisite: PHY 102			

Course Title	Hours Per Week		Quarter Hour Credi
	Class	Lab	
T-PHY 101—Physics: Properties of Matter	3	2	4
<p>A fundamental course covering several basic principles of physics. The division 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</p>			
T-PHY 102—Physics: Work, Energy, Power	3	2	4
<p>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</p>			
T-PHY 104—Physics: Light and Sound	3	2	4
<p>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</p>			
PHY 1101—Applied Science	3	2	4
<p>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</p>			
PHY 1102—Applied Science	3	2	4
<p>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</p>			
PHY 1103—PHY 1101, MAT 1101	3	2	4
<p>Physical principles of force, energy, work and power; equilibrium and the laws of motion; principles of machines, mechanical advantages, and transmission of power in practical applications and the use of vectors and graphical representations. Prerequisites: PHY 1101, MAT 1101</p>			
PHY 1105—Shop Science I	3	2	4
<p>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</p>			
PHY 106—Shop Science II	3	2	4
<p>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</p>			

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	3	2	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, cultural and economic diversity, settlement, production and consumption, transportation, communication, and territorial organization. Interrelationships between man and his environment are emphasized throughout the course.			
HIS 101—Western Civilization I	3	0	3
A survey of the forces responsible for the rise of the European States from pre-historic times, the ancient Near East, Greece, Rome, the Middle Ages, and other events prior to the Renaissance.			
HIS 102—Western Civilization II	3	0	3
A survey of the rise of the Nation-state, Renaissance, Reformation, commercial revolution, constitutional government in England, Louis XIV, rise of Prussia and Russia, the Enlightenment, the French Revolution and Napoleon.			
HIS 103—Western Civilization II	3	0	3
A survey of the aftermath of Napoleon, the Congress of Vienna, European political revolts, the Industrial Revolution, political unification of Italy and Germany, liberal change, imperialism, World War I and World War II, rise and fall of Fascism, the development of Communism, and the onset of the Cold War.			
HIS 201—American History	5	0	5
A thorough survey of America from colonial times to the end of the Civil War. Emphasis is placed upon the political, cultural, social, and economic developments in the United States as they relate to the planting of the European colonies, the Revolutionary War, the writing of the Constitution and development of political parties, the War of 1812, Jacksonian Democracy, the development of northern and southern sectionalism, slavery, Manifest Destiny and expansion, and major steps leading to the Civil War. Prerequisite: None			
HIS 202—American History	5	0	5
A thorough survey of America from the Civil War to the present. Emphasis is placed upon the political, cultural, social, and economic developments in the United States as they relate to the Reconstructon Era, the Industrial Revolution, the Progressive Period, the Spanish-American War and World War I, the Depression and the New Deal, World War II, and domestic and foreign problems in the Cold War Era. Prerequisite: None			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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.			
POL 205—World Politics and International Relations	5	0	5
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States.			
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 concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations.			
T-PSY 206—Applied Psychology	3	0	3
Emphasizes understanding of human behavior as it is or can be applied to both the physical and social aspects of the work setting. Personal and group adjustment situations are explored.			
PSY 201—Introduction to Psychology	5	0	5
An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached.			
PSY 202—Human Growth and Development	5	0	5
Studies the development of the individual from prenatal existence to death. Terminology and major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social and intellectual growth. Major theoretical and research contributions to the area of development are presented.			
PSY 203—Abnormal Psychology	5	0	5
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders, and psychosomatic reactions are included as well as the behavior modification approach to each disorder. Prerequisite: PSY 201, PSY 202			

Course Title	Hours Per Week		Quarter
	Class	Lab	Hours Credit
PSY 204—Social Psychology	5	0	5
This course directs itself to the study of the interaction of individuals, groups, and that of society in general. Emphasis will be placed on group behavior and their characteristics accompanied by in-depth insights to group formation, membership and dynamics.			
SOC 101—The Student in Society	3	0	3
An introduction and orientation to experiential education as well as more active participation in society. Emphasis is placed upon the opportunities and responsibilities in preparation for employment in the various segments of our economic society while becoming acquainted with career improvement. Classroom theory is related to the actual work situation—the sociology of the work world. A general education course designed to assist students in making the transition from the campus to the world of work.			
SOC 201—Introduction to Sociology	5	0	5
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American Institutions in relation to technological change. Prerequisite: None			
SOC 202—Social Problems	5	0	5
An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the causes, control, treatment, and prevention of problems relating to crime, divorce, race problems, poverty, and housing. Prerequisite: None			
SOC 203—Marriage and the Family	5	0	5
A critical and empirical approach to the study of marriage and family life as a social institution. A psychological and sociological approach to premarital and marital relationships, and 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			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	

COE 101—Cooperative Education

Variable Credit*

Having been accepted in the cooperative education program, the student works in a position for an employer selected and/or approved by the College and the student. The duties of the position should be related to the student's curriculum. The student is supervised periodically by a faculty member or the Cooperative Education Supervisor from the College. The credit hours given for the supervised work will be determined by the average number of hours worked per week during the quarter. The letter grade will be determined by the student's job proficiency, the employer's evaluation, and other factors. Prerequisites: Normally, one quarter as a full-time student at Coastal Carolina Community College and COE 101, or permission of the Cooperative Education Director. College transfer students may use up to six credit hours as electives to count toward graduation. Business administration and secretarial students are offered the option of taking SOC 101—The Student in Society (3 credit hours) and 3 credit hours of COE 101—Cooperative Education Work Experience in place of T-POL 201—U.S. Government (3 credit hours) and T-PSY 206—Applied Psychology (3 credit hours).

*A student may receive up to four credit hours per quarter.

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 in 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 Practice	3	9	6
Designed to build skills through practices in simulated industrial processes and techniques: sketching and layout 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			

Course Title	Hours Per Week		Quarter Hour Credi
	Class	Lab	
WLD 1123—Inert Gas Welding	1	3	2
<p>Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.</p> <p>Prerequisites: WLD 1120, WLD 1121</p>			
WLD 1124—Pipe Welding	3	12	7
<p>Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.</p> <p>Prerequisite: WLD 1121</p>			
WLD 1125—Certification Practice	3	6	5
<p>This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.</p> <p>Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124</p>			
WLD 1129—Basic Welding	2	4	3
<p>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.</p> <p>Prerequisite: None</p>			
WLD 1180—Basic Welding	2	4	3
<p>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.</p>			

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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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