Coastal Carolina Community College

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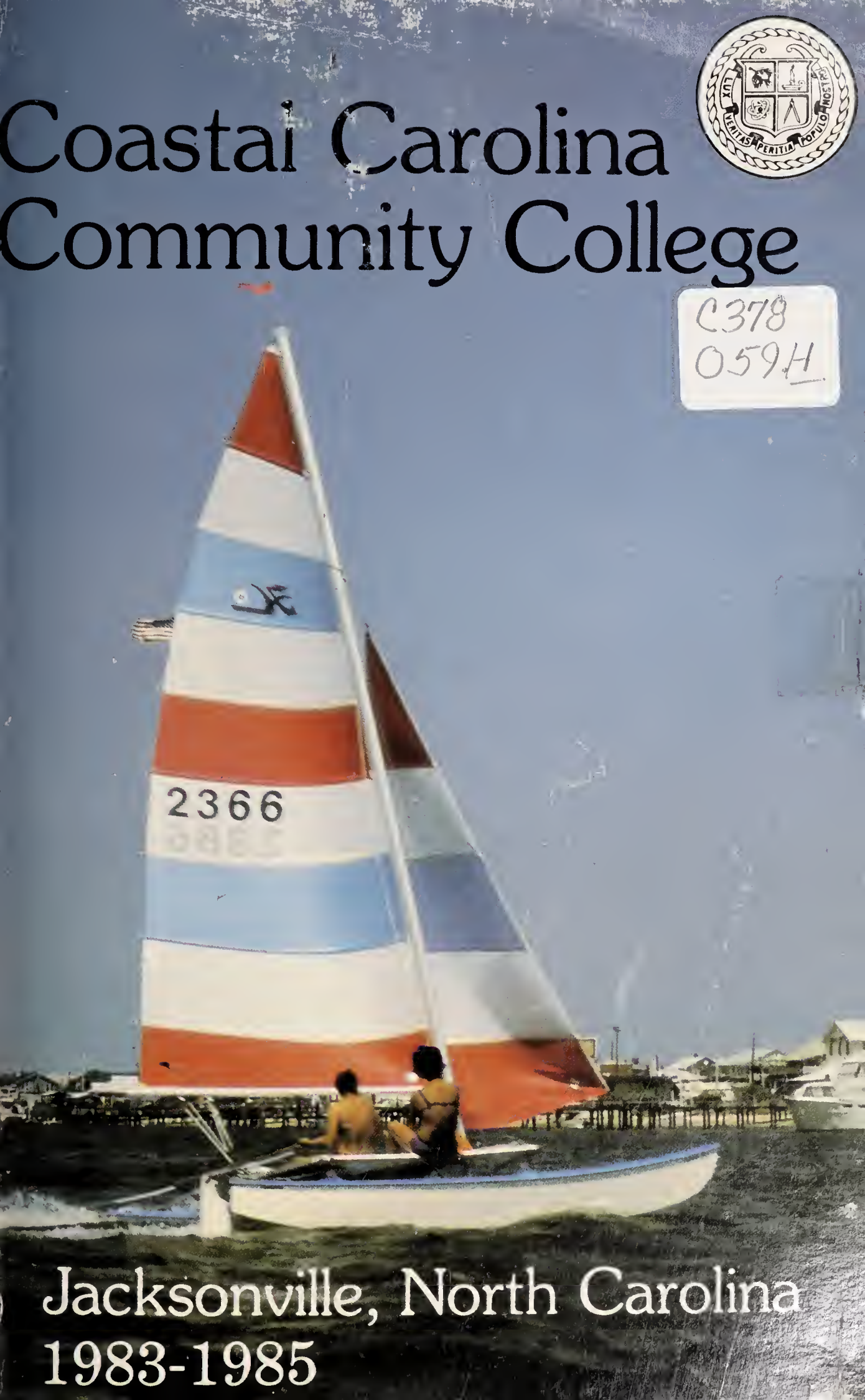


Jacksonville, North Carolina
1983-1985

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 to 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 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.

