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**Coastal Carolina
Community College
Wilmington, North Carolina**

PURPOSE

The purpose of Coastal Carolina Community College is to provide specialized occupational education to fill the manpower needs in our society, 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 become an effective and productive member of a democratic society.

OBJECTIVES

The major objectives of Coastal Carolina Community College are:

1. To provide expanded educational opportunities for adults who desire to continue their education.
2. To provide inexpensive educational opportunities, located within commuting distance, for adults of suitable age without regard to race, sex, creed, or previous educational attainment.
3. To provide liberal arts and pre-professional programs consisting of the first two years of regular college studies.
4. To provide technical and vocational programs which will prepare students for jobs requiring various levels of ability and skill in industry, service industries, agriculture, business, and government as the need exists within the community.
5. To provide occupational education programs for employed adults who may need training or retraining or who can otherwise profit from such programs.
6. To provide courses which will meet general adult education and community service needs.
7. To provide a program of guidance and instruction designed to help each student understand himself better and thus make wiser choices of both vocations and avocations.
8. To provide an environment which fosters free and open communication among all members of the college community and within the community at large.
9. To provide, in both curriculum and non-curriculum programs, the education needed to assist individuals in developing social and economic competence and in achieving self-fulfillment.

C A T A L O G

ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1975 - 1976



COASTAL CAROLINA
COMMUNITY COLLEGE

222 GEORGETOWN ROAD

JACKSONVILLE, NORTH CAROLINA 28540

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GENERAL INFORMATION

CALENDAR 1975-76

FALL QUARTER 1975-76

Sept. 1	Holiday
Sept. 4	New Faculty Orientation
Sept. 5, 8	Faculty on Campus Work-Shop
Sept. 3, 4	Registration
Sept. 10, 11, 12, 15, 16	Late Registration
Sept. 10	Classes begin
Sept. 16	Last day to register or add a class
Nov. 5	Last day to withdraw without grade of F
Nov. 10, 11, 12	Pre-registration for Winter Quarter
Nov. 21, 24, 25	Fall Quarter Final Exams
Nov. 25	Fall Quarter ends
Nov. 27, 28	Thanksgiving Holiday

WINTER QUARTER 1975-76

Dec. 1, 2	Registration
Dec. 5, 8, 9, 10, 11	Late Registration
Dec. 5	Classes Begin
Dec. 11	Last day to register or add a class
Dec. 22	Christmas Vacation begins 8:00 a.m.
Jan. 5	Classes resume 8:00 a.m.
Feb. 13	Last day to withdraw without grade of F
Feb. 16, 17, 18	Pre-registration for Spring Quarter
March 2, 3, 4	Winter Quarter Final Exams
March 4	Winter Quarter Ends

SPRING QUARTER 1975-76

March 8, 9	Registration
March 12, 15, 16, 17, 18	Late Registration
March 12	Classes Begin
March 18	Last Day to register or add a class
April 16, 19	Easter Holiday
May 11	Last day to withdraw without grade of F
May 27, 28, 31	Spring Quarter Final Exams
May 31	Spring Quarter ends

SUMMER QUARTER 1976-77

FULL SESSION

June 1, 2	Registration
June 7, 8, 9, 10, 11	Late Registration full session
June 7	Classes begin
June 11	Last day to register or add a class
July 2, 5	Holiday
August 4	Last day to withdraw without grade of F
August 5, 6	Pre-registration for returning students
August 20, 23, 24	Summer Quarter final exams
August 24	Summer Quarter ends full session
August 26	Graduation

FIRST SPLIT SESSION

June 1, 2	Registration
June 7, 8, 9	Late registration
June 7	Classes begin
June 9	Last day to register or add a class
July 2, 5	Holiday
July 7	Last day to withdraw without grade of F
July 15	First split session final exams
July 15	First split session ends

SECOND SPLIT SESSION

July 16	Registration
July 19, 20, 21	Late registration
July 19	Classes begin
July 21	Last day to register or add a class
August 16	Last day to withdraw without grade of F
August 25	Second split session final exams
August 25	Second split session ends
August 26	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 Lenior 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

Approved—N. C. State Board of Education

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.

Presently library holdings include approximately 20,000 volumes in general, technical and vocational fields. The library subscribes to 175 periodicals. We have approximately 4,000 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. New applicants to programs with limited enrollment will be given priority over students who have already completed a curriculum program at this college.

ADMISSIONS REQUIREMENTS

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

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.

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 allow 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 those courses and credits that 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 will transfer.

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 aptitude and college recommendations.

It is worth noting that, although students have been accepted for transfer without completing a degree program at Coastal Carolina Community Colleges, 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 seriously consider the obtainment of the Associate in Arts degree whether or not, at this particular phase in his educational career plans to transfer or is desiring only the Associate in Arts 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 associate degree, as compared to those who have transferred prior to the obtainment 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 the entrance requirements, 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. Communicates either by letter or by a 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 his planned transfer, in order 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

N. C. GENERAL STATUTE 116-143.1

Provisions for determining resident status for tuition purposes.

(a) As defined under this section:

(1) A "legal resident" or "resident" is a person who qualifies as a domiciliary of North Carolina; a "non-resident" is a person who does not qualify as a domiciliary of North Carolina.

(2) A "resident for tuition purposes" is a person who qualifies for the in-State tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-State tuition rate.

(3) "Institution of higher education" means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Education.

(b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State.

(c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying

period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

(e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

(1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;

(2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes;

(3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one who later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent dura-

tion as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.

(i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-State tuition rates for a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term."

REGULATIONS:

"Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the contents of that **Manual**, which is the controlling administrative statement of policy on this subject. Copies of the **Manual** are available on request at the Coastal Carolina Community College Library, the Dean of Student Affairs and Camp Lejeune Base Education Office.

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:

In-state Students

12 quarter hours or more (full-time).....	\$33.00
Part-time students per quarter hour.....	2.75

Out-of-state Students

12 credit hours or more (full time).....	162.50
Part-time students per quarter hour.....	13.50

FEES

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 (\$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-\$70 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 OR 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 Registrar 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.

Students entering from other institutions whose course work is over fifteen (15) years old may be required to validate such course work by examination. The Registrar will establish procedures upon receipt and analysis of the students' transcripts.

It is the policy of the college to deny transfer credit on any courses in a major subject area with a grade of less than C or 2.0 GPA equivalent.

No grade on applicable science courses of less than “C” will be accepted in transfer toward credit in health occupations curriculum without approval of Departmental Head and Registrar.

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 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 each attempt will be recorded and 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 22 contact hours per week and 12 credit hours 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”.

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, providing 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 in 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.

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 CURRICULA

All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is On Academic Probation
1-16		1.25
17-32	.75	1.50
33-48	1.00	1.85
49-64	1.85	1.95
65-80	1.90	2.00
81-Over	2.00	2.00
To Graduate—2.00		

ONE-YEAR CURRICULUM

Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is On Academic Probation
No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
To Begin Winter Quarter 1.00	End Winter Quarter 1.50
To Begin Spring Quarter 1.70	End Spring Quarter 2.00
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. Traffic tickets will be issued for parking violations: First ticket—warning, Second ticket—\$1.00, and Third ticket—\$2.00. Parking tickets are to be paid at the Business Office on the Georgetown Campus.

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 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 CCC property. All vehicle operators must be properly licensed.

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 STIMULANT DRUGS

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

before or immediately after school hours, or at any other time when the college is being used by any group.

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 exist.

FACULTY ADVISING

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

ORIENTATION

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

HOUSING

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

STUDENT HEALTH

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

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

PLACEMENT

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

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 at this institution. 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 to \$1,000.

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 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 percent (7) 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 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 stu-

dents 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.

MARINE OFFICER PROGRAMS

Qualified students may apply for an officer program leading to a commission as a Second Lieutenant in the United States Marine Corps. Commissions are offered in both ground and aviation components. The Platoon Leaders Course (PLC) is offered to freshmen, sophomores and juniors who attend precommissioning training during the summer. Financial Assistance and Flight Indoctrination Programs are available. Qualified seniors attend twelve weeks of training in the Officer Candidate Course (OCC) after graduation. For details, contact the placement office or the Marine Officer Selection Officer when he is on campus.

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 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, and 22 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.

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 ONE ACT CLUB

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

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, intra-mural 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 Conference, the National Junior College Athletic Association, and the District X of the NJCAA, 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 NCCCAC 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 for women as well as men.
- 3. Extramural Activities**—Competition for extramural activities (intramural between schools) are held each quarter between other two-year schools in the immediate area. Each school sends its Intramural Winners to compete at a “Sports Day” in a variety of athletic activities as well as non-athletic activities (i.e., automobile trouble shooting, typing, etc.). In addition, some extramural team activities for women are conducted between other two-year 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

ASSOCIATE IN FINE ARTS DEGREE

COLLEGE TRANSFER DIVISION

General	Pre-Journalism
Pre-Agriculture	Pre-Law
Pre-Art	Pre-Liberal Arts
Pre-Business Administration	Pre-Mathematics
Pre-Business Education	Pre-Music
Pre-Dental	Pre-Nursing
Pre-Drama—Speech	Pre-Pharmacy
Pre-Education—Elementary (K-3 or 4-9)	Pre-Recreation
Pre-Education—Secondary (10-12)	Pre-Science
Pre-Engineering	Pre-Social Work
Pre-Forestry	Pre-Textiles
Pre-International Studies	Pre-Veterinary Medicine

ASSOCIATE IN APPLIED SCIENCE DEGREE—

OCCUPATIONAL DIVISION

Accounting	Legal Secretary
Associate Degree Nursing	Marketing and Retailing
Business Administration	Medical Laboratory Technician
Dental Hygiene	
Electronic Data Processing	Medical Secretary
Executive Secretary	Police Science
General Office Technology	Surveying Technology

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

Air Conditioning and Refrigeration	Automotive Mechanics
Architectural Drafting	Dental Assistant
Auto Body Repair	Electrical Installation and Maintenance

Electronic Servicing
Masonry
Operating Room Technician

Practical Nurse Education
Practical Electronic Servicing
Welding

CERTIFICATE PROGRAMS—

OCCUPATIONAL DIVISION

Practical Electronic Servicing (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, a joint venture between the college and cooperating employers to form a total educational program for the student.

In addition to their academic courses, the Co-op students participate in a supervised work experience which is planned, progressive, and closely related to their 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.

REQUIREMENTS FOR ADMISSION TO THE CO-OP PROGRAM

1. One quarter as a student at the college.
2. A 2.0 grade point average.
3. Full-time enrollment unless on a full-time work quarter or as approved by the Dean of Student Affairs.

Note: Students on subsidized programs such as Social Security or GI Bill may not use Co-op credits to qualify as full-time students.

4. Having taken or being prepared to take one of the orientation courses—SOC 101 or COE 100.
5. Recommendation of one of the student's instructors.

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 (A.A.) and the Associate of Fine Arts Degree (A.F.A.) 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 pre-professional training.

The College Transfer program is specifically designed to parallel the freshman and sophomore years of study at a senior college.

The college counseling staff and faculty advisors are available to advise students 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 or Associate in Fine Arts Degree possesses in the major fields of human knowledge the understanding, skills and appreciation necessary for informed citizenship and continued growth and effectiveness as an educated person. Coastal Carolina Community College 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 educational 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 subject.

ASSOCIATE IN ARTS DEGREE (A.A.)

A candidate for the Associate in Arts Degree will be expected to complete a minimum of 51 quarter hours to a maximum of 61 quarter hours. This does not include special requirements as set forth by the college for graduation. The remainder of the 96 quarter hours will consist of the curriculum course requirements and electives chosen from college transfer courses.

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

A candidate for the Associate in Fine Arts Degree will be expected to complete the general education core for a minimum of 34 quarters to a maximum of 44 quarter hours. This does not include special requirements as set forth by the college for graduation. The remainder of the 96 hours will consist of special required courses in the curriculum of art, drama and music. Electives will make up the remainder of courses chosen from college transfer offerings. This concentration of Fine Arts courses will allow the transferring student in the arts to meet requirements of the A.F.A. Degree and also qualify for junior level standing at senior institutions in the area of art, drama or music. Thus, the A.F.A. degree will provide more time for participation in the appropriate arts area as recommended by four year schools.

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 100 and 101	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	10
and	
One additional course (from Social Sciences)	5
Humanities and Fine Arts	11-15
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

THE GENERAL EDUCATION CORE FOR THE ASSOCIATE IN FINE ARTS DEGREE

English	9-9
English Composition 101-102-103	9
Mathematics	5-10
College Algebra 102	5
or	
Contemporary College Math 100 and 101.....	10
Social Sciences	9-10
Western Civilization 101-102-103	9
or	
American History 201-202	10
Humanities and Fine Arts	11-15
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	
(This selection should be one course other than in your major field of study.)	
Total Education Core Requirements	34-44

SPECIAL REQUIREMENTS

*Physical Education	3-6
**Foreign Language	10-20
Electives and other major curriculum requirements	A.F.A. 52-62 A.A. 35-45

Electives are provided to assist the transfer student in meeting the requirements of the particular university or college to which he plans to transfer. It is recommended that electives be taken in the liberal arts area and/or cognate areas in the fine arts. The student should consult a counselor or his advisor to determine course selection.

Minimum total number of credits for degree.....96

*3 hours for students who are 27 years of age or over at the time of admission to the college.

**10 hours for students capable of taking only the intermediate level of language.

20 hours for students who must take both the elementary and intermediate levels of language.

GENERAL CURRICULUM

The general curriculum provides valuable opportunities for the student to test and extend his 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 the student who initially plans two years of college education, provides a wide choice of subjects to enable the individual to find his particular educational 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 offered to students with talent and/or interest in the arts. Senior institutions offer majors in painting, sculpture, ceramics, commercial art, interior 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 and the awarding of the Associate in Fine Arts Degree.

Students desiring to transfer into a Bachelor of Fine Arts (BFA) or professional degree program are recommended to transfer after one year to eliminate problems of transferability.

General Education Requirements	34-44
Art 204-205	6
Art 105-106	10
Art 102-103-104	9
Art 201-202-203	9
Art 107	5
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 begins 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. His selection of profession studies at the senior institution in business administration, economics, marketing, insurance, management, finance, industrial relations and many other related fields will lead to meaningful managerial positions in business, government and non-profit organizations.

General Education	51-61
Business 101	5
Economics 201-202-203	9
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.) in business education and a class "A" teaching certificate in basic and comprehensive 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 Education	51-61
Business 102-103-104 (Typing)	9
Business 106-107-108 (Shorthand)	12
Economics 201-202-203	9
Accounting 120-121	12
Electives (Sufficient to complete degree requirements)	
Business 101 is suggested as a possible elective for students in this curriculum.	

PRE-DENTAL

Schools of dentistry acknowledge that students preparing to enter the profession of dentistry should spend as much time as possible in securing a well-rounded education. They should complete the regular baccalaureate degree (B.S.) or three years of academic work that meets specific requirements for

admission to a school of dentistry. The pre-dental curriculum has been prepared for the student who has the intelligence and aptitude to complete satisfactory the dental curriculum at a senior institution. The student should consult the bulletins of the dental schools to which he will apply to determine specific entrance requirements.

General Education51-61

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 curricula at the senior college or university in drama or speech should follow either of the two plans indicated below.

A. Drama

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

Areas of study are in acting, directing, producing and stage designing, as well as all aspects of mounting a theatrical production.

This pre-drama curriculum (Associate in Fine Arts Degree) 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 Education34-44

Drama 201, 202, 2039

Drama 2042

Drama 2051

Drama 2105

Drama 2115

Music 2035

Speech 201, 2026

Speech 2065

Electives (Sufficient to meet degree requirements)

Pre-Drama students are required to take DRA 205 twice a year for two years.

Students desiring to transfer into a Bachelor of Fine Arts (B.F.A.) or professional degree program are advised to transfer after one year to eliminate problems of transferability.

B. Speech

Pre-speech is recommended as preparation for those students who anticipate upper level training at the senior institution 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 recommended for students who wish to concern themselves primarily with problems and disorders of human communication as manifested in the processes of speech.

General Education51-61

Speech 2013

Speech 2023

Foreign Languages10-20

Electives (Sufficient to meet degree requirements)

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

The State of North Carolina Department of Public Instruction provides teacher certification in the following three categories: early childhood edu-

cation (kindergarten through grade three); intermediate education (grade four through nine); and secondary school education (grade 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 competency and understanding essential to teaching children in the early years. Those wishing to be certified for the intermediate grade (4-9) will, upon transfer, choose an appropriate subject area concentration in the language, arts, mathematics, science or 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 Education	51-61
Education 201	5
Geography 201	5
Political Science 201	5
Speech 201	5

Electives (sufficient to meet degree requirements.)

K-3 and 4-9 majors should select electives in American History, Art Appreciation, 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, and special subject areas in health and physical education, distributive education, art, music, speech or special education.

General Education	51-61
Education 201	5
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 at senior institutions. In view of the emphasis on mathematics and sciences, students who decide upon this program should possess high academic potential and should 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. 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 offer 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	51-61
Drafting	
DFT 101-102 Engineering Graphics	6
Mathematics 201-202-203-204	20
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. 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 information pertinent to program requirements.

General Education	51-61
Mathematics 102-103	10
Mathematics 201-202-203-204	20
Economics 201-202-203	9
Electives (Sufficient to meet degree requirements.)	

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

PRE-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
Economics 201-202-203	9
World Politics 205	5
Latin America 206	5
Foreign Language	10-20
Electives (Sufficient to meet degree requirements.)	

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
Foreign Language	10-20
Economics 201-202-203	9
Psychology 201	5
Political Science 201	5
Electives (Sufficient to meet degree requirement)	

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 Education	51-61
Foreign Language	10-20
Electives (Sufficient to meet degree requirements)	

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. or 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 requirements for the Associate in Fine Arts Degree while preparing for transfer to curricula in music, including the B.A. 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 requirements for this particular degree.

General Education	34-44
Music 101	5
Music 102	5
Music 103-104-105	9
Music 106	1
Music 201	5
Music 202	5
Music 203	5

Electives (Sufficient to meet degree requirements)

Pre-music majors are expected to participate in the CCCC Chorus more than the required one hour. CCCC Chorus can be taken three times a year for two years.

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 the graduate with varied opportunities for men and women 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 Education58-66

Science (Biology-Chemistry)	24
Human Anatomy and Physiology I-II	8
Foreign Language	10-20

Electives (Sufficient to meet degree requirements)

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

Students entering the Pre-Nursing program should take both Biology and Chemistry courses as required in this curriculum as well as meeting 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 allow 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 Education51-61

Health 101-102	8
Recreation 201-202	10

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

General Education51-61

Mathematics 102-103	10
Science (Biology-Chemistry-Physics)	24

Mathematics 250

or

Mathematics 201-202-203	5-15
Foreign Language or Economics 201-202-203	9-20

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 programs that work with people in the development of the total welfare of the community.

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

General Education	51-61
Psychology 201-203	10
Sociology 201-202	10
Social Psychology 204	5
Foreign Language	10-20
Electives (Sufficient to meet degree requirements)	

It is recommended that students take Spanish to meet the foreign language requirement; Biology for the science requirement; and electives from the social sciences.

PRE-TEXTILES

Textiles is one of North Carolina's largest and fastest growing industries 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
Economics 201-202-203	9
Students should select chemistry as the required science.	
Electives (Sufficient to meet degree requirements)	

0



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 should consult the catalog of that institution in order to determine any particular requirements in foreign languages. The vast majority of senior institutions still require the completion of two years of a foreign language for admission purposes. College level foreign language courses may not be required for some degrees.

Where applicable to the institution to which the student will transfer, a foreign language literature, or other courses, in translation, may be taken in lieu of elementary or intermediate courses. 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.

Students may take a foreign language literature course in translation to partially fulfill the General Education Requirements in the Humanities at this institution.

PHYSICAL EDUCATION COLLEGE REQUIREMENT

All full-time college transfer students twenty-six (26) and under when admitted to the college, 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. No more than two (2) activity courses may be taken per quarter. 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 when they are admitted to the college, in which case the physical education requirement will be one (1) year or three (3) quarter-hour 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 Hours Credit
	Class	Lab	
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 1101—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	3	2	4
T-BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
T-ENG 204—Oral Communication	3	0	3
ECO 203—Principles of Economics	3	0	3
	19	4	21
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

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 six and one-half (6½) 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.

Nursing laboratory experiences are obtained in the Onslow Memorial Hospital, Jacksonville, North Carolina, The Naval Regional Medical Center, Camp Lejeune, North Carolina, Cherry Hospital, Goldsboro, North Carolina, local health clinics and kindergartens.

ADMISSION REQUIREMENTS

1. Applicant must be a high school graduate or equivalent.
2. Applicant must file the following with the Director of Admissions prior to enrollment:
 - a. an application for admission.
 - b. a copy of high school transcript, or GED scores and all other post-secondary school records.
3. Applicant must have satisfactory scores on Placement tests required by the college.
4. Applicant must have a physical examination including a chest film and dental examination.