PHOTO BY KEN TAYLOR; COURTESY N.C. WILDLIFE RESOURCES

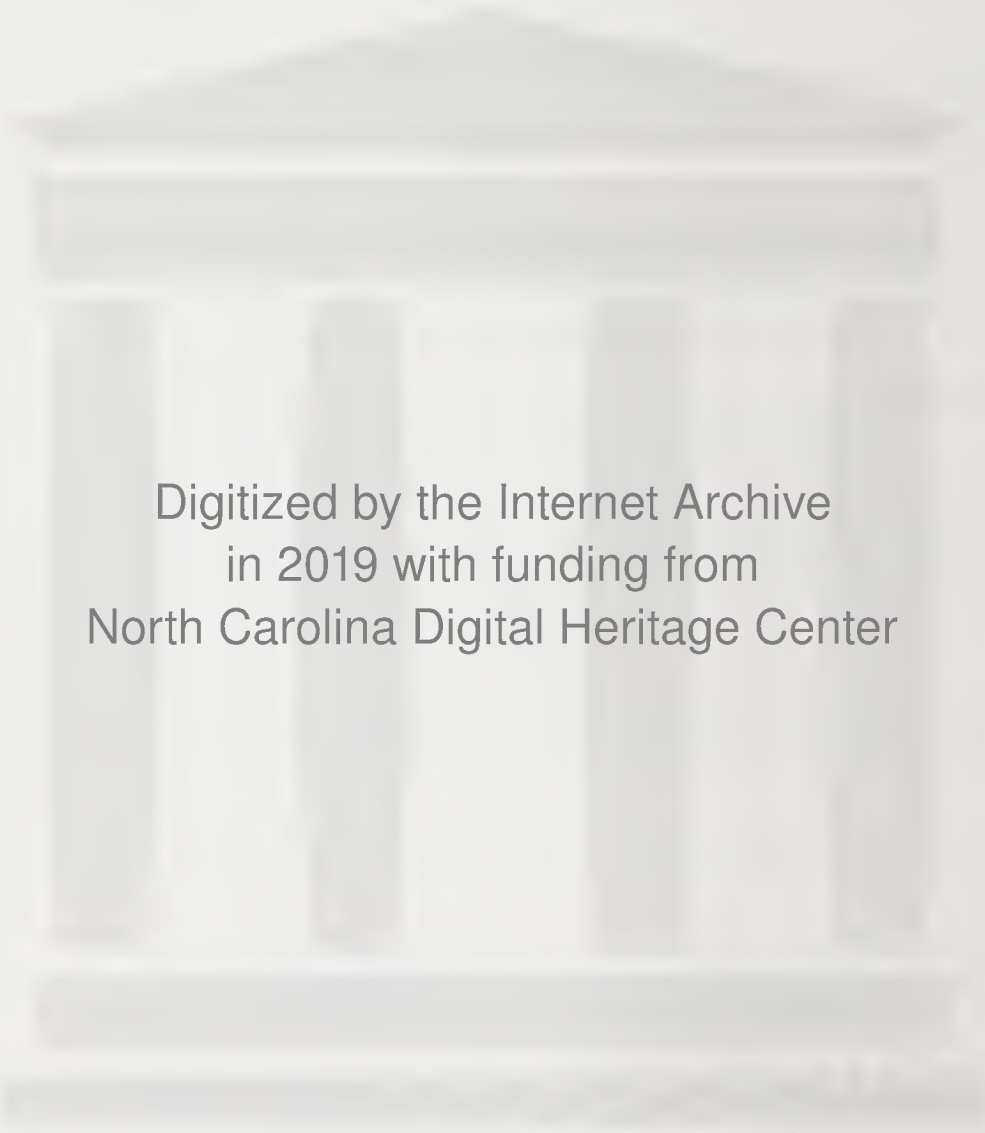
CATALOG

ANNOUNCEMENT OF COURSES AND PROGRAMS FOR 1983-85

COASTAL CAROLINA COMMUNITY COLLEGE

444 WESTERN BOULEVARD
JACKSONVILLE, NORTH CAROLINA 28540
TELEPHONE: 455-1221

AN EQUAL OPPORTUNITY INSTITUTION



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GENERAL INFORMATION

1983-1984 CALENDAR

FALL QUARTER 1983-84

August 31	Orientation
September 1	Registration
September 5	Holiday
September 6	Classes Begin
September 7, 8, 9, 12	Late Registration
September 12	Last day to register or add a class
October 25	Last day to withdraw without grade of "F"
October 26, 27	Early Registration for Winter Quarter
November 7	Incompletes from previous quarter due
November 17	Pay Tuition for Winter Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
November 17, 18, 21	Fall Quarter Final Exams
November 21	Fall Quarter Ends
November 24, 25	Holiday

WINTER QUARTER 1983-84

December 1	Registration
December 5	Classes Begin
December 6, 7, 8, 9	Late Registration
December 9	Last day to register or add a class
December 19-January 1	Holiday
December 19	Work Day for administrative and support personnel
January 2	Classes Resume
January 30	Last day to withdraw without grade of "F"
January 31, February 1	Early Registration for Spring Quarter
February 16	Incompletes from previous quarter due
February 29	Pay Tuition for Spring Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
February 29, March 1, 2	Winter Quarter Final Exams
March 2	Winter Quarter Ends

SPRING QUARTER 1983-84

March 8	Registration
March 12	Classes Begin
March 13, 14, 15, 16	Late Registration
March 16	Last day to register or add a class
April 20, 23	Holiday
May 1	Last day to withdraw without grade of "F"
May 2, 3	Early Registration for Summer and Fall Quarters
May 15	Incompletes from previous quarter due
May 24	Pay Tuition for Summer Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
May 25, 28, 29	Spring Quarter Final Exams
May 29	Spring Quarter Ends

SUMMER QUARTER 1984-85

FULL SESSION

June 7	Registration
June 11	Classes Begin
June 12, 13, 14, 15	Late Registration
June 15	Last day to register or add a class
July 4	Holiday
July 31	Last day to withdraw without grade of "F"
August 13	Incompletes from previous quarter due
August 23	Pay Tuition for Fall Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
August 23, 24, 27	Summer Quarter Final Exams
August 27	Summer Quarter Ends
August 29	Graduation

FIRST SPLIT SESSION

June 7	Registration
June 11	Classes Begin
June 12, 13, 14	Late Registration
June 14	Last day to register or add a class
July 4	Holiday
July 5	Last day to withdraw without grade of "F"
July 18	First Split Session Final Exams
July 18	First Split Session Ends

SECOND SPLIT SESSION

July 19	Registration
July 20	Classes Begin
July 20, 23, 24	Late Registration
July 24	Last day to register or add a class
August 13	Incompletes from previous quarter due
August 15	Last day to withdraw without grade of "F"
August 23	Pay Tuition for Fall Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
August 28	Second Split Session Final Exams
August 28	Second Split Session Ends
August 29	Graduation

(TENTATIVE)

1984-1985 CALENDAR

FALL QUARTER 1984-85

August 30	Orientation
September 3	Holiday
September 5	Registration
September 6	Classes Begin
September 7, 10, 11, 12	Late Registration
September 12	Last day to register or add a class
October 24	Last day to withdraw without grade of "F"
October 24, 25	Early Registration for Winter Quarter
November 7	Incompletes from previous quarter due
November 19	Pay Tuition for Winter Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
November 19, 20, 21	Fall Quarter Final Exams
November 21	Fall Quarter Ends
November 22, 23	Holiday

WINTER QUARTER 1984-85

November 29	Registration
December 3	Classes Begin
December 4, 5, 6, 7	Late Registration
December 7	Last day to register or add a class
December 20-January 1	Holiday
January 2	Classes Resume
January 31	Last day to withdraw without grade of "F"
February 4, 5	Early Registration for Spring Quarter
February 14	Incompletes from previous quarter due
February 26	Pay Tuition for Spring Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
February 26, 27, 28	Winter Quarter Final Exams
February 28	Winter Quarter Ends

SPRING QUARTER 1984-85

March 7	Registration
March 11	Classes Begin
March 12, 13, 14, 15	Late Registration
March 15	Last day to register or add a class
April 5, 8	Holiday
April 30	Last day to withdraw without grade of "F"
May 1, 2	Early Registration for Summer and Fall Quarters
May 14	Incompletes from previous quarter due
May 27	Pay Tuition for Summer Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
May 24, 27, 28	Spring Quarter Final Exams
May 28	Spring Quarter Ends

SUMMER QUARTER 1985-86

FULL SESSION

June 6	Registration
June 10	Classes Begin
June 11, 12, 13, 14	Late Registration
June 14	Last day to register or add a class
July 4, 5	Holiday
July 30	Last day to withdraw without grade of "F"
August 12	Incompletes from previous quarter due
August 22	Pay Tuition for Fall Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
August 22, 23, 26	Summer Quarter Final Exams
August 26	Summer Quarter Ends
August 29	Graduation

FIRST SPLIT SESSION

June 6	Registration
June 10	Classes Begin
June 11, 12, 13	Late Registration
June 13	Last day to register or add a class
July 3	Last day to withdraw without grade of "F"
July 4, 5	Holiday
July 18	First Split Session Final Exams
July 18	First Split Session Ends

SECOND SPLIT SESSION

July 19	Registration
July 22	Classes Begin
July 22, 23, 24	Late Registration
July 24	Last day to register or add a class
August 12	Incompletes from previous quarter due
August 13	Last day to withdraw without grade of "F"
August 22	Pay Tuition for Fall Quarter 8:30 am—2:00 pm or 5:30 pm—8:30 pm
August 27	Second Split Session Final Exams
August 27	Second Split Session Ends
August 29	Graduation

THE COLLEGE

HISTORY

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

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

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured 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 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

National Accreditation Association for Clinical Laboratory Sciences
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. Board of Nursing
American College of Surgeons and the American Medical Association—Operating Room Technician

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a seventy-five (75) acre campus at 444 Western Boulevard. Modern classroom buildings, Occupational Building, Learning Resources Center, Student Center, Health Occupation Science Building, Administration Building, Fine Arts Building, Skills Center and Maintenance Building have been completed at this location.

LEARNING RESOURCES CENTER (LIBRARY)

The Learning Resources Center is located in a building comprised of over 20,000 square feet with seating for 225 users.

This building has several small conference rooms, individual study rooms, a TV studio and Conference Room that may be used on a reserve basis.

The Learning Resources Center holdings exceed 28,000 volumes in general, technical, and vocational fields. The Learning Resources Center subscribes to over 200 periodicals. The Center has over 7,500 reels of microfilm of back periodicals for research purposes. The Center is also responsible for disc recordings, 16mm films and video tapes. The Learning Resources Center staff presently consists of eight full-time professional staff members plus student help.

The Learning Resources Center is responsible for all media materials, equipment usage, repair and purchase.

The Learning Resources Center hours are from 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:45 a.m. to 5:00 p.m. on Fridays. (During Quarter Breaks, hours will vary from above.)