5. Applicant must have high school chemistry or equivalent. High school Algebra I and II recommended.
6. Having completed the above requirements, applicants will be called for an interview.

ACADEMIC REGULATIONS

A student must maintain the quality point average of 2.0 and receive no grade below a "C" on any nursing course.

If a student makes a "D" or less in a nursing course, he or she is to be released from the Nursing Program. Subsequent privilege of repeating the nursing course will rest on the educational committee's decision. If circumstances warrant, the student will be allowed to repeat a course before going on to an advanced sequence course.



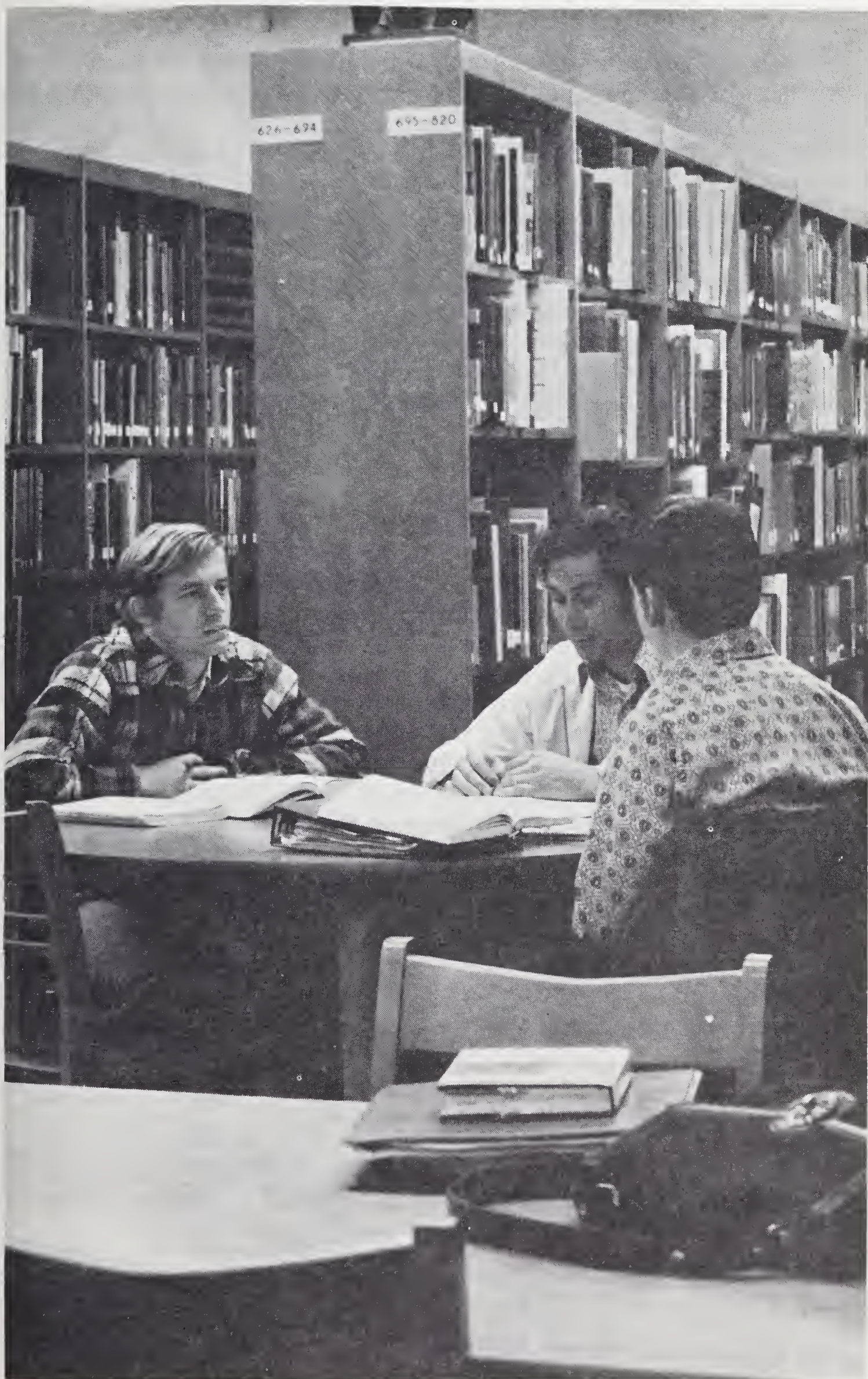
ASSOCIATE DEGREE NURSING PROGRAM

CURRICULUM BY QUARTERS

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FIRST QUARTER				
NUR	101—Fundamentals of Nursing I	6	9*	9
BIO	121—Human Anatomy and Physiology I	3	3	4
PSY	201—Introduction to Psychology	5	0	5
NUR	102—Nutrition	3	0	3
		—	—	—
		17	12	21
SECOND QUARTER				
NUR	103—Fundamentals of Nursing II	6	9	9
BIO	122—Human Anatomy and Physiology II	3	3	4
PSY	202—Human Growth and Development	5	0	5
		—	—	—
		14	12	18
THIRD QUARTER				
NUR	104—Nursing in Physical/Mental Illness I ..	5	12	9
BIO	123—Introduction to Microbiology	3	3	4
PSY	203—Abnormal Psychology	5	0	5
		—	—	—
		13	15	18
FOURTH QUARTER (One Split Summer Session)				
NUR	105—Behavioral Disorders	10	18	8
		—	—	—
		10	18	8
FIFTH QUARTER				
NUR	206—Maternal and Child Care	5	15	10
ENG	101—English Composition	3	0	3
SOC	201—Introduction to Sociology	5	0	5
		—	—	—
		13	15	18
*Three (3) hours—Open Lab—Supervised				
SIXTH QUARTER				
NUR	207—Nursing Care in Physical/Mental Illness II	4	15	9
ENG	102—English Composition	3	0	3
—	Free Elective	3	0	3
		—	—	—
		10	15	15
SEVENTH QUARTER				
NUR	208—Nursing Care in Physical/Mental Illness III	4	18	10
NUR	209—Nursing Seminar	3	0	3
ENG	103—English Composition	3	0	3
		—	—	—
		10	18	16
General Education		43	7	46
Nursing		46	96	70
		—	—	—
TOTAL		89	103	116

PLEASE NOTE:

Pharmacology will be integrated beginning in first quarter with emphasis running through first year and continuing as necessary during entire six and one-half quarters. In addition to NUR 105—Behavioral Disorders, interpersonal interaction and behavioral concepts will be integrated throughout the six and one-half quarter curriculum.



BUSINESS ADMINISTRATION

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

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

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

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

BUSINESS ADMINISTRATION

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
ECO	201—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*	3	2	4
T-BUS	116—Business Law	5	0	5
BUS	121—Principles of Accounting	5	2	6
T-ENG	204—Oral Communication	3	0	3
ECO	203—Principles of Economics	3	0	3
		19	4	21
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing— Business	3	2	4
T-ENG	206—Business Communication	3	0	3
T-BUS	232—Sales Development	3	0	3
T-BUS	239—Marketing	5	0	5
		14	2	15
FIFTH QUARTER				
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
		14	4	16
SIXTH QUARTER				
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
		17	0	17

*Students may receive credit by successfully passing an examination.

**Business administration 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)

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 I	5	0	5
T-PHY	101—Work, Energy and Power	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
		<u>13</u>	<u>18</u>	<u>18</u>
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
T-MAT	102—Technical Mathematics II	5	0	5
T-PHY	102—Properties of Matter and Waves	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	4
		<u>13</u>	<u>18</u>	<u>18</u>
THIRD QUARTER				
T-ENG	204—Oral Communication	3	0	3
T-MAT	103—Technical Mathematics III	5	0	5
T-CIV	114—Statics	5	0	5
T-CIV	103—Surveying	2	6	4
		<u>15</u>	<u>6</u>	<u>17</u>
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
		<u>15</u>	<u>9</u>	<u>18</u>
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
		<u>14</u>	<u>11</u>	<u>18</u>
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
		<u>17</u>	<u>7</u>	<u>20</u>

DENTAL HYGIENE

The growing Dental Hygiene Profession offers one of the most attractive career opportunities in the health field. The person who enjoys working with people, who likes sciences, and who has good manual dexterity will find great satisfaction in pursuing a program in Dental Hygiene.

Those who choose Dental Hygiene as a profession will have the satisfaction of using their knowledge and skill to bring health and happiness to others. They will work as part of a highly trained dental team, maintain regular office hours, and achieve security through adequate financial reward.

The duties of a Dental Hygienist include the removal of deposits and stains from the teeth, the application of topical fluorides and other decay preventatives, dental health education and nutrition counseling. The Dental Hygienist will be responsible for exposing and processing dental x-ray films and assisting at chair side.

The Dental Hygienist must pass a state licensing examination in the state where the profession is to be practiced. Employment will be in general or speciality dental office practice, hospitals, public health, school systems, institutions, veterans installations, and schools of Dental Hygiene.

Special admission requirements in addition to the regular college requirements:

1. High school Chemistry and preferably have pursued the College Preparatory curriculum including Biology and two units of mathematics.
2. Record of the Dental Hygiene Aptitude Test Scores as submitted by the American Dental Hygienists' Association.
3. Personal interview by members of the Admissions Committee

ACADEMIC REGULATIONS

Students in the Dental Hygiene program who obtain a "D" in dental related sequence courses shall be placed on academic probation. If in subsequent quarters the student exhibits another "D" in the dental related sequence course it shall mean academic suspension. An "F" in a dental related course will constitute automatic suspension.

		DENTAL HYGIENE		Hours Per Week	Quarter Hours Credit
		Class	Lab		
FALL QUARTER					
DEN	101—Oral Anatomy I	2	3		3
DEN	111—Introduction to Dental Hygiene	3	2		4
BIO	121—Human Anatomy & Physiology I	3	3		4
CHE	104—Inorganic Chemistry	3	3		4
ENG	101—English Composition	3	0		3
		<hr/>	<hr/>		<hr/>
		14	11		18
WINTER QUARTER					
DEN	112—Preclinical Dental Hygiene	2	6		4
BIO	122—Human Anatomy & Physiology II	3	3		4
CHE	105—Organic Chemistry	3	3		4
ENG	102—English Composition	3	0		3
DEN	102—Oral Anatomy II	4	0		4
		<hr/>	<hr/>		<hr/>
		15	12		19
SPRING QUARTER					
DEN	121—Gen. & Oral Pathology	2	0		2
BIO	123—Introduction to Microbiology	3	3		4
DEN	113—Clinical Dental Hygiene I	2	9		5
DEN	135—Dental Health Education	2	0		2
DEN	125—First Aid and Dental Emergencies	1	2		2
CHE	106—Nutrition and Biochemistry	3	0		3
		<hr/>	<hr/>		<hr/>
		13	14		18
FIRST SUMMER (1/2 QUARTERS—5 1/2 weeks)					
DEN	255—Dental Pharmacology	4	0		2
DEN	212—Dental Radiography	2	6		2
DEN	214—Clinical Dental Hygiene II	0	12		2
ENG	103—English Composition	6	0		3
		<hr/>	<hr/>		<hr/>
		12	18		9
SECOND YEAR					
FALL QUARTER					
DEN	225—Community Dentistry I	2	0		2
DEN	215—Clinical Dental Hygiene III	2	12		6
DEN	213—Dental Radiography	1	3		2
DEN	222—Periodontia	3	0		3
DEN	234—Dental Materials	2	3		3
DEN	204—Chairside Assisting I	0	3		1
		<hr/>	<hr/>		<hr/>
		10	21		17
WINTER QUARTER					
DEN	205—Dental Hygiene Seminar	2	0		2
DEN	216—Clinical Dental Hygiene IV	1	12		5
DEN	226—Community Dentistry II	2	3		3
PSY	201—Introduction to Psychology	5	0		5
DEN	206—Chairside Assisting II	0	3		1
		<hr/>	<hr/>		<hr/>
		10	18		16
SPRING QUARTER					
DEN	228—Office Management	2	0		2
DEN	229—Dental Jurisprudence	2	0		2
DEN	217—Clinical Dental Hygiene V	1	12		5
DEN	227—Community Dentistry III	0	3		1
SOC	201—Introduction to Sociology	5	0		5
SPH	201—Fundamentals of Speech	3	0		3
		<hr/>	<hr/>		<hr/>
		13	15		18

ELECTRONIC DATA PROCESSING

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

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



ELECTRONIC DATA PROCESSING

		Hours Per Week		Quarter
		Class	Lab	Hours 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/>
		16	2	17
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	120—Principles of Accounting	5	2	6
T-MAT	107—Electronic Data Processing Mathematics	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	224—Report Program Generator	3	2	4
		<hr/>	<hr/>	<hr/>
		14	10	19
FIFTH QUARTER				
EDP	215—Operating Systems	3	2	4
T-BUS	229—Taxes	3	2	4
T-BUS	115—Business Law	5	0	5
EDP	212—Cobol IV	2	4	4
		<hr/>	<hr/>	<hr/>
		13	8	17
SIXTH QUARTER				
EDP	220—Introduction to Systems Analysis	3	2	4
EDP	223—Field Project	2	8	5
T-BUS	235—Business Management	5	0	5
T-PSY	206—Applied Psychology	3	0	3
EDP	105—Assembly Language I	3	4	5
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		16	14	22

EXECUTIVE SECRETARY

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

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

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an 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.

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*	3	2	4
BUS	106—Beginning Shorthand*	3	2	4
		<u>14</u>	<u>4</u>	<u>16</u>
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	103—Intermediate Typewriting	3	2	4
BUS	107—Intermediate Shorthand	3	2	4
T-BUS	110—Office Machines	2	2	3
T-MAT	110—Business Mathematics	5	0	5
		<u>16</u>	<u>6</u>	<u>19</u>
THIRD QUARTER				
BUS	104—Advanced Typewriting	3	2	4
BUS	108—Advanced Shorthand	3	2	4
T-BUS	134—Personal Development	3	0	3
T-ENG	204—Oral Communication	3	0	3
T-BUS	211—Office Procedures	3	2	4
		<u>15</u>	<u>6</u>	<u>18</u>
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing— Business	3	2	4
T-BUS	204—Speed Typewriting	1	2	2
T-ENG	206—Business Communication	3	0	3
T-BUS	206—Dictation & Transcription	3	2	4
T-POL	201—U. S. Government**	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>
FIFTH QUARTER				
T-BUS	205—Technical Typewriting	3	2	4
T-BUS	115—Business Law	5	0	5
T-BUS	118—Secretarial Accounting	5	2	6
T-BUS	207—Dictation & Transcription	3	2	4
		<u>16</u>	<u>6</u>	<u>19</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—Office Simulation	3	2	4
T-BUS	212—Transcription Machines I	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>

GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. The necessary secretarial skills in typing, machine transcription, and terminology are supplemented by related courses in mathematics, business law, personal development, economics, and psychology.

Examples of opportunities available to the graduate of the General Office Technology curriculum are receptionist, clerk-typist, bookkeeper, file clerk, machine transcriptionist, and a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

		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	101—Beginning Typewriting	3	2	4
T-MAT	110—Business Mathematics	5	0	5
		<hr/>	<hr/>	<hr/>
		16	2	17
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	103—Intermediate Typewriting	3	2	4
T-BUS	110—Office Machines	2	2	3
ECO	201—Principles of Economics	3	0	3
T-BUS	183 E—Terminology and Vocabulary	3	0	3
		<hr/>	<hr/>	<hr/>
		14	4	16
THIRD QUARTER				
BUS	104—Advanced Typewriting	3	2	4
T-BUS	134—Personal Development	3	0	3
T-ENG	204—Oral Communications	3	0	3
T-BUS	211—Office Procedures	3	2	4
T-BUS	112—Filing	3	0	3
		<hr/>	<hr/>	<hr/>
		15	4	17
FOURTH QUARTER				
T-BUS	204—Speed Typewriting	1	2	2
T-EDP	204—Introduction to Data Processing	3	2	4
T-ENG	206—Business Communications	3	0	3
T-BUS	229—Taxes	3	2	4
T-PSY	206—Applied Psychology	3	0	3
		<hr/>	<hr/>	<hr/>
		13	6	16
FIFTH QUARTER				
T-BUS	205—Technical Typewriting	3	2	4
T-BUS	115—Business Law	5	0	5
T-BUS	220—Recordkeeping I	5	2	6
T-POL	201—U. S. Government	3	0	3
T-BUS	212—Transcription Machines I	3	0	3
		<hr/>	<hr/>	<hr/>
		19	4	21
SIXTH QUARTER				
T-BUS	213—Transcription Machines II	3	0	3
T-BUS	221—Recordkeeping II	5	2	6
T-BUS	216—Office Practicum	3	12	7
		<hr/>	<hr/>	<hr/>
		11	14	16

LEGAL SECRETARY

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

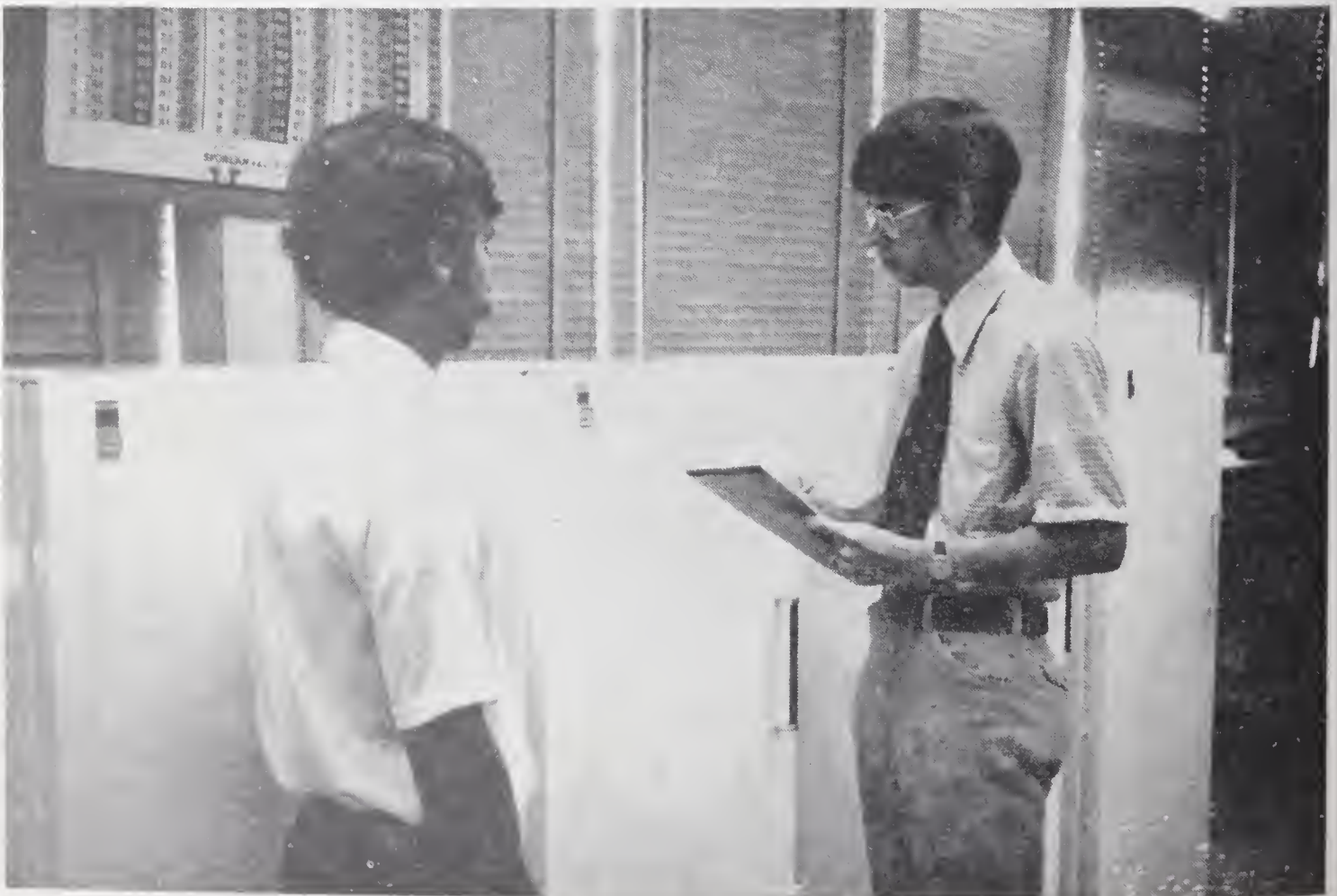
LEGAL SECRETARY

		Hours Per Week		Quarter
FIRST QUARTER		Class	Lab	Hours Credit
T-ENG	101—Grammar	3	0	3
BUS	101—Introduction to Business	5	0	5
BUS	102—Beginning Typewriting*	3	2	4
BUS	106—Beginning Shorthand*	3	2	4
		<hr/>	<hr/>	<hr/>
		14	4	16
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	103—Intermediate Typewriting	3	2	4
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/>
		16	6	19
THIRD QUARTER				
BUS	104—Advanced Typewriting	3	2	4
BUS	108—Advanced Shorthand	3	2	4
T-BUS	134—Personal Development	3	0	3
T-BUS	183 L—Legal Terminology & Vocabulary	3	0	3
T-ENG	204—Oral Communication	3	0	3
T-BUS	211—Office Procedures	3	2	4
		<hr/>	<hr/>	<hr/>
		18	6	21
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing	3	2	4
T-BUS	204—Speed Typewriting	1	2	2
T-ENG	206—Business Communication	3	0	3
T-BUS	205—Dictation & Transcription	3	2	4
T-POL	201—U. S. Government**	3	0	3
		<hr/>	<hr/>	<hr/>
		13	6	16
FIFTH QUARTER				
T-BUS	205—Technical Typewriting	3	2	4
T-BUS	115—Business Law	5	0	5
T-BUS	118—Secretarial Accounting	5	2	6
T-BUS	207—Dictation & Transcription	3	2	4
		<hr/>	<hr/>	<hr/>
		16	6	19
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—Office Simulation	3	2	4
T-BUS	212—Transcription Machines I	3	0	3
		<hr/>	<hr/>	<hr/>
		15	4	17

MARKETING AND RETAILING

Marketing and retailing technology is a program of instruction in distributive education which teaches students the techniques of marketing, management, and distribution which are used in many businesses. The program is designed to give the student a chance to learn the theoretical, as well as practical aspects of distributive occupations at the mid-management level. Distributive occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry or selling services, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Distribution pertains to business and industrial goods as well as to consumer goods, and to business and consumer services. Distributive occupations are many and diverse, ranging from stock clerk to the head of a giant distribution-oriented corporation. Thus there are hundreds of entry occupations in this field.