BOOKSTORE

The college operates a bookstore where students may purchase books and supplies. The bookstore hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday. Special hours are posted during registration.

CAFETERIA AND GAME ROOM

The cafeteria is located in the Student Center and operates from 7:00 a.m. to 9:00 p.m., Monday thru Thursday, and from 7:00 a.m. to 3:00 p.m. on Friday. The cafeteria offers a variety of food selections including sandwiches, salads, full course meals, snacks, and beverages. Daily specials are featured for breakfast and lunch, and there is always a delicious "Soup of the Day". The cafeteria also boasts fresh homemade pies and cakes. Even though the cafeteria is self-supporting, all these items are economically priced for the college student. The cafeteria staff is always willing and able to serve you with a smiling face. In order to maintain the high standards set by the

cafeteria staff, students and staff are asked to cooperate with their efforts by cleaning off their tables after they are finished eating.

The game room, located in the rear of the cafeteria, operates the same hours. The game room provides a variety of arcade amusements; however, no food or drink is allowed in the game room!

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The Student Affairs 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 10:00 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 Affairs 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.

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 Community Colleges 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 primarily 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 have GED scores to qualify for a high school equivalency certificate issued by the North Carolina Department of Public Instruction or by the Department of Public Instruction of any one of the United States.

An applicant for any vocational program is normally required to be a high school graduate or equivalent (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 application. If the student is ineligible to return to the institution last attended, he or she 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.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT:

Only bonafide legal residents of Onslow County, North Carolina, will be approved for programs with limited enrollment prior to March 15 of each year. This policy does apply to health occupation programs such as Associate Degree Nursing, Practical Nurse Education, Dental Hygiene, Dental Assisting, Operating Room Technician, and Medical Laboratory Technician. After March 15 of each year, the remaining applications will be processed in the following way.

Applicants who meet the entrance requirements for programs with

limited enrollment and who are bonafide legal residents of Onslow County, North Carolina, will be approved on a first priority basis. Bonafide legal residents of other counties of North Carolina will be approved on a second priority basis. Those who are not bonafide legal residents of North Carolina will be approved on a third priority basis.

Bonafide legal residents of Onslow County who are interested in special programs are encouraged to apply as early as possible prior to March 15 to insure priority consideration.

Coastal Carolina Community College uses the Comparative Guidance and Placement Test produced by the Educational Testing Service, Princeton, New Jersey, as the admissions test for health occupation programs. This test is administered at Coastal Carolina Community College as needed and scored at the Educational Testing Service in Princeton, New Jersey.

The minimum combined standard score on the Reading and Sentences parts of the test are listed below.

Practical Nurse Education	97
Associate Degree Nursing	108
Surgical Technology	94
Dental Hygiene	108*
Dental Assistant	97
Medical Laboratory Technician	108

ADDITIONAL ADMISSION REQUIREMENTS

Surveying Technology

High School Algebra I & II, Geometry I

Dental Hygiene

High School Chemistry and preferably to have pursued the College Preparatory curriculum including Biology and two units of Mathematics.

Three letters of reference.

Evidence of good character.

Satisfactory personal interviews with admissions officer and appropriate department heads.

Electronic Data Processing

High School Algebra I & II.

All developmental courses must be completed with the exception of MAT 91-MAT 95 prior to admission to the Electronic Data Processing Program.

*Comparable SAT or ACT scores.

Criminal Justice

Evidence of good character.

Additional information similar to that requested by employing criminal justice agencies is requested from individuals seeking admission to the Criminal Justice Program. This data will be used in counseling the students toward realistic career expectations. Failure to accurately disclose criminal history would be grounds for refusal to admit into or dismissal from the Criminal Justice Program.

Associate Degree Nursing

High School Chemistry or equivalent. High School Algebra I & II recommended.

Evidence of good character.

Three letters of reference.

Satisfactory personal interviews with admissions officer and appropriate department heads.

Medical Lab Technician

High School Chemistry or equivalent or high school algebra or MAT 95 at CCCC. It is desired that students have pursued the College Preparatory Curriculum.

Evidence of good character.

Three letters of reference.

Satisfactory personal interviews with admissions officer and appropriate department heads.

LPN

Three letters of reference.

Evidence of good character.

Satisfactory and personal interviews with admissions officer and appropriate department heads.

Surgical Technology

Three letters of reference.

Evidence of good character.

Satisfactory personal interviews with admissions officer and appropriate department heads.

Due to the recent published reports of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.

Dental Assisting

Three letters of reference.

Evidence of good character.

Typing—Proficiency of 30 words per minute or student will be required to enroll in and successfully complete a typing course. (BUS 102) Academic strength in science and English is beneficial.

INDIVIDUAL REVIEW OF APPLICANTS WHO DO NOT MEET CGP REQUIREMENTS FOR CERTAIN HEALTH OCCUPATIONS PROGRAMS

Recognizing that some students are unable to achieve the CGP entrance score required for admission to certain health occupations programs, the appropriate faculty may review and make recommendations to the Admissions Office on an individual basis, applications which meet the following criteria.

1. Satisfactory completion of all other admission requirements.
2. Achievement of the required quality point average listed below after completion of at least one quarter as a full-time student at Coastal Carolina Community College taking related college transfer courses as outlined in the curriculum.
   a) Required QPA for Associate Degree Nursing—3.25
   b) Required QPA for Dental Hygiene—2.5

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 or equivalency certificate,
3. report to the college for admissions counseling and appropriate testing (appointment schedules will be mailed as applications are processed).

Applications for admission into limited enrollment programs for the Fall quarter will be accepted beginning October 15 of the year preceding the admission date.

Students who for any reason are unable to start their desired program in September, MUST RE-APPLY for that program as soon as possible after October 15, if they wish to enroll for the following year.

SPECIAL ADMISSION REQUIREMENTS FOR SELECTED HIGH SCHOOL STUDENTS TO ENROLL CONCURRENTLY IN COASTAL CAROLINA COMMUNITY COLLEGE

1. Applicants must be at least sixteen (16) years of age to participate. High school students shall not displace adults.
2. Applicants must be taking at least three (3) courses at their high school and making appropriate progress towards graduation as determined by the school principal.

3. College Transfer Program: applicants for college transfer courses who have not started the twelfth grade must meet the following admissions criteria:
   (1) be in the top 25 percent of their high school class
   (2) satisfactory SAT or PSAT Scores
   (3) students may not enroll in any college transfer course which is equivalent to or the same as a course offered at the high school
   (4) approval of their principal.

   Applicants who have started in the twelfth grade must meet the following admission criteria:
   (1) be in the top 50 percent of their high school class
   (2) have satisfactory SAT or PSAT Scores
   (3) the approval of their principal.

   Applicants who are approved for concurrent enrollment will be limited to six quarter hours or less depending upon their course load at the high school.
4. Occupational Courses (Trade or Technical): applicants may seek admission into appropriate occupational courses as approved by their principal and CCCC Admissions Office. Applicants may not be admitted to any occupational (trade or technical) courses which are offered in their high school. The only exception to this rule would be in individual cases where the high school may be unable to schedule a course for the student. (Limit 6 quarter hours)
5. Applicants enrolled in high school may not be admitted into the Coastal Carolina Community College Adult High School program or the GED preparatory program. This rule applies to both concurrent enrollment and enrollment during the summer prior to the applicant's graduating from high school.
6. Applicants for concurrent enrollment must obtain approval from the principal of the secondary school and the admissions office of Coastal Carolina Community College. Applicants seeking admission to Coastal Carolina Community College during the summer prior to graduating from high school must also have the recommendation of their superintendent.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As a member of the North Carolina Community College System, this institution undertakes to continue to comply fully with requirements imposed by all federal, state, and local laws relating to equal educational opportunity and equal employment opportunity, to the end that no person in the United States shall, on the grounds of race, color, creed, religion, age, sex, national origin, or physically handicapped status, be excluded from participation in, be denied the

benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.