The graduate of the Marketing and Retailing Technology curriculum may enter a variety of career opportunities from beginning sales person to a manager trainee. Opportunities are available in the following type institutions: retailing, wholesaling, manufacturing, and others such as Hotel, Motel, Transportation, Finance, Insurance, and other institutions that are performing the market functions such as buying, management, and marketing (export, industrial, credit operations, and sales promotion).



MARKETING AND RETAILING

		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
T-BUS	110—Office Machines	2	2	3
ECO	201—Principles of Economics	3	0	3
T-MAT	110—Business Mathematics	5	0	5
		<hr/>	<hr/>	<hr/>
		18	2	19
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
T-BUS	115—Business Law	5	0	5
BUS	120—Principles of Accounting	5	2	6
ECO	202—Principles of Economics	3	0	3
		<hr/>	<hr/>	<hr/>
		16	2	17
THIRD QUARTER				
T-ENG	204—Oral Communications	3	0	3
BUS	121—Principles of Accounting	5	2	6
T-BUS	219—Credit Procedures	3	0	3
T-BUS	245—Retailing	3	0	3
ECO	203—Principles of Economics	3	0	3
		<hr/>	<hr/>	<hr/>
		17	2	18
FOURTH QUARTER				
T-ENG	206—Business Communication	3	0	3
T-BUS	232—Sales Development	3	0	3
T-BUS	239—Marketing	5	0	5
T-BUS	249—Buying and Merchandising	2	2	3
T-EDP	204—Introduction to Data Processing	3	2	4
		<hr/>	<hr/>	<hr/>
		16	4	18
FIFTH QUARTER				
T-BUS	123—Business Finance	5	0	5
T-BUS	243—Advertising	3	2	4
T-BUS	260—Commercial Display and Design	3	0	3
T-BUS	262—Fashion in Retailing	2	2	3
T-POL	201—U. S. Government	3	0	3
		<hr/>	<hr/>	<hr/>
		16	4	18
SIXTH QUARTER				
T-BUS	241—Sales Promotion Management	3	0	3
T-BUS	247—Business Insurance	3	0	3
T-BUS	268—Marketing and Retailing Internship	1	9	4
T-BUS	272—Principles of Supervision	3	0	3
T-BUS	206—Applied Psychology	3	0	3
		<hr/>	<hr/>	<hr/>
		13	9	16

MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician Program is designed to prepare selected students for employment, upon graduation and certification, as Medical Laboratory Technicians. Positions for Medical Laboratory Technicians are available in hospital laboratories, private laboratories, physician's office laboratories, health department laboratories, and industrial medical laboratories. His skills should enable him to function efficiently in such areas of the medical laboratory as chemistry, microbiology, perology, urinalysis, hematology, and blood banking.

The Medical Laboratory Technician Program has been developed as a seven and one half ($7\frac{1}{2}$) quarter curriculum. The first (6) quarters are composed of general academic and medical laboratory courses. The last one and one half ($1\frac{1}{2}$) quarters are composed of clinical experience in one or more hospitals in the area.

Application to the program must be high school graduates or hold high school equivalency. Preference will be given to applicants with high school preparation in chemistry and mathematics. The applicant must be of good physical health as shown by a complete physical examination, including chest X-ray and immunizations, and a dental examination; a satisfactory interview with admission committee; and satisfactory performance on the Comparative Guidance Placement Examination.

Any student who receives a final grade lower than C in any of the Medical Laboratory courses must obtain permission from the program director to continue in the curriculum.

Upon satisfactory completion of the seven and one half quarter program, the graduate will be awarded the (AAS) Degree in Medical Laboratory Technology, and be eligible to take MLT, AMT Registry examination for national certification.

MEDICAL LABORATORY TECHNOLOGY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
ENG	101—English Composition	3	0	3
CHE	101—General Chemistry I	3	3	4
MAT	100—Contemporary College Math I	5	0	5
PSY	201—Introduction to Psychology	5	0	5
		—	—	—
		16	3	17
SECOND QUARTER				
ENG	102—English Composition	3	0	3
CHE	102—General Chemistry II	3	3	4
BIO	123—Introduction to Microbiology	3	3	4
BIO	121—Human Anatomy & Physiology I	3	3	4
		—	—	—
		12	9	15
THIRD QUARTER				
CHE	103—General Chemistry III	3	3	4
BIO	122—Human Anatomy & Physiology II	3	3	4
SOC	201—Introduction to Sociology	5	0	5
MLT	101—Introduction to Clinical Laboratory	2	2	3
		—	—	—
		13	8	16
FOURTH QUARTER				
CHE	105—General Chemistry (Organic)	3	3	4
MLT	102—Hematology I	4	2	5
MLT	103—Urinalysis	2	2	3
MLT	104—Histology-Cytology	2	2	3
		—	—	—
		11	9	15
FIFTH QUARTER				
MLT	201—Hematology II	4	2	5
MLT	202—Clinical Chemistry I	4	3	5
MLT	205—Serology	2	2	3
MLT	207—Clinical Microbiology I	4	3	5
		—	—	—
		14	10	18
SIXTH QUARTER				
MLT	204—Clinical Chemistry II	4	3	5
MLT	208—Clinical Microbiology II	4	3	5
MLT	210—Immunohematology	3	2	4
MLT	212—Seminar	2	0	2
		—	—	—
		13	8	16
SEVENTH QUARTER				
MLT	220—Clinical Practice*	0	40	13
EIGHTH QUARTER (Half Session)				
MLT	222—Clinical Practice*	0	40	7
		—	—	—
		0	80	20

*MLT 220 and 222 Clinical Practice (Onslow Memorial Hospital, Craven County Hospital, and U. S. Naval Hospital)

—16½ weeks broken down as follows:

Hematology	— 3 weeks	Serology	— 1 week
Microbiology	— 4 weeks	Blood Bank	— 2½ weeks
Chemistry	— 4 weeks	Histology	— 1 week
Urinalysis	— 1 week		

TOTAL QUARTER HOURS FOR GRADUATION.....117

MEDICAL SECRETARY

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

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

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

MEDICAL 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*	3	2	4
BUS	106—Beginning Shorthand*	3	2	4
		<hr/>	<hr/>	<hr/>
		14	4	16
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
BUS	103—Intermediate Typewriting	3	2	4
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/>
		16	6	19
THIRD QUARTER				
BUS	104—Advanced Typewriting	3	2	4
BUS	108—Advanced Shorthand	3	2	4
T-BUS	134—Personal Development	3	0	3
T-BUS	183M—Medical Terminology & Vocabulary	3	0	3
T-ENG	204—Oral Communications	3	0	3
T-BUS	211—Office Procedures	3	2	4
		<hr/>	<hr/>	<hr/>
		18	6	21
FOURTH QUARTER				
T-EDP	204—Introduction to Data Processing	3	2	4
T-BUS	204—Speed Typewriting	1	2	2
T-ENG	206—Business Communication	3	0	3
T-BUS	206—Dictation and Transcription	3	2	4
T-BUS	284M—Medical Terminology & Vocabulary	3	0	3
		<hr/>	<hr/>	<hr/>
		13	6	16
FIFTH QUARTER				
T-BUS	205—Technical Typewriting	3	2	4
T-BUS	115—Business Law	5	0	5
T-BUS	118—Secretarial Accounting	5	2	6
T-POL	201—U. S. Government*	3	0	3
T-BUS	207—Dictation and Transcription	3	2	4
		<hr/>	<hr/>	<hr/>
		19	6	22
SIXTH QUARTER				
T-BUS	112—Filing	3	0	3
T-PSY	206—Applied Psychology**	3	0	3
T-BUS	208—Dictation and Transcription	3	2	4
T-BUS	214—Office Simulation	3	2	4
T-BUS	212—Transcription Machines I	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 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)

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; 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		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
BUS	102—Beginning Typewriting	3	2	4
MAT	100—Contemporary College Math I	5	0	5
PSC	101—Introduction to Police Science	5	0	5
PSC	110—Juvenile Delinquency	3	0	3
T-PSY	206—Applied Psychology	3	0	3
		19	2	20
SECOND QUARTER				
HEA	102—First Aid and Safety	3	0	3
T-ENG	101—Grammar	3	0	3
PSC	102—Introduction to Criminology	5	0	5
PSC	220—Police Organization and Administration	3	0	3
SOC	202—Social Problems	5	0	5
		19	0	19
THIRD QUARTER				
T-ENG	102—Composition	3	0	3
T-POL	201—United States Government	3	0	3
PSC	112—Motor Vehicle Law	3	0	3
PSC	209—Interviews and Interrogations	3	2	4
CHE	100—General Chemistry	3	3	4
		15	5	17
FOURTH QUARTER				
POL	202—State and Local Government	5	0	5
PSC	115—Criminal Law	3	0	3
PSC	202—Police-Community Relations	3	0	3
PSC	113—Identification Techniques	3	2	4
PSC	221—Police Supervision	3	0	3
	*Elective	1	0	1
		18	2	19
FIFTH QUARTER				
T-ENG	204—Oral Communication	3	0	3
PSC	103—Introduction to Corrections	5	0	5
PSC	211—Introduction to Criminalistics	3	2	4
PSC	204—Police Photography	3	2	4
PSC	225—Criminal Procedure	2	0	2
	*Elective	1	0	1
		17	4	19
SIXTH QUARTER				
T-ENG	206—Business Communications	3	0	3
PSC	205—Criminal Evidence	3	0	3
PSC	210—Criminal Investigation	3	2	4
PSC	240—Firearms and Defensive Tactics	3	2	4
	*Elective	3	0	3
		15	4	17

*The student may choose PSC 103 or five quarter hours of electives.

Police science students may use up to 5 hours of COE 101, Cooperative Education Work Experience, in appropriate police work in place of the 5 hours of elective credit.

SURVEYING TECHNOLOGY

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.

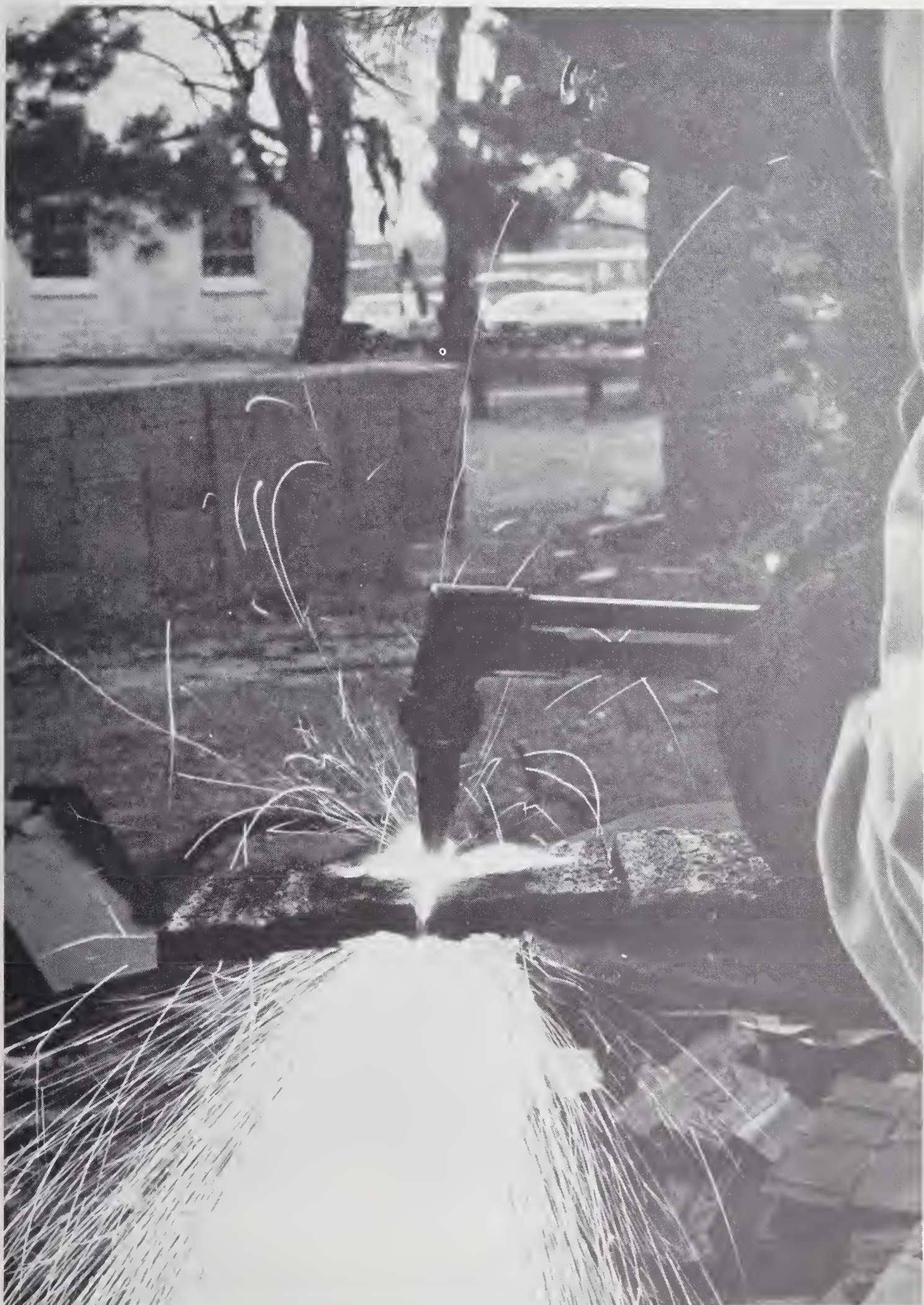


SURVEYING TECHNOLOGY

		Hours Per Week		Quarter
		Class	Lab	Hours
FIRST QUARTER				Credit
T-ENG	101—Grammar	3	0	3
T-MAT	101—Technical Mathematics I	5	0	5
T-PHY	101—Work, Energy & Power	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
		13	18	18
SECOND QUARTER				
T-ENG	102—Composition	3	0	3
T-MAT	102—Technical Mathematics II	5	0	5
T-PHY	102—Properties of Matter & Waves	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
		13	18	18
THIRD QUARTER				
T-ENG	204—Oral Communication	3	0	3
T-MAT	103—Technical Mathematics III	5	0	5
T-CIV	103—Surveying	2	6	4
T-CIV	109—Surveying Law	5	0	5
T-CIV	123—Computations	0	6	2
		15	12	19
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
		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
		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
		12	15	17



**DIPLOMA PROGRAMS
OCCUPATIONAL DIVISION**



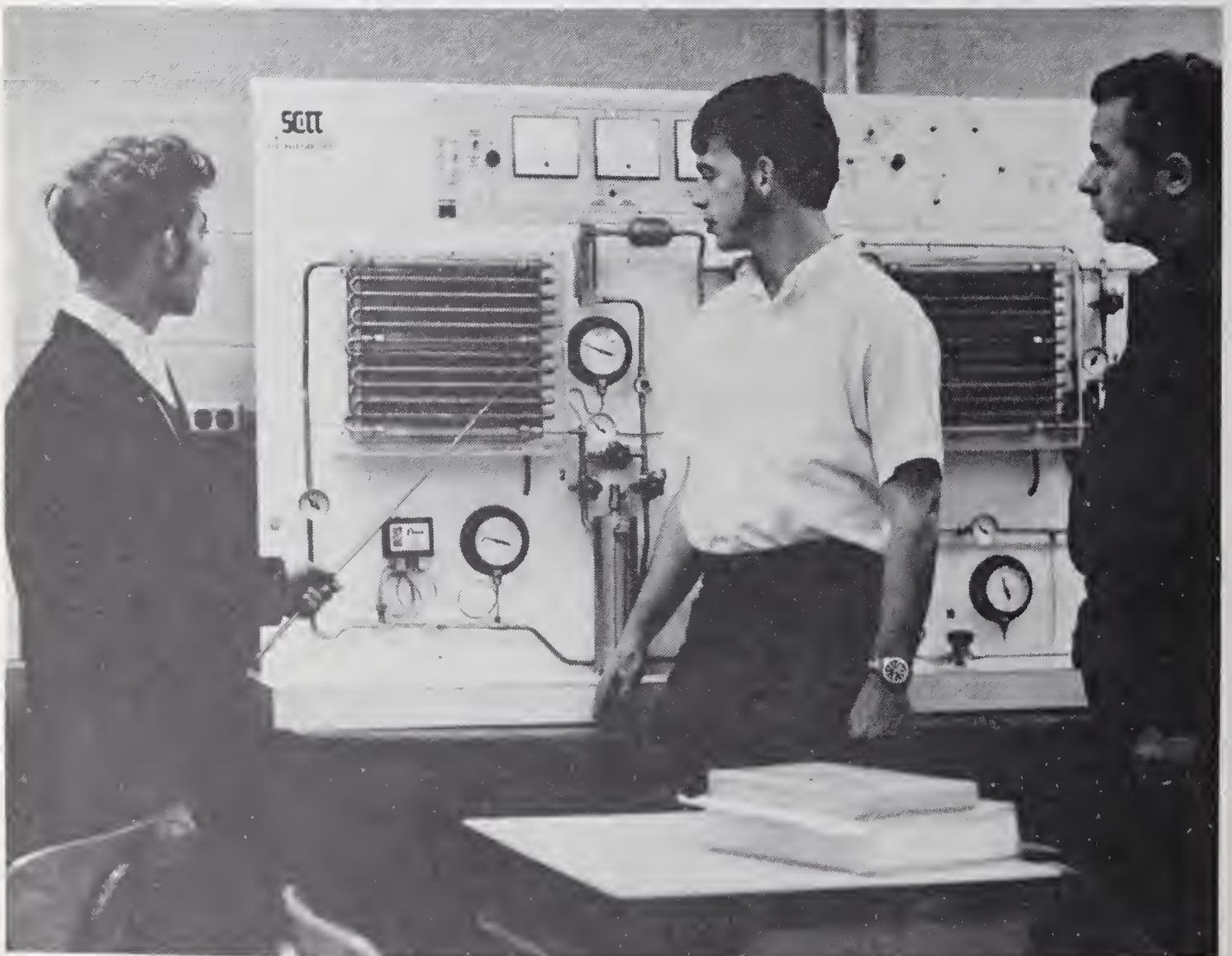
AIR CONDITIONING AND REFRIGERATION

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

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

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

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



AIR CONDITIONING AND REFRIGERATION

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FIRST QUARTER (FALL)				
ELC 1101—Basic Electricity	3	0	3	4
AHR 1121—Fundamentals of Refrigeration I ...	5	0	6	7
PHY 1105—Shop Science I	3	2	0	4
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	<u>16</u>	<u>2</u>	<u>9</u>	<u>20</u>
SECOND QUARTER (WINTER)				
ENG 1101—Reading Improvement	3	0	0	3
DFT 1180—Trade Drafting	2	0	3	3
AHR 1122—Fundamentals of Refrigeration II...	4	0	6	6
AHR 1128—Control Systems I	5	0	6	7
	<u>14</u>	<u>0</u>	<u>15</u>	<u>19</u>
THIRD QUARTER (SPRING)				
AHR 1126—Sheet Metal I	3	0	3	4
ENG 1102—Professional Communication	3	0	0	3
AHR 1125—Principles of Environmental Control	9	0	6	11
	<u>15</u>	<u>0</u>	<u>9</u>	<u>18</u>
FOURTH QUARTER (SUMMER)				
AHR 1134—Sheet Metal II	3	0	3	4
AHR 1135—Control Systems II	3	0	9	6
WLD 1180—Basic Welding	2	0	4	3
ECO 1105—Principles of Economics	3	0	0	3
	<u>11</u>	<u>0</u>	<u>16</u>	<u>16</u>
FIFTH QUARTER (FALL)				
AHR 1127—Environmentals Systems Shop Practice I	6	0	12	10
AHR 1137—Codes & Standards I	4	0	0	4
PSY 1101—Human Relations	3	0	0	3
	<u>13</u>	<u>0</u>	<u>12</u>	<u>17</u>
SIXTH QUARTER (WINTER)				
AHR 1131—Environmentals Systems Shop Practice II	3	0	6	5
AHR 1123—Commercial Refrigeration	6	0	9	9
AHR 1138—Codes & Standards II	4	0	0	4
	<u>13</u>	<u>0</u>	<u>15</u>	<u>18</u>
SEVENTH QUARTER (SPRING)				
AHR 1130—Heat Pumps & Electives	3	0	3	4
AHR 1132—Estimating & Contracting	5	2	0	6
AHR 1133—Environmental Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
	<u>14</u>	<u>2</u>	<u>9</u>	<u>18</u>

(TOTAL QUARTER HOURS—126)

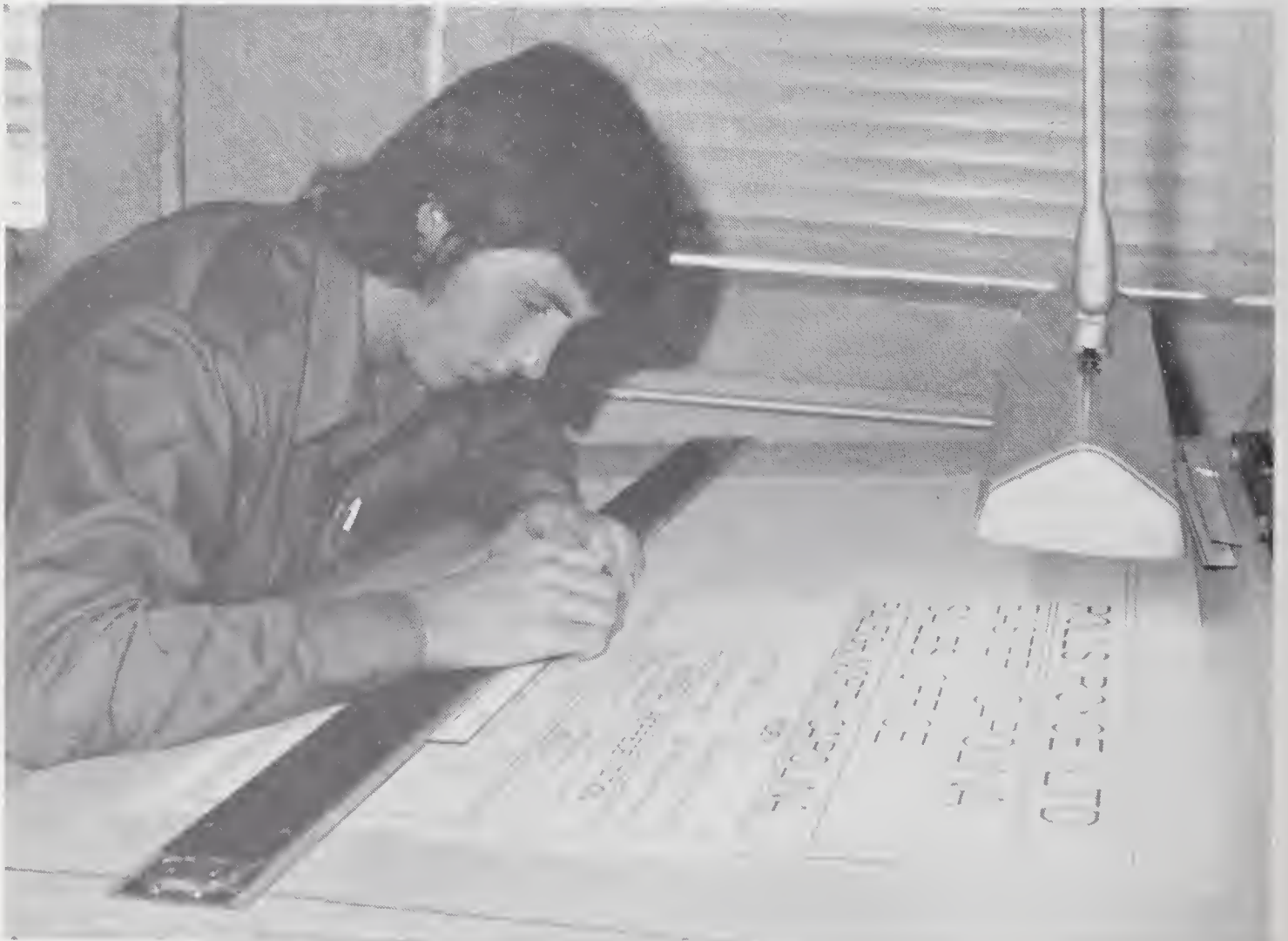
ARCHITECTURAL DRAFTING

The Architectural Drafting Program offered at Coastal Carolina Community College is a well rounded course of study in both practical and academically related subjects. This curriculum is designed to prepare students for entry into the field of construction drafting.

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

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

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



ARCHITECTURAL DRAFTING—BUILDING TRADES

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FIRST QUARTER (FALL)					
DFT	1121—Drafting	3	0	15	8
DFT	1144—Materials & Methods of Construction	3	2	0	4
MAT	1103—Geometry	3	0	0	3
ENG	1101—Reading Improvement	3	0	0	3
		—	—	—	—
		12	2	15	18
SECOND QUARTER (WINTER)					
DFT	1141—Architectural Drafting & Design I....	3	0	12	7
MAT	1101—Fundamentals of Mathematics	5	0	0	5
ENG	1102—Professional Communications	3	0	0	3
DFT	1143—Building Mechanical Equipment	4	0	0	4
		—	—	—	—
		15	0	12	19
THIRD QUARTER (SPRING)					
DFT	1142—Architectural Drafting & Design II	3	0	12	7
DFT	1145—Codes, Contracts & Specifications....	3	2	0	4
DFT	1148—Structural Systems	1	0	6	3
MAT	1102—Applied Mathematics	5	0	0	5
		—	—	—	—
		12	2	18	19
FOURTH QUARTER (SUMMER)					
DFT	1147—Architectural Drafting III	3	0	12	7
CIV	1101—Site Surveying & Site Development	2	6	0	4
DFT	1146—Construction Estimating	3	0	0	3
BUS	1110—Office Machines	2	2	0	3
		—	—	—	—
		10	8	12	17

TOTAL QUARTER HOURS: 73

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 Hours Credit
FIRST QUARTER (FALL)	Class	Lab	Shop	
AUT 1111—Auto Body Repair I	3	0	15	8
WLD 1101—Basic Gas Welding	1	0	3	2
MAT 1101—Fundamentals of Mathematics	5	0	0	5
ENG 1101—Reading Improvement	3	0	0	3
	—	—	—	—
	12	0	18	18
 SECOND QUARTER (WINTER)				
AUT 1112—Auto Body Repair II	5	0	18	11
WLD 1105—Auto Body Welding	1	0	3	2
PSY 1101—Human Relations	3	0	0	3
	—	—	—	—
	9	0	21	16
 THIRD QUARTER (SPRING)				
BUS 1103—Small Business Operations	3	0	0	3
AUT 1113—Metal Finishing & Painting	5	0	15	10
AUT 1115—Trim, Glass & Upholstery	1	0	6	3
	—	—	—	—
	9	0	21	16
 FOURTH QUARTER (SUMMER)				
AUT 1114—Body Shop Applications	3	0	15	8
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
	—	—	—	—
	6	0	24	14

TOTAL QUARTER HOURS: 64



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 Hours Credit
	Class	Lab	Shop	
FIRST QUARTER (FALL)				
MAT 1101—Fundamentals of Mathematics	5	0	0	5
ENG 1101—Reading Improvement	3	0	0	3
PME 1101—Internal Combustion Engines	3	0	15	8
DFT 1101—Schematics and Diagrams	3	2	0	4
	—	—	—	—
	14	2	15	20
SECOND QUARTER (WINTER)				
ENG 1102—Professional Communications	3	0	0	3
PHY 1105—Shop Science I (Properties of Matter and Electricity)	3	2	0	4
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9
WLD 1129—Basic Welding	2	0	4	3
	—	—	—	—
	13	2	16	19
THIRD QUARTER (SPRING)				
PHY 1106—Shop Science II (Work Energy & Power)	3	2	0	4
PME 1124—Automotive Power Train Systems...	3	0	12	7
AHR 1101—Automotive Air Conditioning	3	0	6	5
	—	—	—	—
	9	2	18	16
FOURTH QUARTER (SUMMER)				
PME 1188—Small Gasoline Engines	3	0	3	4
ECO 1105—Principles of Economics	3	0	0	3
PME 1125—Auto Servicing I	3	0	9	6
	—	—	—	—
	9	0	12	13
FIFTH QUARTER (FALL)				
PME 1123—Auto Chassis and Suspension	3	0	9	6
PME 1121—Braking Systems	3	0	3	4
PSY 1101—Human Relations	3	0	0	3
PME 1227—Emissions Control & Power Plant Trouble Shooting	3	0	6	5
	—	—	—	—
	12	0	18	18
SIXTH QUARTER (WINTER)				
PME 1203—Automotive Engine Tune-Up	4	0	9	7
PME 1202—Auto Electrical/Electronics	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
	—	—	—	—
	10	0	15	15
SEVENTH QUARTER (SPRING)				
PME 1226—Automotive Servicing II	2	0	6	4
PME 1224—Advanced Automatic Transmissions	3	0	12	7
PME 1221—Advanced Front Suspension, Alignment and Power Steering..	1	0	6	3
	—	—	—	—
	6	0	24	14

TOTAL QUARTER HOURS—115

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.

ACADEMIC REGULATIONS

Students in the Dental Assistant program who obtain a "D" in dental related sequence courses shall be placed on academic probation. If in subsequent quarters the student exhibits another

“D” in the dental related sequence course it shall mean academic suspension. An “F” in a dental related course will constitute automatic suspension.

DENTAL ASSISTANT

		Hours Per Week			Quarter Hours Credit
FIRST QUARTER		Class	Lab	Clinical	
DEN	1001—Introduction to Dental Assisting	2	0	0	2
DEN	1002—Dental Materials	2	0	9	5
DEN	1003—Dental Anatomy	1	2	0	2
BIO	1101—Preclinical—Microbiology & Gross Anatomy & Physiology	2	2	0	3
ENG	1101—Reading Improvement	3	0	0	3
BUS	102—Beginning Typewriting	3	2	0	4
		<u>13</u>	<u>6</u>	<u>9</u>	<u>19</u>
SECOND QUARTER					
DEN	1004—Preclinical Sciences	4	0	0	4
DEN	1005—Dental Office Management I	3	2	0	4
DEN	1006—Clinical Procedures I	3	0	6	5
DEN	1012—Dental Roentgenology	2	0	6	4
ENG	1102—Professional Communications	3	0	0	3
		<u>15</u>	<u>2</u>	<u>12</u>	<u>20</u>
THIRD QUARTER					
DEN	1007—Clinical Procedure II	4	0	6	6
DEN	1013—Oral Health Education	1	2	0	2
DEN	1008—Dental Office Management II	4	0	3	5
DEN	1009—Dental Office Practice I	0	0	12	4
		<u>9</u>	<u>2</u>	<u>21</u>	<u>17</u>
FOURTH QUARTER					
DEN	1010—Dental Office Practice II	0	0	21	7
DEN	1011—Dental Assistant Seminar	2	0	0	2
PSY	1101—Human Relations	3	0	0	3
		<u>5</u>	<u>0</u>	<u>21</u>	<u>12</u>

TOTAL QUARTER HOURS: 68

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-1970 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	Shop	Hours
					Credit
FIRST QUARTER (FALL)					
ELC	1112—Electrical Theory	5	0	9	8
ELC	1127—Electrical Materials & Tools	0	0	3	1
ENG	1101—Reading Improvement	3	0	0	3
MAT	1115—Electrical Mathematics I	5	0	0	5
PHY	1105—Shop Science I	3	2	0	4
		—	—	—	—
		16	2	12	21
SECOND QUARTER (WINTER)					
ELC	1126—National Electrical Code	6	4	0	8
DFT	1109—Electrical Blueprints & Layouts	3	0	0	3
ELC	1124 A—Residential Wiring	5	0	6	7
ENG	1102—Professional Communications	3	0	0	3
		—	—	—	—
		17	4	6	21
THIRD QUARTER (SPRING)					
ELC	1124 B—Residential Installations	2	0	6	4
PSY	1101—Human Relations	3	0	0	3
ELC	1113—Electrical Motors & Controls	7	0	12	11
		—	—	—	—
		12	0	18	18
FOURTH QUARTER (SUMMER)					
ELC	1125—Commercial Installations	5	0	12	9
ELC	1129—Industrial Installations	3	0	6	5
BUS	1103—Small Business Operations	3	0	0	3
		—	—	—	—
		11	0	18	17

TOTAL QUARTER HOURS: 77



ELECTRONIC SERVICING

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

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier 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.



ELECTRONIC SERVICING

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FIRST QUARTER (FALL)				
MAT 1115—Electrical Mathematics I	5	0	0	5
ENG 1101—Reading Improvement	3	0	0	3
ELN 1112—Direct and Alternating Current	7	0	15	12
	<u>15</u>	<u>0</u>	<u>15</u>	<u>20</u>
SECOND QUARTER (WINTER)				
MAT 1116—Electrical Mathematics II	5	0	0	5
ENG 1102—Professional Communications	3	0	0	3
ELN 1122—Vacuum Tubes and Circuits	5	0	9	8
ELN 1125—Transistor Theory & Circuits I	2	0	6	4
	<u>15</u>	<u>0</u>	<u>15</u>	<u>20</u>
THIRD QUARTER (SPRING)				
ELN 1126—Transistor Theory & Circuits II	2	0	9	5
PSY 1101—Human Relations	3	0	0	3
ELN 1124—Servicing Home Entertainment Electronic Devices	2	0	6	4
ELN 1123—Introduction to Television	2	0	6	4
	<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>
FOURTH QUARTER (SUMMER)				
ELN 1127—Television Receiver Circuits & Servicing	10	0	15	15
BUS 1103—Small Business Operations	3	0	0	3
	<u>13</u>	<u>0</u>	<u>15</u>	<u>18</u>

TOTAL QUARTER HOURS: 74

MASONRY

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

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 units specified for residential, commercial and industrial construction.

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

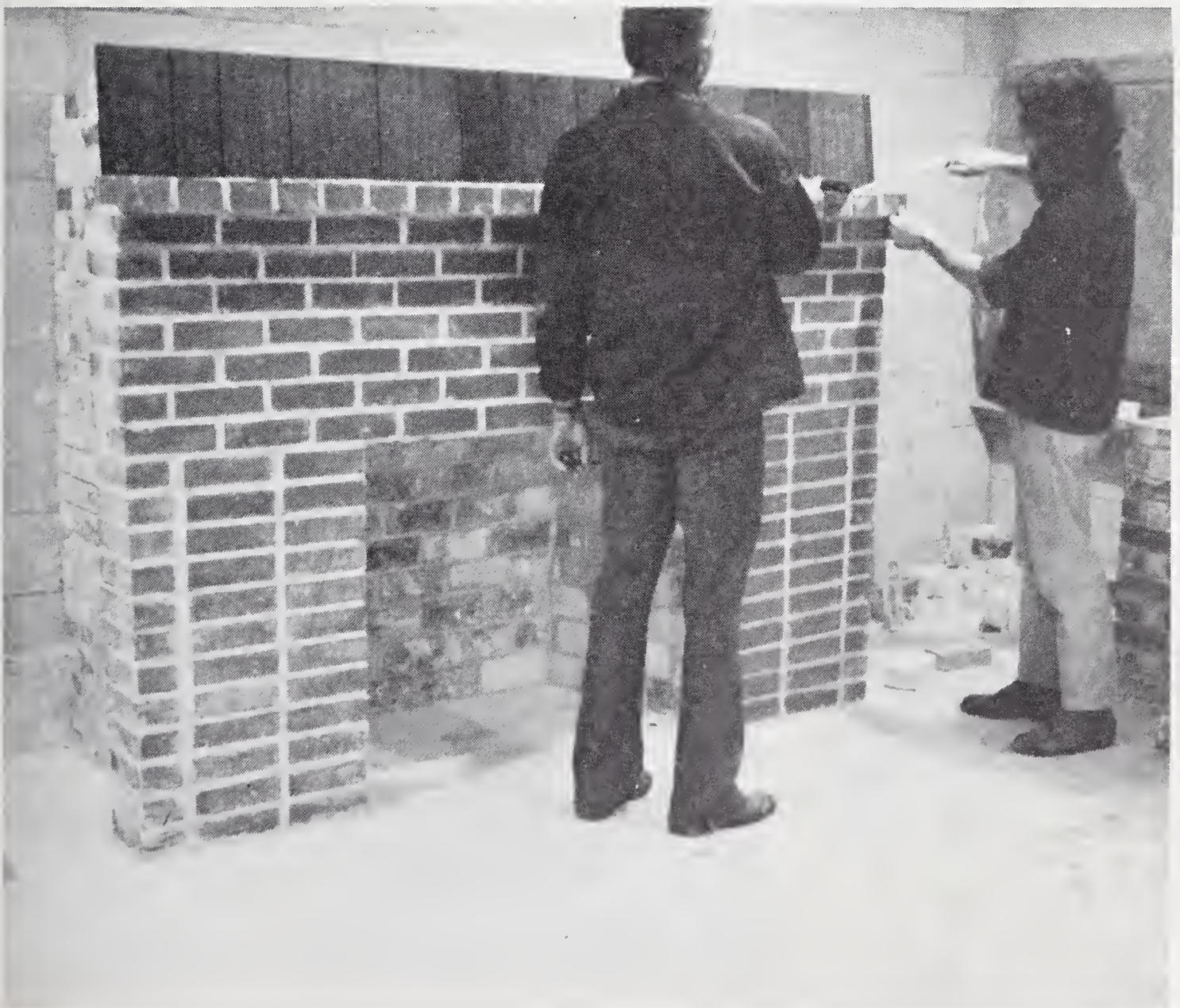
Most masons are employed by contractors in the building construction fields to lay brick, and blocks made of tile, concrete, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

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

MASONRY

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

(TOTAL QUARTER HOURS: 43)



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, electro-surgical 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.

ACADEMIC REGULATIONS

The Operating Room Technician Students will advance through the sequence required in the Operating Room Technician Curriculum from quarter to quarter as long as he maintains the quality point average of 2.0 and receives no grade below a "C" on the following subjects:

- Nursing Procedures
- Introduction to Operating Room
- Surgical Procedures
- Clinical Practice

OPERATING ROOM TECHNICIAN

CURRICULUM BY QUARTERS

		Hours Per Week			Quarter Hours
FIRST QUARTER		Class	Lab	Clinical	Credit
BIO	121—Human Anatomy & Physiology I....	3	3	0	4
T-ENG	101—Grammar	3	0	0	3
BIO	123—Introduction to Microbiology	3	3	0	4
NUR	100—Nursing Procedures	3	3	0	4
T-SUR	101—Introduction to Operation Room ...	2	4	0	4
		—	—	—	—
		14	13	0	19
SECOND QUARTER					
BIO	122—Human Anatomy & Physiology II..	3	3	0	4
T-SUR	102—Surgical Procedures I	4	3	0	5
T-SUR	106—Suggested Seminar I	2	0	0	2
T-SUR	104—Clinical Practice I	0	0	15	5
		—	—	—	—
		9	6	15	16
THIRD QUARTER					
T-SUR	103—Surgical Procedures II	3	2	0	4
T-SUR	105—Clinical Practice II	0	0	24	8
T-SUR	107—Lecture Seminar	1	0	0	1
		—	—	—	—
		4	2	24	13

(TOTAL QUARTER HOURS: 48)



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.

ACADEMIC REGULATIONS

The Practical Nursing Student will advance through the sequence required in the practical nursing curriculum from quarter to quarter as long as he or she maintains the quality point average as set down in the college catalog for the one year curriculum for occupational students.

If a student makes a "D" or less in a nursing course he or she will not be allowed to continue in the Practical Nurse curriculum. The privilege of reentering the program for a repeat of the course the following year will rest with the admission committee for the Practical Nurse Program.