Furthermore, Coastal Carolina Community College is responsible for full compliance with the provisions of Title IX of the Educational Acts of 1972, as amended, and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, or physical handicap; except where age or physical handicap is found to be a "bona fide" occupational qualification. This nondiscrimination policy applies to all employment and admission policies with respect to programs and activities as well as to the continuing treatment after employment in or admission to the college.

EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap status, except where age or physical handicap is found to be a "bona fide" occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical handicaps.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles in mind so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by handicapped individuals.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning the above policy should contact the following designated responsible employee.—Affirmative Action Officer and Title IX Coordinator, Room 35 Administration Building, Phone 455-1221, Ext. 225.

TWELVE-HOUR REGULATION

Adult students may be admitted under special provisions which allow them to take up to twelve (12) quarter hours of credit courses before obtaining transcripts from high school or other educational institutions attended. When students have been admitted under special provisions and have maintained an earned C (2.0) average on twelve (12) quarter hours of credit, the Comparative Guidance Placement (CGP) test requirements may be exempted.* All other admissions requirements must be completed including the obtaining of transcripts from high schools and other educational institutions attended.

*Students enrolled under veterans benefits and applicants to health occupations programs are not exempt from any admission requirements.

TRANSFER INFORMATION AND STUDENTS' RESPONSIBILITY

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the College to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on course work attempted and are in good standing in other respects at the institution from which they are transfering. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree is often beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first quarter at the College in accordance with the following guidelines:

1. Consult with the assigned faculty advisor during your first quarter about your long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;

2. Discuss with your faculty advisor other factors that are important in choosing a senior institution, such as tuition cost, distance from home, institution size, and available extra-curricular programs;
3. Determine with your faculty advisor which senior institutions are best suited to you in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to appropriateness of your planned course of study at Coastal and the appropriateness of the institutions for your particular goals;
5. Continue to consult with your faculty advisor on at least a quarterly basis to review your progress at Coastal in relation to your transfer goals, making any adjustments in planning that become desirable or necessary;
6. Apply to more than one senior institution of your choice at the earliest possible date during your second year at Coastal; and
7. Check by telephone or letter to insure that your completed applications have been received and are under consideration.

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 Community Colleges.

(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 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 that 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 later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration 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."

APPEAL:

A person may appeal an initial residency classification through Coastal Carolina Community College's Residency Appeals Committee.

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, or from the Dean of Student Affairs.

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)	$ 39.00
Part-time students per quarter hour	3.25
Out-of-state Students	
12 credit hours or more (full time)	198.00
Part-time students per quarter hour	16.50

FEES

Activity Fee (per quarter)	$ 5.00
Late Registration Fee	5.00
Insurance Fee per year (optional)	4.00

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 tuition of five ($5) dollars 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 Community Colleges.

BOOK COSTS

Students are required to purchase the necessary textbooks for courses. The estimated cost is $60-$100 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 their 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 Student Affairs or the Registrar.

No student in the Police Science or the Commercial Programs will be allowed to carry in excess of 20 credit hours or the normal total credit hours per quarter without permission of the Dean of Student Affairs or the Registrar.

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 expected to adhere to the same attendance policy as credit students. 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. Curriculum Change Request forms may be obtained from the Registrar's Office.

WITHDRAWALS, ADDING, OR DROPPING COURSES

A student who finds it necessary to drop or add a course or to completely withdraw from the college should secure a "drop-add" form from the Registrar's Office.

Courses may only be added during the period designated by the college calendar or during the first five (5) school days of the quarter.

In order to **officially** drop or add a course, students **must** complete the following steps:

1. Complete all required information on the "drop-add" form.
2. Have the instructor initial the completed form.
3. Have your advisor sign the completed form.
4. Have the Financial Aid Officer initial the completed form.
5. Return the form to the Registrar's Office for final processing.

In order to COMPLETELY WITHDRAW from school, students must complete the following steps:

1. Complete all required information on the "drop-add" form.
2. Have a member of the counseling staff sign the completed form.
3. Have the Financial Aid Officer sign the completed form.
4. Return the completed form to the Registrar's Office for final processing.

The Registrar's office will notify all instructors as necessary when courses are dropped or in case of a complete withdrawal.

For courses officially dropped after the first five (5) school days of a regular quarter, the grade of "W" will be reported.

A student may not withdraw or drop a class within twenty (20) 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 (5) school days without obtaining an official withdrawal will receive an "F" for each

course regardless of academic standing at the time of departure. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emergency nature.

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 transfer student is required to enroll for and successfully complete all additional curriculum courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-six (66) quarter hours toward any college curriculum other than the Associate in General Education.

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*. Credit recommended must be consistent with the requirements and objectives of a curriculum in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee of such transfer.

Course work over fifteen years old may not be accepted. Evaluation of such credits will be on an individual basis.

Transfer credit will normally be allowed only for applicable courses in which a grade of C or higher has been earned. Grades of D will be considered for transfer in sequence courses or in special cases. (The student should understand that this credit allowance for D's is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.) In all cases the cumulative grade point average of all courses accepted in transfer must be at least 2.0 (C 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 Degrees. Such courses must have been taken within the correspondence program of an accredited institution.

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; however, a student may challenge relevant courses by examination.

COLLEGE LEVEL EXAMINATION PROGRAM

The college grants credit for the College Level Examination Program (CLEP) General and Subject Examinations. Total credit allowed for the CLEP (general and subject examinations) will not exceed 25 quarter hours. Students desiring credit must have scores submitted to the Registrar's Office for evaluation.

CREDIT BY EXAMINATION

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

The student desiring to take an examination must initiate a request with the appropriate dean and explain the reasons and justification for the request. If the dean in consultation with the appropriate faculty approves the request, the student will register for the course at the registrar's office. The student must then arrange for the examination with the chairman of the division offering the course. A copy of the registration form must be presented to the faculty member administering the examination. All examinations must be completed within the first five days of the quarter. The faculty member will report the results of the examination to the registrar, the appropriate dean and the student on a grade report form.

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

It may be necessary to repeat courses for which a student received a failing grade. 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.

For all classes, absences shall not exceed the equivalent of one week of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy. Example—A student in BIO 101 is allowed only (3) three class absences and (1) one lab absence, not (4) four lab absences or (4) four class absences.

It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course with a failing grade. When a student has been dropped from a course, he or she may request reinstatement by the instructor. Negative decisions by the instructor may be appealed to the attendance committee.

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 Hours
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. It is the responsibility of the student to see that incompletes are removed by the end of the ninth week of the succeeding term or the grade becomes an "F".

W—Official Withdrawal

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.

STANDARDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veteran alike, at the end of each scheduled school term.

ACADEMIC PROBATION

A student who fails to meet the minimum academic requirements will be placed on probation for the next quarter of attendance. G.I. Bill students will have their educational benefits terminated for unsatisfactory progress after the second consecutive quarter of probation.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to twelve (12) credit hours for the quarter. These students must report

to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next quarter, they must have their schedule approved by their counselor who may continue to limit their enrollment to twelve (12) credits.