A student may make a "D" in the related science courses and be allowed to progress provided his or her grade point average is in keeping with the college standards.

PRACTICAL NURSE EDUCATION

	Hours Per Week			Quarter
	Class	Lab	Clinical	Hours 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
	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—Professional Communications	3	0	0	3
	15	0	15	20
THIRD QUARTER				
NUR 1008—Pharmacology & Drug Therapy	3	0	0	3
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
	15	0	15	20
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
	13	0	18	19
SUMMARY				
			Total	Qtr.
	Hours/	Hours	Contact	Hours
	week	Hours	Hours	Credit
First Quarter	31	341	24	
Second Quarter	30	330	20	
Third Quarter	30	330	20	
Fourth Quarter	31	341	19	
		1342	83	

PRACTICAL ELECTRONIC SERVICING

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 the course.

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 ELECTRONIC SERVICING

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FIRST QUARTER				
ELN 1104—Fundamentals of Electronics I		2	2	3
EDU 1032—Related Science		2	0	2
		4	2	5
SECOND QUARTER				
ELN 1105—Fundamentals of Electronics II		2	2	3
EDU 1033—Related Science		2	0	2
		4	2	5
THIRD QUARTER				
ELN 1106—Radio and Amplifier Systems & Servicing		2	3	3
EDU 1034—Related Science		1	0	1
		3	3	4
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—29)

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 the 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 skill 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 Hours Credit
		Class	Lab	Shop	
FIRST QUARTER (FALL)					
WLD	1120—Oxyacetylene Welding & Cutting	3	0	12	7
MAT	1101—Fundamentals of Mathematics	5	0	0	5
DFT	1117—Blueprint Reading: Welding	0	0	3	1
ENG	1101—Reading Improvement	3	0	0	3
MEC	1112—Machine Shop Practice	1	0	3	2
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
SECOND QUARTER (WINTER)					
WLD	1121—Arc Welding	3	0	12	7
MEC	1104—Structure of Metals	2	3	0	3
DFT	1180—Trade Drafting & Sketching	2	0	3	3
ENG	1102—Professional Communications	3	0	0	3
ELC	1101—Basic Electricity	3	0	0	3
		<u>13</u>	<u>3</u>	<u>15</u>	<u>19</u>
THIRD QUARTER (SPRING)					
WLD	1124—Pipe Welding	3	0	12	7
WLD	1123—Inert Gas Welding	1	0	3	2
WLD	1112—Mechanical Testing & Inspection	1	0	3	2
DFT	1118—Pattern Development	0	0	4	1
PSY	1101—Human Relations	3	0	0	3
		<u>8</u>	<u>0</u>	<u>22</u>	<u>15</u>
FOURTH QUARTER (SUMMER)					
WLD	1122—Commercial & Industrial Practice	3	0	9	6
WLD	1125—Certification Practice	3	0	6	5
MEC	1141—Sheet Metal Fabrication	0	0	6	2
BUS	1103—Small Business Operations	3	0	0	3
		<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>

(TOTAL QUARTER HOURS—68)

DEVELOPMENTAL BUSINESS

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 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				
ENG	92—Developmental Reading I	5	0	5
MAT	81—Mathematics I	5	0	5
BUS	94—Bookkeeping I	3	2	4
BUS	95—General Business	3	2	4
		<hr/>	<hr/>	<hr/>
		16	4	18
SECOND QUARTER				
ENG	93—Developmental Reading II	5	0	5
MAT	82—Mathematics II	5	0	5
BUS	98—Bookkeeping II	3	2	4
BUS	97—Economics I	5	0	5
		<hr/>	<hr/>	<hr/>
		18	2	19
THIRD QUARTER				
ENG	98—Developmental English*	5	0	5
MAT	83—Mathematics III	5	0	5
BUS	91—Business Machines	3	2	4
BUS	99—Economics II	5	0	5
		<hr/>	<hr/>	<hr/>
		18	2	19

*The student is strongly encouraged to continue with ENG 99 (Developmental Composition).



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 any suitable location in Onslow County.

Where Adult-Education 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 Dean of Continuing Education, Coastal Carolina Community College, telephone 455-1221.

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

Academic Credit: Generally courses offered in the Adult-Extension Programs 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 lengths, 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 last (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 completing 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 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.

GA-3- ADVANCED ACADEMIC COURSES

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

Modern Math for Parents
Literature

Logic: Argument and Debate
Behavioral Psychology

Conference Leadership and
Presentation Techniques

English Improvement and
Vocabulary Building

Seminar: Human Resources
and Manpower

Current Trends in Science
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 Stenoscrypt	Investments (Stocks, Bonds, and Mutual Funds)
Bookkeeping	and others
Business Correspondence	

GA-5- CITIZENSHIP DEVELOPMENT

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

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

GA-6- HOMEMAKING EDUCATION

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

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

GA-7- CONSUMER EDUCATION

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

Basic Economics	Personal Income Tax
Buying a Home	Law for Lawman
Budgeting	Investments (Stocks, Bonds, and Mutual Funds)
Home Record Keeping	Repairs (for women)
Tips on Household	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 in and appreciation of the fine arts heritage of our society. Courses which are offered in Creative Arts Education by the College include the following:

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

GA-11- FAMILY LIFE PROGRAMS

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

GA-12- PARENT EDUCATION

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

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

GA-13- SENIOR CITIZENS EDUCATION

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

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

B. OCCUPATIONAL EXTENSION

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

Any adult eighteen (18) years or older who needs training or retraining or who can otherwise profit from the proposed instruction may be enrolled. Enrollees who are employed normally attend training during the 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 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 aides 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 Prevention
Effective Speaking	Cost Accounting
Effective Writing	Conference Leadership
Reading Improvement	Instructor Training
Economics in Business and Industry	Job Analysis Training
The Supervisor Work Measurement	Creative Thinking
	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 opportunity to gain technical information and skill in modern fire fight-

ing through a variety of learning experiences and practical problems. The classes are often taken to the fireman through training sessions held in local departments. Among the courses offered are the following:

Introduction to Firefighting	Rope Practices
Portable Fire Extinguishers	Ladder Practices
Fire Stream Practices	Hose Practices
Fire Apparatus Practices	Rescue Practices
Fire-fighting Procedures	Forcible Entry 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 student 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 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.
- v. 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.

CONTINUING EDUCATION UNITS

Coastal Carolina Community College is responsible for establishing and maintaining a permanent record of all "CEU's" awarded. Records are available on a permanent basis for purposes of being responsive to requests from employers or certifying organizations. Information recorded includes:

- Name of individual student
- Social security number
- Title of course or program
- Course description and level of instruction
- Starting and ending dates of activity
- Location of activity
- Format of activity
- Number of CEU's awarded
- Student performance evaluation
- Name of instructor
- Cooperating sponsor

The system of recording units for participants is in accordance with the current system of permanent records in use at our institution. At the discretion of the institution, a separate and parallel system is maintained.

CEU activities are described in terms of audience, purpose, format, content, duration, teaching staff, course prerequisites and level of instruction. This essential information is maintained in condensed form in the permanent records of the institution. Continuing education programs which are intensive technical and professional courses, in-service training programs, courses that serve for certificate or licensing requirements, occupational skill upgrading courses, liberal education programs, paraprofessional training programs, and other vocation training programs, either in-service or in preparation for job-entry positions are examples of programs eligible for CEU's.

The number of CEU's awarded is to be determined by considering the number of contact hours in a formal learning situation and evaluating other experiences connected with the program. The decimal system allows the records to reflect the number of CEU's to be awarded, based on contact hours, e.g., 1.5 CEU, 2.4 CEU, etc. A normal one-week short course usually approximates 30 contact hours of participation and would normally be awarded 3.0 CEU. A two-day program seldom involves more than 10 or 12 contact hours and would be awarded 1.0 to 1.2 CEU.

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 60-99. These courses are not transferable.

Example: MAT 91

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

Example: MAT 101

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

Example: MAT 201

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

Example: T-BUS 183

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

Example: T-BUS 205

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

Example: MAT 1101

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

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

AIR CONDITIONING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AHR 1101—Automotive Air Conditioning	3	0	6	5
<p>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.</p> <p>Prerequisite: None</p>				
AHR 1121—Fundamentals of Refrigeration I	5	0	6	7
<p>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.</p> <p>Prerequisite: None</p>				
AHR 1122—Fundamentals of Refrigeration II	4	0	6	6
<p>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.</p> <p>Prerequisites: AHR 1121, ELC 1101</p>				
AHR 1123—Commercial Refrigeration	6	0	9	9
<p>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.</p> <p>Prerequisites: AHR 1122, PHY 1105, AHR 1128, ELC 1114</p>				
AHR 1125—Principles of Environmental Control	9	0	6	11
<p>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.</p> <p>Prerequisites: AHR 1121, AHR 1122, AHR 1123</p>				
AHR 1126—Sheet Metal I	3	0	3	4
<p>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.</p> <p>Prerequisite: Dft 1180</p>				
AHR 1127—Environmental Systems Shop Practice I	6	0	12	10
<p>Stress is placed upon the burner mechanism of the boiler or furnace. Piping and wiring, burner components and systems controls, electric, electronic and mechanical, operational problems involving diagnosis, procedure and service technique, oil and gas burner capacity and efficiency test safety.</p> <p>Prerequisites: ELC 1101, AHR 1121, 1122, 1128, 1125, 1126, 1134, 1135</p>				
AHR 1128—Control Systems I	5	0	6	7
<p>Review of basic electricity and simple circuitry for controls. Systems components for special applications. Electronic and pneumatic operations.</p>				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
Motor controllers and starters. Thermostats, solenoid pressure switches, oil failure controls. Motorized dampers and valves. Installation and service practice. Prerequisites: ELC 1101, AHR 1121, AHR 1122				
AHR 1130—Heat Pumps and Electives	3	0	3	4
Equipment used in conjunction with refrigeration systems to provide both heating and cooling for year-round comfort systems and installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in this study. Automotive and other special devices will be covered in this course. Prerequisites: ELC 1101, AHR 1121, 1122, 1125, 1126, 1135, 1127, 1137, 1123, 1138				
AHR 1131—Environmental Systems Shop Practice II	3	0	6	5
A continuation of practice on all shop procedures encountered by the student to this point. Work on air conditioning compressors, central installations and trouble shooting. Sheet metal duct fabrication and installation. Duct insulation materials and procedures. Prerequisite: AHR 1127				
AHR 1132—Estimating & Contracting	5	2	0	6
Take-off of materials, equipment, and labor. Specifications, plans, contracts, bids, bonds, buying and selling. Prerequisite: AHR 1137				
AHR 1133—Environmental Systems Shop Practice III	3	0	6	5
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				
AHR 1134—Sheet Metal II	3	0	3	4
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 I				
AHR 1135—Control Systems II	3	0	9	6
A continuation of the studies of controls and control systems for automatic operation of air conditioning, heating, refrigeration and ventilation. Prerequisite: AHR 1128				
AHR 1137—Codes and Standards I	4	0	0	4
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.				
AHR 1138—Codes and Standards II	4	0	0	4
Review the scope and purpose of code requirements for comfort conditioning and refrigeration equipment. Recognition of design and installation criteria. Procedures for field testing. Study voluntary standards adopted by manufacturers organizations. Prerequisite: AHR 1137				

AUTO BODY REPAIR AND AUTOMOTIVE MECHANICS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AUT 1111—Auto Body Repair I	3	0	15	8
<p>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</p>				
AUT 1112—Auto Body Repair II	5	0	18	11
<p>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</p>				
AUT 1113—Metal Finishing and Painting	5	0	15	10
<p>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</p>				
AUT 1114—Body Shop Applications	3	0	15	8
<p>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</p>				
AUT 1115—Trim, Glass and Upholstery	1	0	6	3
<p>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</p>				
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
<p>Provide a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts. Use of estimating forms, cost of labor, parts, and painting. Types of estimates required by insurance companies. Prerequisites: AUT 1111, AUT 1112, AUT 1113, AUT 1115, AUT 1114</p>				
PME 1101—Internal Combustion Engines	3	0	15	8
<p>Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None				
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical systems. Prerequisite: None				
PME 1121—Braking Systems	3	0	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. Prerequisite: None				
PME 1123—Automotive Chassis and Suspension	3	0	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. Prerequisite: None				
PME 1124—Automotive Power Train Systems	3	0	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				
PME 1125—Auto Servicing I	3	0	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 1184				Variable credit
Supervised work experience of auto mechanic students, administered by the Cooperative Education Program. Credit hours to be determined by the number of hours worked. The credit hours given for the supervised work will be determined by the average number of hours worked per week during the quarter.				
PME 1188—Small Gasoline Engines	3	0	3	4
Develop basic skills and knowledge in the principles and techniques involved in the operation, maintenance and repair of small gasoline engines. Safe work habits will be emphasized and quality workmanship developed. Prerequisites: PME 1101, DFT 1101, PHY 1105, PME 1102, PHY 1106				
PME 1202—Auto Electrical/Electronics	3	0	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 circuits, found on the modern automobile. Prerequisite: PME 1102				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PME 1203—Automotive Engine Tune-Up	4	0	9	7
<p>This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits.</p> <p>Prerequisite: PME 1102</p>				
PME 1221—Advanced Front Suspension, Alignment and Power Steering	1	0	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>				
PME 1224—Advanced Automatic Transmissions	3	0	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>				
PME 1226—Automotive Servicing II	2	0	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>				
PME 1227—Emissions Control and Power Plant Trouble Shooting	3	0	6	5
<p>This course will cover in depth the operation of the PCU System, exhaust emission control systems, evaporative emission control systems, scheduled maintenance operations. Also, the use of all test equipment involved in diagnosing emission control problems will be used by the student.</p>				

BUSINESS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 91—Business Machines	3	2	0	4
<p>A general survey of the business and office machines. Students will receive an introduction to and training in techniques, processes, operation and application of the ten-key adding machines and calculators. If a grade of B is achieved credit may be granted for T-BUS 110, with recommendation of the instructor.</p> <p>Prerequisite: None</p>				
BUS 94—Bookkeeping I	3	2	0	4
<p>A study of the basic bookkeeping cycle. Begins with the starting of a bookkeeping system, covers the basic elements, the bookkeeping equation, the journalizing of transactions, the ledger, worksheet, financial statements and the closing of the ledger.</p> <p>Prerequisite: None</p>				
BUS 95—General Business	3	2	0	4
<p>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 skills, to develop an understanding of business occupations and to provide a basis for further study in business.</p> <p>Prerequisite: None</p>				
BUS 97—Economics I	5	0	0	5
<p>A study of the basic concepts, principles, terminology and philosophy of economics from both a social and political view point.</p> <p>Prerequisite: None</p>				
BUS 98—Bookkeeping II	3	2	0	4
<p>A study of the bookkeeping cycle with special journals and subsidiary ledgers.</p> <p>Prerequisite: BUS 94</p>				
BUS 99—Economics II	5	0	0	5
<p>A continuation of BUS 97 with emphasis on current issues.</p> <p>Prerequisite: BUS 97</p>				
BUS 101—Introduction to Business	5	0	0	5
<p>A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management.</p> <p>Prerequisite: None</p>				
BUS 102—Beginning Typewriting	3	2	0	4
<p>Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, copy placement, memos, postal cards, business letters, tabulation, and simple reports. The student must type at least 30 gross words a minute on straight copy material for five minutes with a maximum of five errors before entering BUS 103.</p> <p>Prerequisite: None</p>				
BUS 103—Intermediate Typewriting	3	2	0	4
<p>Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in styles of business letters, including letters on odd-</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
size stationery and two-page letters; open, ruled and boxed tabulations; telegrams, interoffice memorandums; and other business forms. Upon completion of this course, the student will type at least 40 words a minute on straight copy material for five minutes with a maximum of five errors. Prerequisite: BUS 102				
BUS 104—Advanced Typewriting	3	2	0	4
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	0	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	0	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	0	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				
T-BUS 110—Office Machines	2	2	0	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, electronic display calculators, and electronic printing calculators. Prerequisite: None				
T-BUS 112—Filing	3	0	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				
T-BUS 115—Business Law	5	0	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	Shop	
T-BUS 116—Business Law	5	0	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115				
T-BUS 118—Secretarial Accounting	5	2	0	6
Principles, techniques, and tools of the accounting process used by career secretaries as they relate to service organizations. Includes banking, payroll accounting, and application of principles learned. Prerequisite: None				
BUS 120—Principles of Accounting	5	2	0	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: T-MAT 110 or MAT 100, or equivalent				
BUS 121—Principles of Accounting	5	2	0	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	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	0	0	3
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 183E,L,M,—Terminology and Vocabulary	3	0	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 204—Speed Typewriting	1	2	0	2
Emphasis on improving typing techniques involving forced and retained speed building, special emphasis on accuracy and proofreading.				
T-BUS 205—Technical Typewriting	3	2	0	4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-BUS 206—Dictation and Transcription	3	2	0	4
Develops the skill of taking dictation and 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	0	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	0	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 Procedures	3	2	0	4
Designed to acquaint the student with the responsibilities encountered by a clerical office worker. These include the following: receptionist duties; handling the mail; telegrams; office records; telephone techniques; purchasing of supplies; and duplicating techniques. Prerequisites: Bus 102, Bus 103				
T-BUS 212—Transcribing Machines I	3	0	0	3
Students will receive training in the operation of dictating and transcribing machines. Prerequisite: BUS 104				
T-BUS 213—Transcription Machines II	3	0	0	3
A continuation of T-Bus 212 with additional emphasis on the fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and mailability of business correspondence. Prerequisite: T-BUS 212				
T-BUS 214—Office Simulation	3	2	0	4
The role of the secretary and the many responsibilities performed when assisting an executive are stressed through office simulation. Included are the following: word processing, secretarial use of transmittal services, assisting with travel and conferences, expediting meetings, collecting, processing, and presenting business data and office organization. Emphasis is on organizing materials, making decisions, setting priorities for doing work, communication skills, and human relations. Prerequisites: T-BUS 211, T-BUS 205, T-BUS 206				
T-BUS 216—Office Practicum	3	12	0	7
Students are assigned to work in a business, technical, or professional office for a minimum of 12 hours per week. The objective is to provide actual work experience for clerical students and to provide an opportunity for the practical application of skills and knowledge previously learned. An additional three hours per week will be spent in class lecture. (Limited to sixth quarter students.)				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-BUS 219—Credit Procedures and Problems	3	0	0	3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: None				
T-BUS 220—Recordkeeping I	5	2	0	6
Designed to acquaint students with the accounting process involving payroll, merchandise accounting, notes and interest, with application of principles learned.				
T-BUS 221—Recordkeeping II	5	2	0	6
An in-depth study of accounting for purchases and sales, the accounting relationship involving single proprietorship, partnership and corporations, and accrual accounting, with application of principles learned. Prerequisite: T-BUS 220				
T-BUS 222—Intermediate Accounting	5	0	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	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	0	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	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	0	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	0	5
Federal tax law as applied to corporate structures. Prerequisite: T-BUS 222				
T-BUS 232—Sales Development	3	0	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				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-BUS 235—Business Management	5	0	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	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.				
Prerequisite: None				
T-BUS 241—Sales Promotion Management	3	0	0	3
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business, budgeting, planning, and implementing the plan.				
Prerequisite: None				
T-BUS 243—Advertising	3	2	0	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.				
Prerequisite: None				
T-BUS 245—Retailing	3	0	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.				
Prerequisite: None				
T-BUS 247—Business Insurance	3	0	0	3
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.				
Prerequisite: None				
T-BUS 249—Buying and Merchandising	2	2	0	3
Analyze the organization for buying, what and how much to buy. Topics included are the psychology of dealing with people, venter relations, planning merchandise assortment, inventory, and stock control, pricing.				
Prerequisite: T-BUS 245				
T-BUS 260—Commercial Display and Design I	3	0	0	3
An introduction to basic layouts and design of commercial displays. Source studies and related texts discussing such design as needed by retail stores, banks, restaurants, motels and various offices, specifying equipment and fixtures required.				
Prerequisite: T-BUS 245				
T-BUS 262—Fashion in Retailing	2	2	0	3
This course acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis.				
Prerequisite: T-BUS 245				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-BUS 268—Marketing and Retailing Internship	1	9	0	4
<p>This course contains as a minimum of 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different time basis as approved by the advisor. The employer and the type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship.</p> <p>Prerequisite: None</p>				
T-BUS 269—Auditing	5	0	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.</p> <p>Prerequisite: T-BUS 223</p>				
T-BUS 272—Principles of Supervision	3	0	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.</p> <p>Prerequisite: None</p>				
T-BUS 284M—Terminology and Vocabulary	3	0	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.</p> <p>Prerequisite: T-BUS 183M</p>				
BUS 1103—Small Business Operations	3	0	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.</p> <p>Prerequisite: None</p>				
BUS 1110—Office Machines	2	2	0	3
<p>A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and pocket and regular calculators.</p> <p>Prerequisite: None</p>				
ECO 201—Principles of Economics	3	0	0	3
<p>Survey and description of our economic system; the theory of national income determination; determination of goods and services which make up national income; introduction to basic pricing mechanisms; and introduction to the employment theory.</p> <p>Prerequisite: None</p>				
ECO 202—Principles of Economics	3	0	0	3
<p>A continuation of Economics 201 with emphasis on policy formation, money and banking, and economic growth.</p> <p>Prerequisite: ECO 201</p>				
ECO 203—Principles of Economics	3	0	0	3
<p>A continuation of Economics 202 with emphasis upon the economics of the individual firm and resource allocation.</p> <p>Prerequisite: ECO 202</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ECO 1105—Economics	3	0	0	3
Designed to help the student understand present day economic problems. Topics include: production, consumption, exchange and distribution, money and credit, business fluctuations, labor and management relations, and challenges to our system of free enterprise.				
EDP 104—Introduction to Data Processing Systems	5	2	0	6
Punched card concepts; unit-record machines' principles and procedures; introduction to electronic digital computers with their connected input-output devices; binary and hexadecimal number concepts; and an introduction to flow-charting; 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.				
EDP 105—Assembly Language I	3	4	0	5
Computer data formats utilizing DC's and DS's; Base-displacement addressing of core storage; the 5 basic instruction formats; integer binary arithmetic; binary arithmetic with rounding; data movement instruction; data translation instruction; input-output instruction (macros); writing of print programs utilizing the card reader and the printer.				
Prerequisites are either EDP 104 or previous programming experience and the instructor's permission.				
EDP 107—Fortran	2	4	0	4
Analysis of equations and translation to Fortran statements; simple REAL and INTEGER formats; unconditional branches to statement numbers; logical "IF"—statements; explanation of "free" Input-Output statements available only in WATFIV; Explicit and implicit declarations; DO-loops; arrays and subscripting; advanced input-output utilizing the "FORMAT"—statement. This course utilizes the WATFIV compiler.				
Prerequisite: EDP 104. Practical programming experience may be accepted by the instructor in lieu of EDP 104.				
EDP 202—Cobol I	2	4	0	4
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.				
T-EDP 204—Introduction to Data Processing—Business	3	2	0	4
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				
EDP 210—Cobol II	2	4	0	4
Table handling; Reading of sequential and indexed-sequential data sets (on IBM disk pack); File maintenance problem; and SORT-verb.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
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.				
EDP 211—Cobol III	2	4	0	4
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.				
EDP 212—Cobol IV	2	4	0	4
Programming practice in structured programming and program job-streaming.				
Prerequisites: EDP 202, EDP 210, EDP 211				
EDP 215—Operating Systems	3	2	0	4
General introduction to Job Control Language (JCL); through 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 satisfactory before the student may undertake the Field Project (EDP 223).				
EDP 220—Introduction to Systems Analysis	3	2	0	4
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.				
EDP 223—Field Project	2	8	0	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.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
EDP 224—Report Program Generator (RPG)	3	2	0	4

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.



CIVIL ENGINEERING—SURVEYING TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-ARC 102—Architectural Graphics II	2	6	0	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. Prerequisite: T-ARC 101 or T-DFT 101</p>				
T-ARC 121—Materials & Methods I	3	3	0	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. Prerequisite: None</p>				
T-ARC 122—Materials & Methods II	3	3	0	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. Prerequisite: T-ARC 121</p>				
T-ARC 230—Construction Estimating	3	3	0	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 235—Codes, Contracts and Specifications	3	0	0	3
<p>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</p>				
T-CIV 101—Surveying	2	6	0	4
<p>Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys. Prerequisite: None</p>				
T-CIV 102—Surveying	2	6	0	4
<p>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</p>				
T-CIV 103—Surveying	2	6	0	4
<p>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</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-CIV 109—Surveying Law	5	0	0	5
<p>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 and proposed channels. Corequisite: T-CIV 103 or by permission of instructor</p>				
T-CIV 114—Statics	5	0	0	5
<p>Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity, centroids, and moment of inertia. Prerequisite: T-MAT 102</p>				
T-CIV 121—Supervised Study	0	4	0	0
<p>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</p>				
T-CIV 122—Supervised Study	0	4	0	0
<p>A continuation of T-CIV 121. Prerequisite: None</p>				
T-CIV 123—Computations	0	6	0	2
<p>The application of mathematics, physics, and graphics to the solution of problems in Surveying and Engineering Technology. Problem solving methods and techniques as well as recording and presenting results are covered. Use of hand-held electronic calculators is emphasized. Metrification and unit conversion is included. Corequisite: T-CIV 103</p>				
T-CIV 211—Topographic Surveying	2	6	0	4
<p>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</p>				
T-CIV 212—Route Surveying	2	6	0	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	0	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	0	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>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-CIV 215—Properties of Materials	3	2	0	4
Introduction to the strength characteristics of various building materials subjected to loads; force systems; stresses and reaction in simple structures.				
Prerequisite: T-MAT 103				
T-CIV 216—Strength of Materials	3	2	0	4
Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.				
Prerequisites: T-CIV 114, T-MAT 103				
T-CIV 217—Construction Methods & Equipment	5	0	0	5
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.				
Prerequisite: T-DFT or by permission of instructor				
T-CIV 223—Codes, Contracts & Specifications	2	0	0	2
Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification.				
Corequisite: T-CIV or by permission of instructor				
T-CIV 226—Properties of Highway Materials	5	6	0	7
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.				
Prerequisite: T-MAT 103 and T-CIV 217				
T-CIV 227—Construction of Roads and Pavements	2	3	0	3
Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, drainage, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips.				
Prerequisites: T-CIV 217, T-CIV 212, T-CIV 202				
T-CIV 228—Introduction to Drainage	2	3	0	3
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.				
Co-requisite: T-CIV 211 or by permission of instructor				
T-CIV 229—Highway Drainage	2	3	0	3
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.				
Prerequisite: T-CIV 228				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-CIV 230—Subdivision Drainage	2	3	0	3
<p>The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention 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>				
T-CIV 232—Bridge Inspection	3	2	0	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>				
T-CIV 235—Earth Science I	3	0	0	3
<p>This course is designed to show the elementary principles of map reading, plane coordinate systems to include latitude and longitude, contouring and other methods of showing relief, earth-sun relations, landforms and land-form genesis. Laboratory exercises are correlated with the text and lectures to more clearly illustrate certain topics.</p> <p>Prerequisites: None, but normally open only to second-year Civil Engineering Technology students.</p>				
T-CIV 236—Earth Science II	3	0	0	3
<p>This course, a continuation of T-CIV 235, is designed to show the elementary principles involving the major constituents of the earth's atmosphere; world temperature and heat balance; world pressure and circulation systems; moisture supply and precipitation; relationships between climate and soils; and the basic principles of aerial photographic interpretation, to include the use of the stereoscope, parallex bar and radial planimetric plotter.</p> <p>Prerequisites: None, but normally open only to second-year Civil Engineering students.</p>				
CIV 1101—Site Surveying & Site Development	2	6	0	4
<p>A study of site improvement methods including basic surveying instrumentation and topography, analysis and control of storm drainage, traffic flow and vehicular access, site design and landscaping.</p>				

DENTAL EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
DEN 101—Oral Anatomy I	2	3	0	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.				
DEN 102—Oral Anatomy II	4	0	0	4
A study of oral-facial anatomy with emphasis on physiology, histology and embryology, and selected pathology in the practice of dental hygiene. Prerequisites: DEN 101, BIO 121				
DEN 111—Introduction to Dental Hygiene	3	2	0	4
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 and techniques of removing deposits and stains from the teeth.				
DEN 112—Preclinical Dental Hygiene	2	6	0	4
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	0	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 121—General & Oral Pathology	2	0	0	2
Study of general and oral pathology with emphasis on the anatomy, physiology, and therapy of disease conditions the dental hygienist may encounter in practice. Prerequisites: DEN 102, BIO 122				
DEN 125—First Aid and Dental Emergencies	1	2	0	2
The recognition and treatment of emergencies the dental hygienist may encounter in practice.				
DEN 135—Dental Health Education	2	0	0	2
Designed to educate the student to the importance of effective communication as a dental health educator. Includes methods and materials used in teaching dental health and class projects are done on organizing dental health programs using self-designed materials for all age levels. Group activity is experienced on campus and in the public school classroom. Prerequisite: By permission of instructor				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
DEN 204—Chairside Assisting I Emphasis upon the relationship of the dental health team with an introduction to advanced techniques and procedures. Prerequisite: Completion of all courses in 1st year	0	3	0	1
DEN 205—Dental Hygiene Seminar 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	2	0	0	2
DEN 206—Chairside Assisting II Continuation of Dent 204. Prerequisite: DEN 204	0	3	0	1
DEN 212—Dental Radiography I Study of the principles related to the exposing, processing, identification and mounting of x-rays, using both the parallel and bisecting angle techniques. This 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 102	2	6	0	2
DEN 213—Dental Radiography II Continuation of DEN 212. Prerequisite: DEN 212	1	3	0	2
DEN 214—Clinical Dental Hygiene II 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.	0	12	0	2
DEN 215—Clinical Dental Hygiene III Further clinical experiences in oral hygiene procedures with emphasis on development of self-direction in evaluation of procedures. Prerequisite: DEN 214	2	12	0	6
DEN 216—Clinical Dental Hygiene IV Continuation of DEN 215 with broadened experience in clinical procedures and practice. Prerequisite: DEN 215	1	12	0	5
DEN 217—Clinical Dental Hygiene V Continuation of DEN 215. Prerequisite: DEN 215	1	12	0	5
DEN 222—Periodontia 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 214, DEN 102	3	0	0	3

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
DEN 225—Community Dentistry I	2	0	0	2
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	2	3	0	3
A continuation of DEN 225 with more detailed analysis of the responsibilities of the dental hygienist in promoting dental health in areas outside of the dental office. Laboratory periods consist of actual experience in these areas. Prerequisite: DEN 225				
DEN 227—Community Dentistry III	0	3	0	1
Continuation of DEN 226 with emphasis upon dental health community projects. Prerequisite: DEN 226				
DEN 228—Dental Office Management	2	0	0	2
Administration of the dental office covering various phases of practice such as methods of record keeping, billing, inventory records, ordering of equipment and supplies, and dental economics.				
DEN 229—Dental Jurisprudence	2	0	0	2
Principles of laws and regulations related to dentistry and dental hygiene with emphasis upon North Carolina law. A review of the legal, ethical and moral responsibilities of a professional person.				
DEN 234—Dental Materials	2	3	0	3
Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist. Prerequisite: CHE 105				
DEN 255—Dental Pharmacology	4	0	0	2
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. Prerequisites: DEN 254, CHE 105				
DEN 1001—Introduction to Dental Assisting	2	0	0	2
An introduction to the history of dental assisting, the modern role of the dental assistant in practice and in relation to other members of the dental health team, dental terminology, and the personal and ethical requirements for safe and effective practice. Prerequisite: None				
DEN 1002—Dental Materials	2	0	9	5
Identification of dental materials, characteristics of each, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials. Prerequisite: None				
DEN 1003—Dental Anatomy	1	2	0	2
Basic information of oral and dental anatomy as related to dental science and the practice of dental assisting. Prerequisite: None				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
DEN 1004—Preclinical Sciences	4	0	0	4
Fundamental information from oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant. Designed in four units to permit flexibility in scheduling. Prerequisite: DEN 1003				
DEN 1005—Dental Office Management I	3	2	0	4
Fundamentals of accounting as applied to dental office procedures. Practice in application of principles to various forms commonly used in dental office. Prerequisite: None				
DEN 1006—Clinical Procedures I	3	0	6	5
Principles and procedures related to dental instruments and equipment, and chairside techniques of dental assisting with emphasis on four-handed dentistry. Prerequisite: DEN 1002				
DEN 1007—Clinical Procedures II	4	0	6	6
Role of the dental assistant in various dental specialties, such as endodontics, periodontics, orthodontics, prosthodontics, and oral surgery. Prerequisite: DEN 1006				
DEN 1008—Dental Office Management II	4	0	3	5
Principles and procedures related to management of the dental office, including maintenance of inventories, ordering of supplies, patient records, financial records, making appointments and establishing favorable patient relations. Prerequisite: DEN 1005				
DEN 1009—Dental Office Practice I	0	0	12	4
Introduction to practice in the dental office or dental clinic, emphasis is on the role of the dental assistant in the operator in a variety of dental procedures. Prerequisite: DEN 1006				
DEN 1010—Dental Office Practice II	0	0	21	7
Practice in the dental office or dental clinic; rotation of assignments to encompass experience in office management, the dental laboratory, and the operator. Emphasis on chairside assisting including expanded duties in a variety of clinical procedures. Prerequisite: DEN 1009				
DEN 1011—Dental Assistant Seminar	2	0	0	2
Study of personal responsibilities as a member of the dental health team, including employee-employer relations, opportunities for continued personal and professional development. Prerequisites: DEN 1007, DEN 1008, DEN 1012				
DEN 1012—Dental Roentgenology	2	0	6	4
Study of principles related to exposing, processing, and mounting dental x-ray. Radiation hazards and safety measures employed for protection of patient and self are stressed. Prerequisite: None				
DEN 1013—Oral Health Education	1	2	0	2
Designed to present information on deposits and stains, dental caries and periodontal disease as related to prevention and control with emphasis on development of self confidence in interpreting dental health information and in demonstrating techniques to individuals and groups. Prerequisite: None				

DRAFTING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
T-DFT 101—Technical Drafting	0	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	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	0	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>				
DFT 1101—Schematics and Diagrams	3	2	0	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>				
DFT 1109—Electrical Blueprints and Layouts	3	0	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>				
DFT 1110—Blueprint Reading: Building Trades	0	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>				
DFT 1111—Blueprint Reading & Sketching	0	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	Shop	
DFT 1112—Blueprint Reading and Sketching	0	0	3	1
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.				
DFT 1117—Blueprint Reading: Welding	0	0	3	1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.				
DFT 1118—Pattern Development	0	0	4	1
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 patterns and templates. Prerequisite: DFT 1180				
DFT 1180—Trade Drafting	2	0	3	3
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				
DFT 1121—Drafting I	3	0	15	8
A course designed to provide a fundamental knowledge of the principles of drafting. The basic skills and techniques of drafting expression, sketching, lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing and projection problems are studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced. Prerequisite: None				
DFT 1141—Architectural Drafting & Design I	3	0	12	7
A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed. Emphasis is placed on the student to express and produce numerous construction details using appropriate symbols and conventions on a professional level. The study of sketching and architectural lettering is continued. Prerequisites: DFT 1121, DFT 1144				
DFT 1142—Architectural Drafting & Design II	3	0	12	7
The study of typical architectural details and techniques relative to the preparation of detailed working drawings. Using preliminary sketches, the student as an individual or in group participation will proceed and complete a full set of working drawings, on a professional level, of a small light framed building. Use of appropriate drafting expression and techniques will be stressed. Prerequisites: DFT 1141, DFT 1143				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DFT 1143—Building Mechanical Equipment	4	0	0	4
<p>A very general study of the heating, air conditioning, electrical and plumbing equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures as related to mechanical equipment will be reviewed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques.</p> <p>Prerequisites: DFT 1140, DFT 1144</p>				
DFT 1144—Materials & Methods of Construction	3	2	0	4
<p>General study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites, fabrication shops and material producers coupled with the study of material specifications and techniques of construction.</p> <p>Prerequisite: None</p>				
DFT 1145—Codes, Contracts, and Specifications	3	2	0	4
<p>A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of owner-architect-contractor responsibilities, duties, and mutual protection.</p> <p>Prerequisites: DFT 1141, DFT 1143, DFT 1144</p>				
DFT 1146—Construction Estimating	3	0	0	3
<p>Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractor's estimates, overhead costs, bid and contract procedures. Detailed inspection at the construction by comparing finished work to the specifications.</p> <p>Prerequisite: DFT 1145</p>				
DFT 1147—Architectural Drafting III	3	0	12	7
<p>The application of drafting techniques in land surveys, topographic surveys, and work involving roads, buildings and elevations as related to architectural working drawings. The study and drawing of structural plans, details, and shop drawings of the various structural components of buildings to include steel, reinforced concrete and timber structures. Appropriate symbols, conventions, dimensioning practices and notes as used by the topographic and structural draftsman will be included.</p> <p>Prerequisites: DFT 1142, MAT 1102</p> <p>Co-Requisite: CIV 1101</p>				
DFT 1148—Structural Systems	1	0	6	3
<p>A comparative study of structural systems including timber, steel, and concrete with emphasis upon structural behavior, economics and drafting room production of structural drawings.</p> <p>Prerequisite: DFT 1121, DFT 1141</p>				

ELECTRICAL

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELC 1101—Basic Electricity	3	0	0	3
<p>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.</p> <p>Prerequisite: None</p>				
ELC 1112—Electrical Theory	5	0	9	8
<p>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)</p> <p>Prerequisite: None</p>				
ELC 1113—Electric Motors & Controls	7	0	12	11
<p>Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors.</p> <p>Prerequisites: ELC 1112, ELC 1126, DFT 1109, and ELC 1124</p>				
ELC 1124A—Residential Wiring	5	0	6	5
<p>Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1127</p>				
ELC 1124B—Residential Installation	2	0	6	7
<p>Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109</p>				
ELC 1125—Commercial Installations	5	0	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 mock-ups.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124</p>				
ELC 1126—National Electrical Code	6	4	0	8
<p>Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code.</p> <p>Prerequisites: ELC 1112, MAT 1115, ELC 1127</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELC 1127—Electrical Materials and Tools	0	0	3	1

Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment.

Prerequisite: None

ELC 1129—Industrial Installation	3	6	0	5
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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



ELECTRONIC SERVICING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 1104—Fundamentals of Electronics I	2	2	0	3
<p>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.</p>				
ELN 1105—Fundamentals of Electronics II	2	2	0	3
<p>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.</p> <p>Prerequisite: ELN 1104</p>				
ELN 1106—Radio and Amplifier Systems and Servicing	2	3	0	3
<p>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.</p> <p>Prerequisite: ELN 1104, ELN 1105, or proficiency exam</p>				
ELN 1112—Direct and Alternating Current	7	0	15	12
<p>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.</p> <p>Prerequisite: None</p>				
ELN 1115—Television Receiver Circuits and Servicing I	2	4	0	4
<p>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 associate test equipment will be stressed.</p> <p>Prerequisite: ELN 1104, ELN 1105, ELN 1106, or proficiency exam</p>				
ELN 1116—Television Receiver Circuits and Servicing II	2	4	0	4
<p>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.</p> <p>Prerequisite: ELN 1104, ELN 1105, ELN 1106, ELN 1115, or proficiency exam</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 1117—Color Television Receiver Circuits and Servicing	2	4	0	4
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.				
Prerequisites: ELN 1104, ELN 1105, ELN 1106, ELN 1115, ELN 1116, or proficiency exam				
ELN 1122—Vacuum Tubes and Circuits	5	0	9	8
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.				
Prerequisites: ELC 1112, MAT 1115				
ELN 1123—Introduction to Television	2	0	6	4
The theory and circuitry of monochrome television.				
Prerequisites: ELN 1122, ELN 1125, MAT 1116				
ELN 1124—Servicing Home Entertainment Electronic Devices	2	0	6	4
The principles and techniques of servicing radio receivers including AM, FM, and stereo. Tape recorders, amplifiers, and record player servicing are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed.				
Prerequisites: ELN 1122, ELN 1123				
ELN 1125—Transistor Theory and Circuits I	2	0	6	4
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits.				
Prerequisites: ELC 1112, MAT 1115				
ELN 1126—Transistor Theory and Circuits II	2	0	9	5
The theory and application of recent semi-conductor developments including zener diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, break over diodes (diacs), unijunction transistors and triacs.				
Prerequisites: ELN 1125, ELC 112, MAT 1115				
ELN 1127—Television Receiver Circuits and Servicing	10	0	15	15
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits.				
Prerequisites: ELN 1123, ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 116				

RELATED SUBJECTS FOR PRACTICAL ELECTRONIC SERVICING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
EDU 1032—Related Science	2	0	0	2
<p>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.</p>				
EDU 1033—Related Science	2	0	0	2
<p>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</p>				
EDU 1034—Related Science	1	0	0	1
<p>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</p>				