ACADEMIC SUSPENSION

A student who fails to meet the minimum academic requirements will be suspended. A student may enroll in summer sessions to make up deficiencies to be reinstated. A student who has been academically dismissed twice from an associate degree program may be considered for admission into a vocational trade program providing admission standards are met.

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

CONDITIONS FOR RECERTIFICATION OF G.I. BILL STUDENTS:

1. Apply for readmission
2. Be approved for readmission by a counselor
3. Carry no more than 13 credit hours (less if directed by counselor)
4. Maintain a minimum of a 2.00 average per quarter
5. G.I. Bill students will not be recertified until they meet the standards prescribed in the catalog for continuance in school.

G.I. Bill students who are taking non-credit courses will have their VA Educational benefits terminated for "Unsatisfactory Progress" if they accumulate over 10 hours of "F's". They will not have their educational benefits recertified until they have been approved by a counselor and have maintained better than a 2.00 average for at least one quarter.

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 or her 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 the student's quality point standing.

STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS

Students must be enrolled full-time, have at least a "C" (2.0) cumulative average, and not be on probation in order to hold an office in any student organization or hold any title representing the college.

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	1.00	1.50
33-48	1.30	1.85
49-64	1.60	1.95
65-80	1.85	2.00
81-Over	2.00	2.00

To Graduate

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

*Students are encouraged to maintain a record with their total hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are expected to maintain a "C" average on all work attempted to remain in good standing. Students taking developmental courses who fall below the "C" average will be placed on probation for one quarter. If the student who is placed on probation does not raise his or her overall average to the "C" during the probationary period, he or she will be dropped. When a student is dropped from the developmental program for academic reasons, he or she may enroll in the CCCC General Studies Center until such time as the Director of Admissions recommends readmission.

Students will be given a maximum of three quarters of study in the developmental program. When a student who is enrolled full-time in the developmental studies is ready to go into regular curriculum studies, he or she must visit with a guidance counselor and initiate a Curriculum Change Request. After the Curriculum Change Request form has been completed, the student must turn it in to the Registrar's Office.

GRADE POINT AVERAGE POLICY FOR DEGREE PROGRAMS

Students will maintain their original grade point average when they move from one associate degree curriculum to another. This applies to students in Associate Degrees moving to Associate in Applied Science Degree and vice versa. However, a student moving from a diploma curriculum to an associate degree curriculum would begin with a new average and vice versa.

RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right:

1. The student will approach the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the student will make an appointment with the appropriate dean (college transfer or occupational) who will hear his or her appeal.
3. Any cases not resolved by the steps taken above will be allowed to appear before the Dean of Instruction.
4. The Dean of Instruction will require both the instructor and student to present their cases and will render judgement.
5. Decisions obtained by this process will be recognized as final.
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

PRIVACY OF EDUCATIONAL RECORDS

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacies afforrded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the Student Services Office, the Dean of Instruction's Office, the Business Office, instructors, advisors and other academic personnel within the limitations of their need to know.

No other persons shall have access to nor will the college disclose, other than directory information, from students' records without the written consent of the student. At its discretion, the college may

provide Directory Information in accordance with the provisions of the Act to include: Student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, degrees and awards received and the most recent previous educational institution attended by the student.

Students have the right to withhold disclosure of Directory Information by completing a request for non-disclosure in the Registrar's Office. Requests for non-disclosure must be filed annually. The college assumes that failure on the part of any student to file a request for non-disclosure indicates approval for disclosure.

Student records (admissions papers, registrations, grades and other supporting data) are maintained in the Registrar's Office. Any student wishing to challenge the content of his educational records should notify the Registrar in writing.

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, and 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.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or disruptive conduct.

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/her 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 an 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, transit, or be under the influence of any narcotic drug, hallucinogenic drugs, 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.

GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college snack bar.

SMOKING

There will be no smoking in classrooms, laboratories, or shops.

CHEATING

Any student engaged in any act recognized as cheating in reference to the taking of an examination, plagiarism, or copying another student's reports may be dropped from the class with a failing grade. Any student caught cheating will automatically be removed as an officer of a CCCC campus club and/or relinquish a title or cease to represent the college in any capacity. If the seriousness of the situation warrants such action, the student may be suspended from the college.

STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or any activity sponsored by the school off campus.

DISCIPLINARY PROCEDURES

1. In cases involving conduct which is disruptive to the educational process, the person may be required to leave the campus, classroom, or other location immediately. In cases of less severe but disruptive conduct, the person may be warned and if the disruptive behavior continues may be required to leave the campus, classroom, or other location.
2. The appropriate administrator, staff, or faculty should provide a written notification to the person with a copy to the Dean of Student Affairs stating what misbehavior has taken place in cases where one is required to leave the campus, classroom, or other location; or where one is warned that such action may be taken.
3. Persons required to leave for disruptive conduct will be disenrolled and will not be allowed to re-enroll without permission of the Dean of Student Affairs. A second disenrollment for disruptive conduct will be final.

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 or administration of the charges against him or her.
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 or her.
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 or her 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.

TRANSCRIPT

Student permanent records are maintained in the Registrar's Office which indicate the educational progress of all students. One copy of the student's permanent record is sent to other institutions as requested. The first three (3) copies will be sent free of charge. Any additional copies will be sent upon receipt of $1.00 per transcript. Please make checks payable to Coastal Carolina Community College Business Office.

GRADUATION

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma or degree will be awarded to the students who have successfully completed the requirements of the curriculum in which they were enrolled. A minimum of a 2.0 average and the satisfactory completion of an approved program of study is required for graduation.

All students are required to file a Request for Degree at the time of registration for their final quarter of study.

Each member of the graduating class must pay a graduation fee of $15 during their last quarter prior to meeting graduation requirements. (Exact dates will be published quarterly.)

CATALOG OF RECORD

A student who is in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequent revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his last reentry date, or a subsequent issue.

REGISTRATION OF VEHICLES

All motor vehicles operated regularly on campus must be registered with the receptionist in the Administration Building. This includes vehicles operated on campus by students, faculty, or staff, even though the vehicle may be owned by a third party who does not operate the vehicle on campus. A motor vehicle not properly registered, licensed, and insured by the North Carolina Department of Motor Vehicles, or other competent government agency, may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed and have a CCCC parking permit permanently affixed to the left rear bumper.

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 of less than 15 MPH.

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. The fine for each offense shall be five dollars ($5.00). Those with overdue parking violations will not be allowed to take final exams until fines are paid at the Business Office. The towing law will be enforced.

CHANGE OF CURRICULUM

In order to fulfill required checks on student progress for financial aid and veteran's assistance programs and to check progress toward graduation, student records are maintained with reference to the particular curriculum in which they are enrolled. Students who wish to change their program of study should secure a Curriculum Change Request form from the Registrar's Office. The completed form must be signed by the student's advisor and returned to the Registrar's Office before the change is made.

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 or her 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 Affairs 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 by ACT or CSS.

Applications for ACT or CSS and additional information, may be obtained at the Financial Aid Office. Financial assistance should be applied for at least eight (8) 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
- Sea Oats Chapter

Chief Petty Officers Wives' Club
Christian Women's Fellowship
Jacksonville Jaycees
Jacksonville Jaycettes
Jacksonville Rotary Club
Maysville Rotary Club
New River Air Station Officers Wives' Club
N. C. Department of Veteran Affairs
National Marine Corps Scholarship Foundation Inc.
Navy Relief Society
Onslow County Dental Society
Onslow County Hospital Auxiliary
Onslow County March of Dimes
Onslow County Medical Society
Practical Nursing Scholarship
R. T. Johnson Scholarship Trust
Staff Noncommissioned Officers Wives' Club
Swansboro Booster Club

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

Dr. W. K. Morgan
Jacksonville Business and Professional Women's Club
Richard Allen Suls Memorial Fund
Ward Bray Scholarship

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 to a maximum of $3,000 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1.

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:

Pell Grant (Formerly The Basic Educational Opportunity Grant (BEOG)) 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 five (5) percent begins to accrue at the beginning of the repayment period. The repayment period begins six (6) 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 nine (9) percent interest during the enrollment and grace periods. Repayment begins six (6) 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 nine (9) percent during the repayment period. Repayment begins six (6) 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 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 students by providing job opportunities within the various department 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 from the college Financial Aid Office.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of Veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service connected disability. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the Veterans Affairs Officer.

All G. I. Bill students should have and be familiar with the "Veterans Affairs Handbook". They should also read the "Veterans Affairs Newsletters" that are published periodically.

G. I. Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have received credit. If you have received a grade of "D" or better, you cannot draw G. I. Bill educational benefits for repeating the course. It is the student's responsibility to insure that he or she does not repeat courses.

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 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 government provides a means through which students can promote interest in student activities both on and off campus.

PUBLICATIONS

The student newspaper on campus is the "Cougar's Tale"; it is also 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.

THE ACT ONE CLUB

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

CHEERLEADING

A cheerleading squad is organized each year to provide cheers for the basketball team at both home and out-of-town games. 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.

PHI BETA LAMBDA (Business Club)

Phi Beta Lambda is a national organization for students enrolled in college level business programs. This organization provides the student with experiences which cannot be paralleled in a classroom situation by acquainting him or her with the business world in their community.

One of the major objectives of PBL is to develop strong, aggressive leadership so that these future businessmen and women may function more effectively in the business world and the community. Members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with each other, and participate in other activities—all of which contribute to the development of good leadership qualities.

The local and state chapters of PBL operate under charters granted by FBLA-PBL, Inc. There are over 600 local and state chapters, each one having its own constitution.

Members are students interested in different facets of business. To be a member a student must have taken, be currently taking, or plan to take at least one business course.

PHI THETA KAPPA (Honor Society)

Phi Theta Kappa is an honor society for those students enrolled in a college transfer curriculum who have achieved an accumulation grade point average of 3.5 or better. Membership is by invitation from the society. Phi Theta Kappa is the junior college equivalent of the senior college Phi Beta Kappa Society founded to promote academic excellence.

OTHER ORGANIZATIONS ON CAMPUS:

The Dental Assistant's Club, The Dental Hygienists's Club, The Registered Nursing Club, The LPN Club, The Criminal Justice Club, The 4 C Art Club.

INTERCOLLEGIATE ATHLETIC PROGRAM

The "Cougars" are members of the Eastern Carolina Community College Athletic Conference, in which they participate in basketball, softball, and tennis. The Cougars also participate against other two-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 ECCCAC. A faculty athletic committee exercises immediate supervision of the intercollegiate program. All athletic programs are in compliance with Title IX.

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the college, but such funds never meet all the needs for facilities, educational, and cultural opportunities. Because of limitations on normal sources, the college needs to look for private donor support.

USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the college which promote the objectives of the college.

Funds received by the Foundation are used to support or promote activities including but not limited to:

Capital Outlay
Procurement of Special Equipment
Development of Special Facilities
Support of the College Library
Financial Assistance for Students
Management and Investment of Funds
Planning for Special College Activities and Programs

PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the Foundation are encouraged to contact the President of Coastal Carolina Community College or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

The growth of Coastal Carolina Community College will to a great extent vary directly with the interest and assistance received by the college from individual private donors.

BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

Carl S. Ragsdale, Interim Chairman
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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 or her educational counselor concerning course schedules. A schedule of courses offered will be published annually. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

COLLEGE TRANSFER DIVISION

ASSOCIATE IN ARTS DEGREE

General
Pre-Business Administration
Pre-Business Education
Pre-Education—Elementary (K-3 or 4-9)
Pre-Education—Secondary (10-12)
Pre-International Studies
Pre-Journalism
Pre-Law
Pre-Liberal Arts
Pre-Nursing
Pre-Recreation
Pre-Social Work

ASSOCIATE IN SCIENCE DEGREE

Pre-Agriculture
Pre-Dental
Pre-Engineering
Pre-Forestry
Pre-Mathematics
Pre-Pharmacy
Pre-Science
Pre-Textiles
Pre-Veterinary Medicine

ASSOCIATE IN FINE ARTS DEGREE

Pre-Art
Pre-Drama
Pre-Music

OCCUPATIONAL DIVISION

ASSOCIATE IN APPLIED SCIENCE DEGREE—

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

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

Air Conditioning and Refrigeration
Architectural Drafting
Auto Body Repair
Automotive Mechanics
Dental Assistant
Diesel Vehicle Maintenance
Electrical Installation and Maintenance
Electronic Servicing
Machinist
Masonry
Surgical Technology
Practical Nurse Education
Welding

CERTIFICATE PROGRAMS—OCCUPATIONAL DIVISION

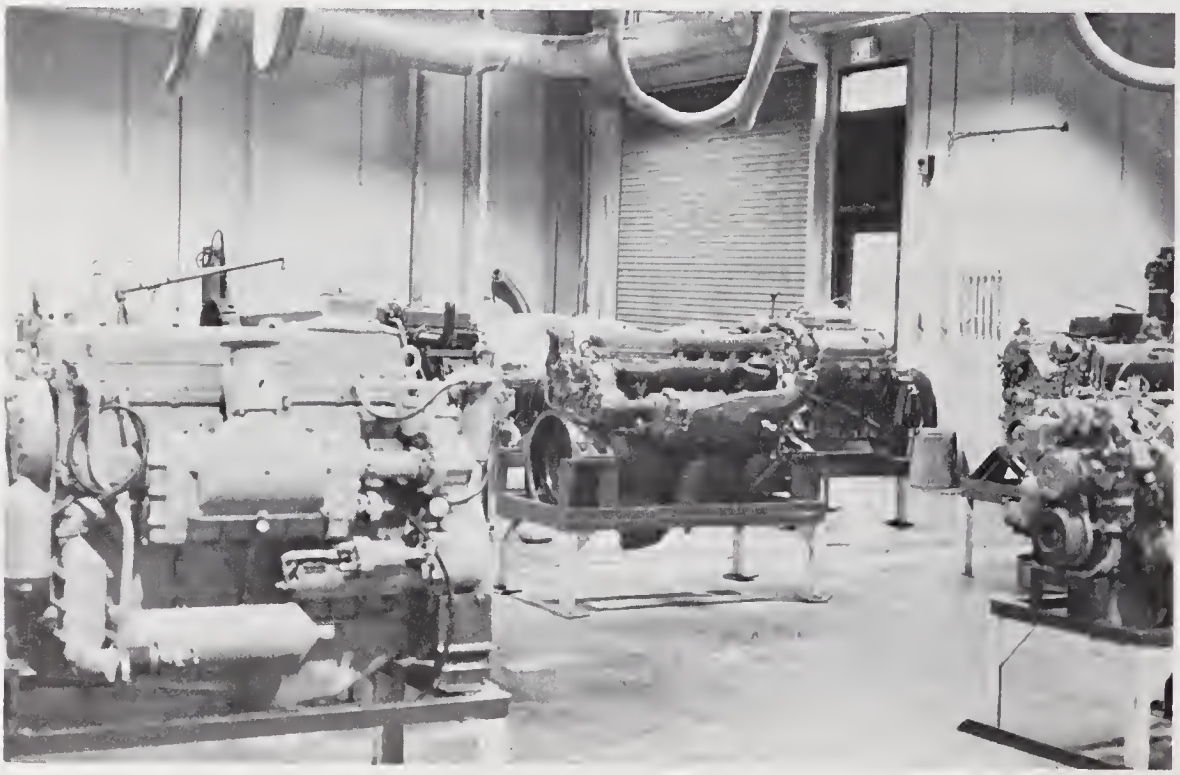
Nurse Assistant Education

ASSOCIATE IN GENERAL EDUCATION DEGREE

A 96 credit hour nontraditional degree program with an option for a Certificate in General Education upon the successful completion of 45 credit hours.