ENGLISH

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 92—Developmental Reading I	5	0	0	5
A laboratory approach to reading development. Emphasis is placed on vocabulary building, comprehension, rate, and learning skills. The instructor will determine areas of deficiency and design a reading development program to meet the individual's needs. Prerequisite: None (Non Credit)				
ENG 93—Developmental Reading II	5	0	0	5
A continuation of English 92. Further development of reading skills is emphasized with additional work in critical and study-type reading. Taught in a laboratory setting. Prerequisite: ENG 92 or equivalent (Non Credit)				
ENG 98—Developmental English	5	0	0	5
A basic course in English grammar, punctuation, and spelling which is taught in an individualized laboratory setting. Recommended for students who show a need for an improved mastery of the subject. Prerequisite: None (Non Credit)				
ENG 99—Developmental Composition	5	0	0	5
A continuation of English 98. In this course, basic composition skills are taught, starting with the sentence and progressing through the paragraph and the short theme. Students completing both English 98 and English 99 with a grade of "C" or better may receive credit (3 hours credit) for T-English 101 upon the instructor's recommendation. Prerequisite: English 98 or equivalent (Non Credit)				
ENG 101—English Composition	3	0	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 its equivalent.				
ENG 102—English Composition	3	0	0	3
Organizing and developing a research paper, with a brief review of the elements of grammar as needed. A study of mythology and the novel. Prerequisite: English 101				
ENG 103—English Composition	3	0	0	3
A study of poetry and drama. Prerequisite: English 102				
ENG 111—Advanced Reading	3	0	0	3
An advanced reading course 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 the instructor and/or ENG 92				
ENG 201—English Literature	5	0	0	5
The study of English Literature from Beowulf to the Romantic Period. Prerequisite: English 103				
ENG 202—English Literature	5	0	0	5
A continuation of ENG 201, including a study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 103				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
ENG 203—American Literature	5	0	0	5
A survey of representative American writers from the Colonial Period to 1865.				
Prerequisite: ENG 103				
ENG 204—American Literature	5	0	0	5
A continuation of English 203. A survey of representative writers from 1865 until the present.				
Prerequisite: ENG 103				
ENG 205—World Literature	5	0	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				
ENG 206—World Literature	5	0	0	5
A survey of the tempers of western thought from 1600 to the present, stressing the relationship between literature and other arts.				
Prerequisite: ENG 103				
ENG 210—Creative Writing	3	0	0	3
A course geared to the needs and interests of student writers, covering form, style, and the techniques of the discipline, with special exercises adapted to the abilities of individual students.				
Prerequisite: ENG 103 or permission of the instructor				
T-ENG 101—Grammar	3	0	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 structures, punctuation, and spelling. Intended to stimulate students to apply the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: ENG 99 or equivalent				
T-ENG 102—Composition	3	0	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				
T-ENG 204—Oral Communication	3	0	0	3
A study of the basic concepts and principles of oral communication to enable the student to speak more effectively. Emphasis is placed on logical organization and effective presentation of ideas. Attention is given to a variety of speaking situations in which the student may find himself when he enters the business world.				
Prerequisite: T-ENG 102 or equivalent				
T-ENG 206—Business Communication	3	0	0	3
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				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 1101—Reading Improvement	3	0	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—Professional Communications	3	0	0	3
Fundamentals of correct language usage are applied to the business letter and the simple business or technical report.				
Prerequisite: ENG 1101 or equivalent				
JOR 211—Introduction to Mass Communication	5	0	0	5
Theory, structure, content, functions and audiences of the mass communication media in contemporary life. The historical development of the mass media, examining social and technological influences on current practices. Critical evaluation of the roles in media in providing news, opinions, entertainment and advertising.				
JOR 212—Journalistic Writing	3	2	0	5
Fundamentals of news style, reporting, and ethics. Emphasis on journalistic elements, writing techniques and story structure. Classroom discussion, laboratory writing and seminars will cover material ranging from news, pictures, editorials and sports copy to page make-up headline writing and copy editing. Students can receive training on a college publication or through co-op study.				
Prerequisite: ENG 103				

FOREIGN LANGUAGES

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FRE 101—Elementary French	5	1	0	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.				
Prerequisite: None				
FRE 102—Elementary French	5	1	0	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	0	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 102 or permission of instructor				
FRE 202—Intermediate French	5	1	0	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	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	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	0	5
Selected works of French literature studied in English.				
Not to satisfy the language requirement.				
Prerequisite: None				
SPA 101—Elementary Spanish	5	1	0	5
A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, special emphasis on self-expression in the language. Lab work is required in addition to daily lectures.				
Prerequisite: None				
SPA 102—Elementary Spanish	5	1	0	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	Shop	
SPA 201—Intermediate Spanish	5	1	0	5
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				
SPA 202—Intermediate Spanish	5	1	0	5
A continuation of Spanish 201. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 201 or permission of instructor				
SPA 211—Conversational Spanish	5	0	0	5
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: None				
SPA 212—Spanish Civilization: Spain and Latin America	5	0	0	5
Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement.				
Prerequisite: None				
SPA 221—Spanish Literature in Translation	5	0	0	5
Selected works of Spanish Literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				
Prerequisite: None				

HEALTH AND PHYSICAL EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
HEA 101—Personal and Community Health	5	0	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	0	3
A basic course in health education designed to teach fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application as recommended by the Red Cross.				
PED 250—Introduction & History to Physical Education	5	0	0	5
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.				
REC 201—Introduction to Recreational Services	5	0	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.				
REC 202—Outdoor Recreation and Camping	5	0	0	5
Includes study of the history, development and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work field trips, and the development of outdoor skills.				
The following are "service" courses in which the history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of six (6) quarter-hour credits. (See Physical Educational Requirements, Page 49.)				
PED 101—Physical Conditioning I	2	0	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	0	1
This co-educational 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	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	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	0	1
This co-educational course includes instruction and practice in the basic skills, strategy and application of rules for volleyball. Standard uniform required.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PED 106—Touch Football	2	0	0	1
Study of fundamental rules, and instruction and practice in the skills and strategy of touch football. Standard uniform required.				
PED 107—Beginning Basketball	2	0	0	1
This course introduces the student to various rules, skills, and fundamental techniques of basketball. Standard uniform required.				
PED 108—Beginning Archery	2	0	0	1
This co-educational course is designed to provide the student with basic techniques and knowledge on target archery.				
PED 109—Beginning Tennis	2	0	0	1
This co-educational 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	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	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	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate basketball team for his first year on the team.				
PED 113—Beginning Bowling	2	0	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. Fee charged.				
PED 114—Cheerleading	2	0	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 technique 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	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. Fee charged. Students must provide their own golf balls.				
PED 116—Introduction to Tumbling and Gymnastics	2	0	0	1
A co-educational introductory course involving the 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.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PED 117—Weight Training	2	0	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.				
PED 118—Judo	2	0	0	1
Rules, etiquette, methods 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	0	1
Designed for the more advanced male athlete who must be an active participant on the intercollegiate team for his first year on the baseball team.				
PED 203—Track and Field	2	0	0	1
A co-educational course in track and field designed to introduce the fundamental skills in such events as the sprints, middle distance run, distance run, relays, and selected field events. Standard uniform required.				
PED 208—Individual Activities	2	0	0	1
This co-educational course includes a study of the rules of badminton and deck tennis, followed by instruction and practice in the fundamentals and strategy of both recreational sports. Standard uniform required.				
PED 209—Advanced Tennis	2	0	0	1
An advanced co-educational course in tennis for the student who desires to increase his or her knowledge on techniques and strategy. Prerequisite: A grade of B or better on beginning tennis (PED 109), or permission of the instructor.				
PED 212—Advanced Basketball II	2	0	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	0	1
An advanced co-educational course in bowling designed for the student who desires to increase his knowledge in techniques and strategy. Prerequisite: A grade of B or higher in beginning bowling (PED 113) or permission of the instructor.				
PED 214—Cheerleading II	2	0	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 216—Advanced Gymnastics	2	0	0	1
A co-educational course designed to provide continuation of skill development from the beginning level to include introductory work on the apparatus and floor exercises. Standard uniform required. Prerequisite: PED 116 or permission of the instructor.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PED 218—Advanced Archery	2	0	0	1
An advanced co-educational 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 221—Advanced Baseball II	2	0	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				

HUMANITIES

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ART 101—Art Appreciation Art expression emphasizing styles and forms beginning with cave art and continuing to the art of present day, including a survey of American art.	5	0	0	5
ART 102—Beginning Drawing Fundamental drawing and studio experiences; still life, landscape and human figure; exploration of basic drawing media. Studio change.	3	3	0	3
ART 103—Figure Drawing Study of the human figure in action and still poses; rapid sketching, long poses, memory work and portraiture. Studio change.	3	3	0	3
ART 104—Advanced Drawing Continuation of the drawing sequence with emphasis upon drawing from imagination and upon pictorial organization; development of skills in drawing.	3	3	0	3
ART 105—Color and Design Experimentation and practice on design problems relating to visual communication with emphasis on techniques and solution.	2	4	0	5
ART 106—Color and Design Introduction to the concepts of two and three dimensional design and the theory and use of color.	2	4	0	5
ART 107—Calligraphy (lettering) Study and execution of letter forms and their history as elements of design in such application as layout and illustration. Pencil, pen and brush techniques and their application.	2	3	0	3
ART 201—Painting Introduction to painting employs various media such as oils, opaque and transparent water colors, acrylics, etc. Analysis of master works through film slides and museum trips. Painting I is the first quarter of a three-quarter sequence introducing the student to painting materials and painting from live models, still life and environmental experiences. Prerequisite: ART 103 or 105 or permission of the instructor	1	5	0	3
ART 202—Painting II The application of basic skills experienced in Painting I to development of creative works in oils, water solubles, etc. Figure painting, media techniques and problems in figure construction and composition. Prerequisite: ART 201	1	5	0	3
ART 203—Painting III A continuation of ART 202. Advanced techniques and experimentation in use of materials and the development of creative styles in oil and water color painting. Prerequisite: ART 202	1	5	0	3
ART 204—Art History I A historical and critical study of painting, sculpture and architecture from prehistoric time to the Renaissance.	3	0	0	3
ART 205—Art History II A continuation of the history and criticism of art from the Renaissance to the present.	3	0	0	3

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DRA 201—Acting	3	0	0	3
A study of the basic principles underlying the acting art; development of stage techniques through the training of body and voice as instruments of expression. It is required that the student actor participate actively in the current production on stage or behind the scenes.				
DRA 202—Intermediate Acting	3	0	0	3
A continuation of Drama 201, 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 203—Advanced Acting	3	0	0	3
Intensive application of acting techniques through advanced study and performance of selected scenes involving problems of style in a wide range of dramatic materials. It is required that the student participate actively in the current production, either on stage or behind the scenes.				
DRA 204—Stage Makeup	2	0	0	2
An introduction to the fundamental principles and techniques of theatrical makeup.				
DRA 205—Drama Practicum	5	0	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. This course may be taken twice for credit.				
DRA 210—Introduction to the Theater	5	0	0	5
A survey of the history of the theater beginning with the Greek and continuing with the development of drama to its present stage. Prerequisite: None				
DRA 211—Literature of the Theatre	5	0	0	5
Critical analysis of related dramatic works designed to develop appreciation and understanding of drama as a literary form. Significant plays, both classic and contemporary, that make up the literature of the theatre will be studied.				
MUS 101—Music Appreciation	5	0	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	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	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).				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MUS 104—Music Theory II A continuation of MUS 103 in a study of the elements of music theory and harmony. Prerequisite: MUS 103	3	0	0	3
MUS 105—Music Theory III A continuation of MUS 104 in a study of the elements of music theory and harmony. Prerequisite: MUS 104	3	0	0	3
MUS 106—CCCC Chorus 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.	3	0	0	1
MUS 201—Music In America A survey of music and the people involved in the musical practices in America from colonial times to the present. Emphasis is placed on those inherent qualities which have permeated this country's serious and popular music over the past three centuries. No musical background necessary. Offered alternate years.	5	0	0	5
MUS 202—History of Jazz A study of the major elements of jazz concentrating on its culture and historical evaluation techniques, styles and performers are also emphasized. Illustrated by musical examples through recording and other audio-visual devices. No previous knowledge of music required.	5	0	0	5
MUS 203—Music of the Theatre A survey of music literature for the general student. Selected works from the field of opera, vocal music and Broadway plays. Emphasis on style and authentic performance practices.	5	0	0	5
PHI 201—Introduction to Philosophy 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.	5	0	0	5
REL 101—Introduction to the Old Testament 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.	5	0	0	5
REL 102—Introduction to the New Testament A study of the life and teaching of Jesus, and of the beginning of church life and thought as reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries.	5	0	0	5
SPH 201—Fundamentals of Speech The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation. Prerequisite: None	3	0	0	3

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SPH 202—Voice and Diction	3	0	0	3
A course designed to develop the voice to its optimum euphony through emphasizing central diaphragmatic breathing, pitch and volume control, clear articulation, and correct pronunciation.				
SPH 205—Argumentation and Debate	3	0	0	3
An introduction to the procedures of parliamentary and college debate. Emphasis upon effectiveness in the analysis of issues, study of public problems, evidence, the reasoning process, the brief as preparation for argumentation and debate, and skill in oral presentation.				
Prerequisite: SPH 201, or permission of the instructor.				
SPH 206—Oral Interpretation	5	0	0	5
Development of the students' oral ability to communicate various types of written material with understanding and appreciation. Involves the discussion and application of the techniques of oral reading of poetry, prose and drama. Designed to enhance the students' appreciation of words, ideas and beauty in all forms of literature.				
Prerequisite: SPH 201-202, or permission of instructor.				

MASONRY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAS 1101—Bricklaying	5	0	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	0	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	0	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	0	3	4
This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.				
Prerequisite: MAS 1103				

MATHEMATICS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 81—Mathematics I	5	0	0	(5)
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)				
MAT 82—Mathematics II	5	0	0	(5)
Development of skills in the relationship between percent, fractions and decimals. A study of squares and square roots, binary 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)				
MAT 83—Mathematics III	5	0	0	(5)
Introduction to word problems and solution to simple equations, formulas and evaluation of algebraic expressions as they pertain to payrolls, simple and compound interest, taxes, installment buying and other consumer problems. Interpretation of tables and graphs. (Non Credit)				
Students receiving a grade of B or better in this course may upon recommendation of the instructor receive credit (5 hours credit) for T-MAT 110.				
MAT 91—Preparatory Algebra I	5	0	0	(5)
A course designed for students having a weak background in algebra. The concept of a "set" and set terminology is introduced. Stress is placed upon developing competence in using the commutative, associative, and distributive laws as applied to the fundamental operations on the set of counting numbers and the set of integers.				
Prerequisite: None (Non-Credit)				
MAT 92—Preparatory Algebra II	5	0	0	(5)
A continuation of MAT 91 which develops competence in using the commutative, associative, and distributive laws as applied to fundamental operations on the set of rational numbers. The student examines equations in one and two variables and learns to solve simultaneous linear equations both graphically and algebraically.				
Prerequisite: MAT 91 (Non-Credit)				
MAT 93—Preparatory Algebra III	5	0	0	(5)
A continuation of MAT 92 which develops competence in using the fundamental operations on algebraic polynomials and polynomial fractions. Factorization and simplification of such algebraic expressions is emphasized. The student learns to solve fractional and quadratic equations.				
Prerequisite: MAT 92 (Non-Credit)				
MAT 94—Preparatory Algebra IV	5	0	5	(5)
A continuation of MAT 93 which examines irrational numbers and their simplification. Fundamental operations on radical fractions and quadratic equations with irrational solutions are emphasized. The systems of real numbers and complex numbers are examined for their algebraic properties. The concepts of set, relation, and function are also closely examined.				
Prerequisite: MAT 93 (Non-Credit)				
MAT 95—Preparatory Algebra V	5	0	0	(5)
A continuation of MAT 94 which examines the algebraic and graphical solution of linear inequalities and absolute value expressions. Graphing of linear equations, quadratic equations, and circles is emphasized. Additional topics include exponents, factoring, and a study of logarithms.				
Prerequisite: MAT 94 (Non-Credit)				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 100—Contemporary College Mathematics I	5	0	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 100 emphasizes mathematical systems and structures, such as the algebra of sets, logic, number systems, and elementary algebraic operations. Ancient and modern numeration systems of various bases are also studied.</p> <p>Prerequisite: One unit of high school algebra, or MAT 93</p>				
MAT 101—Contemporary College Mathematics II	5	0	0	5
<p>This course is a continuation of MAT 100. Topics include the simplification of algebraic expressions and the study of radicals and rational exponents, equations and inequalities, relations and functions, introduction to analytic geometry, permutations, combinations, and an introduction to probability and statistics.</p> <p>Prerequisite: MAT 100</p>				
MAT 102—College Algebra	5	0	0	5
<p>This course offers a brief introduction to the algebra of sets, an axiomatic development of the real number system, and a rapid review of elementary algebra. Inequalities, equations involving radicals, determinants and their applications, the binomial theorem, permutations and combinations. Additional topics may include the complex number system, exponential and logarithmic functions.</p> <p>Prerequisite: Two units of high school algebra, or MAT 95, or MAT 101 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>				
MAT 103—Trigonometry	5	0	0	5
<p>This course offers a brief review of sets, 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 functions. A study of the techniques of proving trigonometric identities and solving trigonometric equations. The study and use of logarithms as applied to trigonometric problems. The study of sequences and series. Additional topics may include the inverse trigonometric functions, vectors, and the complex number system.</p> <p>Prerequisite: MAT 102, or MAT 101 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>				
MAT 201—Calculus and Analytic Geometry I	5	0	0	5
<p>This course is the first of a four-quarter study of analytic geometry and calculus.</p> <p>The topics include: the analytic geometry of the line and the circle; functions and graphs; an introduction to limits and continuity; the derivative of algebraic functions; the application of the derivative to curve sketching and to problems of maxima and minima, and related rates; an introduction to the integral; the fundamental theorem of integral calculus; and the application of simple integrals to area problems.</p> <p>Prerequisites: MAT 102 and MAT 103 or permission of the Dean of College Transfer Education.</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 202—Calculus and Analytic Geometry II	5	0	0	5
This course is the second of a four quarter study of analytic geometry and calculus.				
The topics include: the analytic geometry of the ellipse, the parabola, and the hyperbola, including translation and rotation of axes; vectors in the plane; a geometric approach to limits and continuity; differentiation, integration, and applications of the trigonometric, exponential, hyperbolic functions, and their inverses; and methods of integration.				
Prerequisite: MAT 201 or equivalent				
MAT 203—Calculus and Analytic Geometry III	5	0	0	5
This course is the third of a four quarter study of analytic geometry and calculus.				
The topics include: parametric equations of a locus; derivatives of parametric equations including arc length; polar coordinates and graphs; applications of the derivative and the integral to problems in polar coordinates; a review of the methods of integration; further applications of the integral including improper integrals, volumes of solids, surface areas, centroids, and moments of inertia; the epsilon-delta approach to limits and continuity; Rolle's theorem; and the mean-value theorem.				
Prerequisite: MAT 202 or equivalent.				
MAT 204—Calculus and Analytic Geometry IV	5	0	0	5
This course is the fourth of a four quarter study of analytic geometry and calculus.				
The topics include: Indeterminate forms; infinite series including comparison and limit comparison tests, the ratio and integral test, alternating and conditional convergence, series of functions, differentiation and integration of series; Taylor's series, and remainder theorems; solid analytic geometry of cylinders and spheres, quadric surfaces, curves in space, velocity and acceleration, and vectors in space; partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications to volumes, area, mass, and centers of mass and moments of inertia.				
Prerequisites: MAT 203 or equivalent				
MAT 250—Introductory Statistics	4	2	0	5
This course relates general concepts and methods in statistics with applications to contemporary life. Topics include introduction to statistical thought, descriptive statistics, elementary probability, problems of sampling and inference, confidence intervals, testing of hypotheses, regression, correlation, and selected basic statistical techniques.				
Prerequisite: MAT 101 or MAT 102				
MAT 251—Statistics Laboratory I and Directed Study	0	2	0	1
A laboratory program which is individually designed to meet the needs of the student in his interests or chosen field. Selected problems and topics will be assigned.				
Prerequisite: MAT 250 or equivalent				
MAT 252—Statistics Laboratory II and Directed Study	0	2	0	1
This course is a continuation of MAT 251, giving the student an opportunity for a greater, in-depth study of problems and statistical techniques.				
Prerequisite: MAT 251				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
T-MAT 101—Technical Mathematics I	5	0	0	5
<p>This course offers a study of the operations with mixed and decimal numbers, stressing accuracy, precision, and tolerance values. Fundamental algebraic operations, linear equations in one and two unknowns, quadratic equations, fundamentals of geometry, rectangular coordinate system, introduction to trigonometric concepts and operations. The application of these principles to practical technician problems is stressed.</p> <p>Prerequisite: Two units of high school algebra and one unit of high school geometry, or permission of the Engineering Technology Division</p>				
T-MAT 102—Technical Mathematics II	5	0	0	5
<p>This course offers a rapid review of algebraic operations, factoring and simplification of algebraic fractions; algebraic division; integer and rational exponents and radical expressions; fractional linear and quadratic equations in one variable; ratio, proportion, and variation; applied geometry problems in depth. The application of these principles to practical technician problems is stressed.</p> <p>Prerequisite: T-MAT 101 or equivalent</p>				
T-MAT 103—Technical Mathematics III	5	0	0	5
<p>This course offers a study of linear functions and graphs, midpoint and distance formulas; parallel and perpendicular lines, systems of linear equations and applications; right triangle trigonometry, trigonometric functions, polar coordinates, law of sines and cosines; logarithmic and exponential functions, computations and applications; graphs using log-log and semi-log charts. The application of these principles to practical technician problems is stressed.</p> <p>Prerequisite: T-MAT 102 or equivalent</p>				
T-MAT 107—Electronic Data Processing Mathematics	5	0	0	5
<p>This course offers a comprehensive study of place-value, number bases, scientific and floating-point notation, multi-variable linear systems, determinants, Cramer's rule, matrix theory and applications to linear systems; sequences and series, introduction to logic and Boolean algebra, algorithms and iterative techniques.</p> <p>Prerequisite: MAT 102</p>				
T-MAT 110—Business Mathematics	5	0	0	5
<p>This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, installment buying, commission, taxes, and pertinent uses of mathematics in the field of business.</p> <p>Prerequisite: MAT 83 or equivalent score on placement test.</p>				
MAT 1101—Fundamentals of Mathematics	5	0	0	5
<p>This course includes an analysis of basic operations: addition, subtraction, multiplication, and division; a study of whole numbers, fractions, and decimals; percentages, ratio and proportion; powers and roots; plane and solid geometric figures used in industry; measurement of surfaces and volumes; introduction to algebra and formulas used in trades. Practice in depth.</p> <p>Prerequisite: Satisfactory scores on placement tests</p>				
MAT 1102—Applied Mathematics	5	0	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</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<p>be presented are: ratio and proportion as applied to force, work, energy, simple machines, electricity; horsepower, formulas, introduction to statistics and graphs.</p> <p>Prerequisite: MAT 1101 or permission of instructor</p>				
MAT 1103—Geometry	3	0	0	3
<p>Fundamental properties and definitions; plane 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.</p> <p>Prerequisite: None</p>				
MAT 1112—Building Trades Mathematics	3	0	0	3
<p>This course offers practical problems dealing with volumes, weights, and ratios; mensuration; and basic estimating practices for building materials.</p> <p>Prerequisite: MAT 1101</p>				
MAT 1115—Electrical Mathematics I	5	0	0	5
<p>This course analyzes basic concepts and arithmetic operations for rational and real numbers, with emphasis on skills in solving electrical circuits and electronics problems. Basic mathematical manipulations are studied as they relate to Ohm's law and other electrical formulas. Other topics include powers of ten, scientific notation, roots, tables and their interpretation, basic trigonometric functions, and logarithms.</p> <p>Prerequisite: Satisfactory scores on placement tests</p>				
MAT 1116—Electrical Mathematics II	5	0	0	5
<p>This course is a continuation of MAT 1115. Topics include basic algebra as applied to electrical theories, plane vectors, alternating current, and additional study in basic operations.</p> <p>Prerequisite: MAT 1115</p>				