CERTIFICATE PROGRAMS—CONTINUING EDUCATION DIVISION

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



CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

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

COLLEGE TRANSFER PROGRAM

The College Transfer Program is composed of a wide variety of courses in the arts and sciences. Courses are selected in this Program in order to obtain an Associate Degree, to fulfill related course requirements in certain occupational curricula, or to provide general educational enrichment.

Associate Degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.). The 96 quarter credit hours of course work leading to these degrees is designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. Examples of Associate in Arts Degree areas are the following: business administration, business education, elementary education, secondary education, English, foreign languages, geography, history, international studies, journalism, law, nursing, physical education, political science, psychology, recreation, social work, sociology, and speech.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Examples of Associate in Science Degree areas are the following: biology, chemistry, dentistry, engineering, forestry, mathematics, medicine, pharmacy, physics, textiles, and veterinary medicine.

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts.

In each of the Associate Degree curricula, certain general education courses are required in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. In addition to these required general education courses, other more specialized courses are suggested in various pre-professional curricula to the Associate in Arts and Associate in Science Degrees and required in the pre-professional curricula of art, drama, and music leading to the Associate in the Fine Arts Degree. Finally, in each Associate Degree curricula, a number of credits are unspecified: courses taken to fulfill these credits are at the election of the student (called elective courses).

GENERAL EDUCATION REQUIREMENTS 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
Physical Science 101-102-103	12
Social Science	**14**
Western Civilization 101-102-103	9
or	
American History 201-202-203	9
and	
One additional course (from Social Sciences)	5
Humanities and Fine Arts	**13-15**
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities	8-10
Literature (English, American, World, or Literature in a translated modern language), Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction	
Fine Arts	5
Art, Drama, or Music	
Physical Education	**3**
Physical Conditioning 101	1
and	
Two additional activity courses	2
Total General Education Requirements	**56-63**
Electives and other suggested major curriculum courses	**33-40**
Minimum Total Number of Credits for Degree	**96**

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

	Credit Hours
English	**9**
English Composition 101-102-103	9
Mathematics	**20**
College Algebra 102	5
Trigonometry 103	5
and	
Calculus and Analytic Geometry 201-202-203-204	5-20
Natural Sciences	**24**
General Biology 101-102-103	12
General Chemistry 101-102-103	12

Physics 101-102-103 12
Social Sciences 9
Western Civilization 101-102-103 9
or
American History 201-202-203 9
Humanities and Fine Arts 8
Select at least one course in humanities and one course in Fine Arts from the following:
Humanities
Literature (English, American, World, or Literature in a translated modern language), Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction
Fine Arts
Art, Drama or Music
Physical Education 3
Physical Conditioning 101 1
and
Two additional activity courses 2
Total General Education Requirements 73
Electives and other suggested major curriculum courses 23
Minimum Total Number of Credits for Degree 96

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

THE GENERAL EDUCATION AND MAJOR CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

Credit Hours

English 9
English Composition 101-102-103 9
Mathematics and/or Science 5-12
College Algebra 102 5
or
Contemporary College Math 100 and 101 10
One Natural Science series as listed under the Associate in Arts Degree program 12
Social Science 9
Western Civilization 101-102-103 9
or
American History 201-202-203 9
Humanities and Fine Arts 13-15
Select at least two courses in humanities and one course in Fine Arts from the following:
Humanities 8-10
Literature (English, American, World, or Literature in a translated modern language) Foreign Language*, Philosophy, Religion, Spanish Civilization, 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.)
Physical Education 3
Physical Conditioning 101 1
and
Two additional activity courses 2
Total General Education Requirements 39-48

Electives and major curriculum requirements in Pre-Art, Pre-Drama, or Pre-Music (respective required courses are outlined below).

Pre-Art 37
Art 111, 121, 131, 141, 201, or 221, 240, 250, 261, 262, 280, 290

Pre-Drama 43
Drama 105, (to be taken two times during the first year), 201, 202, 203, 204, 205 (to be taken two times during second year), 210, 211; Music 203; Speech 201, 202, 206.

Music 35
Music 106, 107, 109 (to be taken three times during first year), 111, 112, 113, two courses from 201, 202, 203

Minimum Total Number of Credits for Degree **96**

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

SUGGESTED MAJOR CURRICULUM COURSES FOR THE ASSOCIATE DEGREES IN ARTS AND SCIENCES

In addition to the general education requirements in the Associate in Arts and Associate in Science Degree areas, other courses are suggested in various major curricular areas. These curricular outlines will serve as a general guide for students. However, transfer requirements vary among senior institutions; and thus, students should consult the senior institutions of their choice and work closely with faculty advisors in planning the most appropriate two-year program of study.

GENERAL CURRICULUM (A.A.)

The general curriculum provides the opportunity for students to plan a broad, comprehensive educational program.

General Education **56-63**

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-AGRICULTURE CURRICULUM (A.S.)

Agriculture is a complex industry built on a sound educational foundation of science and business. Upon graduation from senior institutions, students will find broad and fascinating opportunities in fields of farm management, marketing, transportation, and fertilizer and food manufacturing and processing. Agriculture majors offered at senior institutions are in biological science, business technology, conservation, plant protection agronomy, and many other individualized programs that meet the needs of the student.

General Education **73**

Suggested Curriculum Courses

History 101-102-103 9
Geography 101-102 8
Biology 101-102-103 12
Chemistry 101-102-103..... 12
Mathematics 102-103; 201..... 15

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-BUSINESS ADMINISTRATION CURRICULUM (A.A.)

This curriculum includes a broad foundation in liberal arts and professional courses in order to prepare a person to transfer to a senior institution in business, and later, to meet the changing complexities of life and leadership in the business community. The selection of professional studies at senior institutions includes accounting, business administration, economics, marketing, insurance, management, finance, and industrial relations.

General Education **56-63**

Suggested Curriculum Courses
Business 101; 120-121 17
Economics 201-202-203 9
Mathematics 103; 201 10
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree 96

PRE-BUSINESS EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in business or distributive education. With this degree, opportunities exist in teaching and office administration.

General Education **56-63**
Suggested Curriculum Courses
Business 101-102-103-104; 106-107-108; 120-121 41
Economics 201-202-203 9
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree 96

PRE-DENTAL CURRICULUM (A.S.)

In general, admission to dental schools requires at least three years of high level undergraduate academic performance in a variety of disciplines. Students should consult the catalogs of the dental schools to which they plan to apply for specific entrance requirements.