MEDICAL LABORATORY TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
MLT 101—Introduction to the Clinical Laboratory Fundamental concepts and techniques of the clinical laboratory: basic skills in blood collecting techniques, quality control measurements; identification, care and use of laboratory equipment; study of personnel relations between technician and patient, doctors, nurses.	2	2	0	3
MLT 102—Hematology I Study of the formation and morphology of the cellular elements of the blood; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases; blood counts and staining techniques.	4	2	0	5
MLT 103—Urinalysis A review of the urinary system and study of the chemical and microscopic elements of the urine.	2	2	0	3
MLT 104—Histology—Cytology Classification and identification of cells and tissues. Selected microscopic study of organs. Preparation of tissues for microscopic examination by paraffin, celloidin and frozen section techniques using a wide variety of fixing, dehydrating and staining procedures.	2	2	0	3
MLT 201—Hematology II Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias.	4	2	0	5
MLT 202 & 204—Clinical Chemistry I and II Study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variations in health and disease; study of gravimetric, detrimetric, colormetric, spectrophotometric, and automated procedures.	4	0	3	5
MLT 205—Serology Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.	2	2	0	3
MLT 207—Microbiology I Study of the history, classification and morphology of bacteria; introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes.	4	0	3	5
MLT 208—Microbiology II Study of the history, classification and morphology of parasites, fungi and yeasts, and viruses and study of their pathogenesis in man.	4	0	3	5
MLT 210—Immunoematology An introduction to blood banking; blood groups and types, compatibility testing and processing of blood for transfusion.				
MLT 212—Seminar Discussion of various topics of interest to students; guest lecturers by specialists; field trips to State Health Laboratory and research laboratories.	2	0	0	2
MLT 220—Clinical Practice Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor.	0	0	40	13
MLT 222—Clinical Practice Clinical practice performed in clinical hospital laboratory setting. Work performed under direct supervision of laboratory supervisor.	0	4	0	7

NURSE EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
NUR 100—Nursing Procedures	3	3	0	4
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	6	9	0	9
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 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—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				
NUR 103—Fundamentals of Nursing II	6	9	0	9
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 physiology of the different age groups.				
Prerequisite: NUR 101				
NUR 104—Nursing in Physical/Mental Illness I	5	12	0	9
Begins the learning experiences involving patients with advanced nursing problems in all age groups, including communicable diseases, accidental injury, patients undergoing surgery, patients who are mentally and emotionally disabled and those with neoplasm, cardiovascular diseases, and deficiency diseases.				
Prerequisite: NUR 103				
NUR 105—Behavioral Disorders	10	18	0	8
A study and application of concepts of mental health in working with the mentally ill. This course is designed to allow the student to study the behavior of patients in a mental hospital setting so as to increase the student's nursing skills and understanding of patients behavior. The role of the nurse in community mental health nursing is emphasized.				
Prerequisite: NUR 104				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
NUR 206—Maternal and Child Care	5	15	0	10
Deals with the physiological, 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 105				
NUR 207—Nursing Care in Physical/Mental Illness II	4	15	0	9
Continuation of NUR 104, involving patients in all age groups with advanced nursing problems in surgical intervention, oncology, cardiovascular disorders; the concepts of mental health will be integrated throughout the course content.				
Prerequisite: NUR 104				
NUR 208—Nursing Care in Physical/Mental Illness III	4	18	0	10
A continuation of NUR 104 and NUR 207. Concepts of Public Health Nursing will be integrated throughout the course content. Disaster emergency nursing will be presented.				
Prerequisite: NUR 207				
NUR 209—Nursing Seminar	3	0	0	3
Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse.				
Prerequisite: NUR 207				
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 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				
NUR 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				

Course Title	Hours Per Week			Quarter
	Class	Lab	Clinical	Hours Credit
NUR 1004—Vocational Adjustments	3	0	0	3
<p>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.</p> <p>Prerequisite: Admission requirements</p>				
NUR 1005—Medical-Surgical Nursing I	5	0	0	5
<p>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.</p> <p>Prerequisite: Satisfactory completion of all first quarter courses</p>				
NUR 1006—Nursing of Children	3	0	0	3
<p>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.</p> <p>Prerequisite: Satisfactory completion of all first quarter courses</p>				
NUR 1007—Clinical Experience I	0	0	15	5
<p>Provides supervised experience in basic nursing care of selected patients in a general hospital setting. Includes opportunities to meet patients' needs relating 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	3	0	0	3
<p>Presents a review of basic mathematics as related to calculating medication dosage and solutions. Includes methods of calculating drug dosage and converting dosages from one system of measurement to another. Sources, actions and therapeutic uses of the 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, endocrine, and cardiovascular systems. Diagnostic methods, medical-surgical management and psychological re-</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
<p>sponses to the various disorders are discussed. Patient teaching and rehabilitation are stressed as intrinsic aspects of nursing care. Mental health concepts are integrated with all systems.</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 normalcy 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 antepartum clinic and postpartum clinic are provided to stress the scope of maternal health care.</p>				
C. Nursing of Children				
<p>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.</p> <p>Prerequisite for the above: Satisfactory completion of all second quarter courses</p>				
NUR 1012—Pharmacology and Drug Therapy	2	0	0	2
<p>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.</p> <p>Prerequisite: Satisfactory completion of NUR 1008</p>				
NUR 1013—Personal and Vocational Relationships	2	0	0	2
<p>Presents information regarding organizations with membership open to practical nurses. Stresses values of membership in professional organiza-</p>				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
tions 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 of 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 genito-urinary, nervous, and gastrointestinal systems. Diagnostic methods, medical-surgical management, and psychological responses to the various disorders are discussed. Patient teaching and rehabilitation are stressed.				
Concepts of medical self help and basic first aid principles are presented as disaster nursing.				
Mental health concepts are integrated with all systems.				
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.				

OPERATING ROOM TECHNICIAN

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
T-SUR 101—Introduction to Operating Room	2	4	0	4
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	3	0	5
This course includes procedures for general surgery, obstetrics and gynecology, ophthalmology, orthohinolargngology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, cardiovascular and peripheral vascular surgery.				
T-SUR 103—Surgical Procedures II	3	2	0	4
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 106—Suggested Seminar I	2	0	0	2
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I.				
T-SUR 107—Suggested Seminar II	1	0	0	1
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II.				

POLICE SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSC 101—Introduction to Police Science	5	0	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	0	5
Primary emphasis will be placed on theories and factors attributing to criminal behavior and the effects of that behavior on society. An overview of the different crimes will be presented to promote understanding of the causes and effects of crime. An overview of past and contemporary penal and correctional measures will also be given.				
Prerequisite: None				
PSC 103—Introduction to Corrections	5	0	0	5
This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasizes correctional goals in the criminal justice system.				
Prerequisite: None				
PSC 110—Juvenile Delinquency	3	0	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 dispositions, juvenile status and court in delinquency control will be studied.				
Prerequisite: None				
PSC 112—Motor Vehicle Law	3	0	0	3
A study of the traffic enforcement codes, their origins and the basis for contemporary changes in the codes. Emphasis will be placed on North Carolina law.				
Prerequisite: None				
PSC 113—Identification Techniques	3	2	0	4
Primary emphasis will be placed on the science of fingerprinting. Beginning instruction will be presented on the Henry system of ten fingerprint classification. Techniques for taking rolled fingerprints, and developing and lifting latent prints will be acquired through lab practice. An introduction will be given in the process of comparing latent prints with rolled impressions and in preparing them for courtroom presentation. An overview of various other identification techniques will also be presented.				
Prerequisite: None				
PSC 115—Criminal Law	3	0	0	3
An examination of the sources, purposes and goals of criminal law; substantive crimes and punishments in the practical administration of the criminal justice system.				
Prerequisite: None				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSC 202—Police-Community Relations	3	0	0	3
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.				
Prerequisite: None				
PSC 204—Police Photography	3	2	0	4
A study of photographic equipment and its application to the field of criminal justice. Instruction will be given in the basics of black and white photography, including the processing of negatives and photographic prints. The student will develop techniques in the use of basic cameras and other photographic equipment through lab practice. Crime scene photography will receive emphasis.				
Prerequisite: None				
PSC 205—Criminal Evidence	3	0	0	3
A comprehensive analysis of the rules of evidence applied in criminal trials. Particular subjects include judicial notice, presumptions, real and circumstantial evidence, documentary evidence, hearsay evidence, confessions, admissions and witnesses.				
Prerequisite: None				
PSC 209—Interviews and Interrogations	3	2	0	4
This course presents a concentrated familiarization with basic and special techniques employed in criminal justice interviews and interrogations. Various sources of information available to criminal justice agencies are given. Proficiency is developed by the student in interrogation techniques through lab practice.				
Prerequisite: None				
PSC 210—Criminal Investigation	3	2	0	4
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.				
Prerequisite: None				
PSC 211—Introduction to Criminalistics	3	2	0	4
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.				
Prerequisite: None				
PSC 220—Police Organization and Administration	3	0	0	3
An introduction to the fundamentals of police department administration and organization. The course will survey problems which arise in the managing of a law enforcement agency. A correlation will be drawn between techniques employed by the agency head and the essential support from subordinates. Various methods and purposes of organization will be discussed.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSC 221—Police Supervision	3	0	0	3
<p>Emphasis will be placed on the responsibilities in police management, employee motivation and morale, employee relations, factors in health and safety, work analysis with simplification methods, and grievance procedures.</p> <p>Prerequisite: None</p>				
PSC 225—Criminal Procedure	2	0	0	2
<p>This course is designed to provide the students with the review of the procedures involved from the criminal incident to final disposition, including appeals to higher courts. The police, courts, and corrections functions in the criminal justice system are included.</p> <p>Prerequisite: None</p>				
PSC 240—Firearms and Defensive Tactics	3	2	0	4
<p>This course is designed to help the student develop an understanding of the need for, use and respect for all kinds of firearms. Range familiarization 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 the use of the baton, handcuffs and in defensive tactics used in the handling of arrested persons.</p> <p>Prerequisite: Permission of the instructor</p>				



SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BIO 101—General Biology	3	2	0	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.				
Prerequisite: None				
BIO 102—General Biology	3	2	0	4
A continuation of BIO 101. Topics include classical and biochemical genetics and their relation to development and evolution.				
Prerequisite: None				
BIO 103—General Biology	3	2	0	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.				
Prerequisite: None				
BIO 121—Human Anatomy and Physiology I	3	3	0	4
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	3	3	0	4
Part two of an integrated anatomy and physiology course of the human body.				
Prerequisite: BIO 121				
BIO 123—Introduction to Microbiology	3	3	0	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 257—Environment and Man	3	3	0	4
A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment.				
Prerequisite: None				
BIO 1101—Preclinical-Microbiology and Gross Anatomy and Physiology	2	2	0	3
Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of the pathogenic species in disease, modes of transmission and methods of control. Laboratory experiences provide opportunity 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				

CHEMISTRY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CHE 91—Preparatory Chemistry	4	0	0	(4)
A course in chemistry designed for students with inadequate background in science. The course begins on a fundamental level with units, symbols, formulas, and equations. Atomic structure, chemical bonding, physical states, and solutions are also discussed. The course culminates with a brief outline of organic chemistry.				
Prerequisite: None (non-credit)				
CHE 100—General Chemistry (Police Science)	3	3	0	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 used in forensic science.				
Prerequisite: None				
CHE 101—General Chemistry I	3	3	0	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, formulae and equations.				
Prerequisite: MAT 93 or equivalent, or high school chemistry, or consent of instructor				
CHE 102—General Chemistry II	3	3	0	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 III	3	3	0	4
A continuation of CHE 102 with emphasis on solution chemistry, ionic equilibrium and electrochemistry. Laboratory work concentrates on the procedures and techniques of inorganic qualitative analysis.				
Prerequisite: CHE 102				
CHE 104—Inorganic Chemistry	3	3	0	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				
CHE 105—Organic Chemistry	3	3	0	4
A general survey of organic chemistry. Topics include preparations, reactions, properties, and the uses of various classes of organic compounds.				
Prerequisite: CHE 104 or Instructor's permission				
CHE 106—Nutrition and Biochemistry	3	0	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				

PHYSICS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PHY 101—Physics: Mechanics	3	2	0	4
<p>This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics.</p> <p>Corequisite: MAT 103</p>				
PHY 102—Physics: Electricity and Magnetism	3	2	0	4
<p>This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction.</p> <p>Prerequisite: PHY 101</p>				
PHY 103—Physics: Light, Sound, and Modern Physics	3	2	0	4
<p>This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity.</p> <p>Prerequisite: PHY 102</p>				
T-PHY 101—Work, Energy, and Power	3	2	0	4
<p>Major areas covered in this course are work, energy, and power. Topics include statics, forces, center of gravity, and dynamics. Emphasis will be placed on units and measurements. Students will acquire skill in using mathematical formulae.</p> <p>Corequisite: T-MAT 101</p>				
T-PHY 102—Properties of Matter and Waves	3	2	0	4
<p>Kinetic theory will be used to analyze the behavior of solids, liquids, and gases. Vibration will be presented in terms of simple harmonic motion, which will then be extended to a study of waves and optical phenomena.</p> <p>Prerequisite: T-PHY 102</p>				
PHY 1105—Shop Science I	3	2	0	4
<p>A diverse presentation of basic physical principles applied to the students' field of study.</p> <p>Prerequisite: Satisfactory scores on placement test</p>				
PHY 1106—Shop Science II	3	2	0	4
<p>A study of basic electrical principles and their application to electrical systems. Topics include electron theory, direct current circuitry, magnetism, electromagnetism, power, generators, motors, and batteries.</p> <p>Prerequisite: PHY 1105</p>				
SCI 91—Survey of Science	5	0	0	5
<p>A general survey course designed to familiarize the student with the vocabulary and basic principles of biological and physical sciences. The team-teaching approach will be used in a laboratory setting to examine fundamental concepts in physics, chemistry, and biology needed in any study of the sciences. Lecture/ Lab (5 contact hours—noncredit)</p>				

SOCIAL SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
EDU 201—Introduction to Education	5	0	0	5
A study of the historical, philosophical and sociological foundations of education; and contemporary professional activities in the field of education. Opportunities are afforded for the student to explore the demands and expectations in the various fields and to analyze his capabilities for successful achievement in the teaching profession.				
GEO 201—Physical Geography	4	2	0	5
A study of the basic concepts of physical geography. The earth's astronomical position: water supply, landforms and landforming processes, weather and climate, vegetation and soils are emphasized. Laboratory and laboratory exercises are correlated with the lectures. Prerequisite: None				
GEO 202—Cultural Geography	5	0	0	5
A study of 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. Prerequisite: None				
HIS 101—Western Civilization I	3	0	0	3
A survey of the forces responsible for the rise of the European States from prehistoric times, the ancient Near East, Greece, Rome, the Middle Ages, and other events prior to the Renaissance. Prerequisite: None				
HIS 102—Western Civilization II	3	0	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. Prerequisite: None				
HIS 103—Western Civilization III	3	0	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 I	5	0	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 II	5	0	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 Reconstruction Era, the				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
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				
POL 201—American Federal Government The study of the origins, development, structure, and functioning of the Federal Government. Prerequisite: None	5	0	0	5
POL 202—State and Local Government 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.	5	0	0	5
POL 205—World Politics and International Relations An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States.	5	0	0	5
POL 206—Introduction to Latin America An analysis of the political patterns and cultural behavior among selected countries of the Western Hemisphere. Emphasis on the formal and informal structure of power, and the role of political groups and on the influence of economic, military, religious and ethnic forces.	5	0	0	5
T-POL 201—United States Government A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None	3	0	3	3
PSY 1101—Human Relations 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.	3	0	0	3
T-PSY 206—Applied Psychology 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.	3	0	0	3
PSY 201—Introduction to Psychology 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.	5	0	0	5
PSY 202—Human Growth and Development 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.	5	0	0	5

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSY 203—Abnormal Psychology	5	0	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.				
Prerequisites: PSY 201, PSY 202				
PSY 204—Social Psychology	5	0	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	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	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	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	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				
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 SOC 101 or permission of the Cooperative				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit

Education Director, a 2.0 grade average, and approval of Dean of Student Affairs of less than a full-time student.

Police science students may use up to 5 hours of COE 101 as elective credits. College transfer students may use up to 6 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.

WELDING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MEC 1104—Structure of Metals	2	3	0	3
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	0	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	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				
WLD 1101—Basic Gas Welding	1	0	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	0	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	0	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120 WLD 1121				
WLD 1120—Oxyacetylene Welding and Cutting	3	0	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				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
WLD 1121—Arc Welding	3	0	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	0	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				
WLD 1123—Inert Gas Welding	1	0	3	2
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.				
Prerequisites: WLD 1120, WLD 1121				
WLD 1124—Pipe Welding	3	0	12	7
Designed to provide practice in the welding pressure of piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.				
Prerequisite: WLD 1121				
WLD 1125—Certification Practice	3	0	6	5
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.				
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124				
WLD 1129—Basic Welding	2	0	4	3
Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work.				
Prerequisite: None				
WLD 1180—Basic Welding	2	0	4	3
A short course in welding, both oxyacetylene and electric, designed as a helping course for Automotive Mechanics, Air Conditioning and Refrigeration Trade, Drafting, Sheet Metal and Machine Shop. This course covers a minimum of technical facts, and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene.				

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M.Ed.—North Carolina State University
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 M.S.—Southern Illinois University
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 B.A.—University of South Carolina at Columbia
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 Automotive Mechanics
 Ford Motor Company, Lincoln-Mercury, Allen Equipment School
 Delco Remy Electrical School, Sun Equipment Company
 Chrysler Corporation—Division of Vocational Education
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 Data Processing
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27 years experience in welding
2 years apprenticeship in welding
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M.A.—Florida State University

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M.S.—University of North Carolina at Chapel Hill

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Robert Powell.....	Custodian
Arthur Schmoyer.....	Custodian

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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