General Education 73
Suggested Curriculum Courses
Biology 101-102-103 12
Chemistry 101-102-103 12
Psychology 201 5
Sociology 5
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree 96

PRE-ELEMENTARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in early childhood or intermediate education.

General Education **56-63**
Suggested Curriculum Courses
Art 101 5
Education 201 5
Geography 101-102 8
Health 101 5
History 201-202-203 9
Music 101 5
Political Science 201 5
Speech 201 3
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree 96

PRE-SECONDARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in secondary education. Upon transferring, students will choose a subject area of concentration.

General Education **56-63**
Suggested Curriculum Course
Education 201 5
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree 96

PRE-ENGINEERING CURRICULUM (A.S.)

This curriculum prepares students to pursue baccalaureate degrees in the engineering areas of aerospace, chemical, civil, electronic, engineering mechanics, industrial, mechanical, and nuclear. Students should contact the engineering school of their choice in order to obtain specific information on degree requirements.

General Education **56-63**
Suggested Curriculum Courses
Chemistry 101-102-103 12

Physics 101-102-103 12
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-FORESTRY CURRICULUM (A.S.)

This curriculum prepares students to pursue baccalaureate degrees in the areas of conservation, forestry, recreation resources management, recreation and park administration, natural resource management, and wood/paper technology.

General Education **56-63**
Suggested Curriculum Courses
Biology 101-102-103 12
Chemistry 101-102-103..... 12
Economics 201-202-203 9
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-LIBERAL ARTS CURRICULUM (A.A.)

This curriculum is for students wanting to pursue study in all disciplines to obtain a broad education.

General Education **56-63**
Suggested Curriculum Course
Foreign Language..... 10-20
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-MATHEMATICS CURRICULUM (A.S.)

This curriculum is for students wanting to pursue a baccalaureate degree for teaching or research in mathematics.

General Education **56-63**
Suggested Curriculum Courses
Chemistry 101-102-103..... 12
Mathematics 250-251-252 15
Physics 101-102-103 12
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-NURSING CURRICULUM (A.A.)

This curriculum is for students wanting to pursue a baccalaureate degree in nursing. Students should contact the nursing school of their choice in order to obtain specific information on degree requirements.

General Education **56-63**
Suggested Curriculum Courses
Biology 101-102-103; 121-122..... 20
Chemistry 101-102-103..... 12
Psychology 201 5
Sociology 201..... 5
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-PHARMACY CURRICULUM (A.S.)

This curriculum is designed for students wanting to pursue a five-year baccalaureate degree in pharmacy. Pharmacy positions can be obtained in hospitals, research, production, law enforcement, education, and, of course, private practice. Students should contact the pharmacy school of their choice in order to obtain specific information on degree requirements.

General Education **56-63**

PRE-INTERNATIONAL STUDIES CURRICULUM (A.A.)

This curriculum is for students interested in pursuing further course work in preparation for a career abroad.

General Education **56-63**
Suggested Curriculum Courses
Political Science 201; 205-206 15
Geography 101-102 8
Foreign Language..... 10-20
Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-JOURNALISM CURRICULUM (A.A.)

This curriculum is for students preparing for careers in mass media.

General Education **56-63**

Suggested Curriculum Courses

English 210 3
Speech 201-202 8
Journalism 211-212 10

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-LAW CURRICULUM (A.A.)

In general, admission to law school requires a high level of undergraduate academic performance in a variety of disciplines. Students desiring to enter the field of law should contact the law school which they plan to attend to determine its admission requirements. This information can then be used in determining appropriate course relations.

General Education **56-63**

Suggested Curriculum Courses

Economics 201-202-203 9
Psychology 201 5
Political Science 201 5

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-RECREATION CURRICULUM (A.A.)

This curriculum is designed to prepare students for pursuit of a baccalaureate degree in recreation. Recreational positions are available at the local, state, and national level in such areas as municipal recreation, park management, and therapeutic recreation.

General Education **56-63**

Suggested Curriculum Courses

Health 101-102 8
Recreation 201-202 10
Physical Education 102; 105-106; 108-109; 208 6
Psychology 201-202 10
Sociology 201 5
Political Science 201 5

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-SCIENCE CURRICULUM (A.S.)

This curriculum is designed for students desiring to pursue baccalaureate degrees in the physical and/or biological sciences.

General Education **73**

Electives (sufficient to meet degree requirements but including advanced science courses)

Minimum Total Number of Credits for Degree **96**

PRE-SOCIAL WORK CURRICULUM (A.A.)

This curriculum is designed for students who are desiring to undertake advance d degree work in order to seek employment with agencies that concern themselves with the welfare of disadvantaged groups in society.

General Education **56-63**

Suggested Curriculum Courses

Psychology 201; 203 10
Sociology 201-202 10

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-TEXTILES CURRICULUM (A.S.)

This curriculum is designed for students who desire to enter senior institutions with specialty degrees in textiles, i.e., the School of Textiles at North Carolina State University. Students are urged to contact the senior institution of their choice as early as possible to coordinate course planning and transfer procedures.

General Education 73
Suggested Curriculum Courses
Economics 201-202-203 9
Chemistry 101-102-103 12
Physics 101-102-103 12
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

PRE-VETERINARY MEDICINE CURRICULUM (A.S.)

In general, admission to schools of veterinary medicine requires achievement of a baccalaureate degree with a record of high level academic performance, particularly in the sciences. Students should consult the catalog of the veterinary schools to which they plan to apply for specific entrance requirements, and then, work closely with their faculty advisor in designing an appropriate two-year program.

General Education 73
Suggested Curriculum Courses
Biology 101-102-103 12
Chemistry 101-102-103 12
Mathematics 201 5
Electives (sufficient to meet degree requirements)
Minimum Total Number of Credits for Degree **96**

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program is a student-centered, precredit program of instruction offered to prepare students for admission to college transfer, technical, or vocational curricula. The Developmental Studies Program consists of three series: (1) 70 Basic Skills Series (math and reading); (2) 80 Developmental Series (math); and (3) 90 Developmental Series (math, reading, English, and science). A student enrolls in the appropriate developmental series if he or she:

1. scores between the 15th-40th percentile on any section of the Comparative Guidance and Placement Test—Developmental Series; scores below the 15th percentile—70 Basic Skills Series.
2. has insufficient high school background and/or desires to increase overall proficiency in English, reading, math, and/or science.
3. has enrolled in college transfer, technical, or vocational courses, but shows a need for improvement in English, reading, math, and/or science.
4. scores below 70 percent on the entrance exam given in English 100, English 101, or English 121.

Various teaching techniques, specialized audiovisual equipment, and individualized instruction allow the student to progress at a comfortable rate, facilitating the maximum achievement of prescribed course objectives. The student is tested frequently to evaluate progress, and upon completion of a developmental sequence is permitted to select a curriculum suitable to his or her abilities and interests.

Students may spend one quarter to three quarters in the Basic Skills Series and one quarter to three quarters in the Developmental Series, depending upon the amount and rate of progress made. When a student who is enrolled full-time in the Developmental Studies Program is ready to enter regular curriculum studies, the student must visit an advisor and initiate a Curriculum Change Request. Once the Curriculum Change Request form has been completed, the student submits it to the Registrar's office.

ASSOCIATE IN GENERAL EDUCATION DEGREE (A.G.E.) CERTIFICATE IN GENERAL EDUCATION (C.G.E.)

The Associate in General Education (A.G.E.) degree program is a non-traditional program designed for maximum flexibility in recognizing prior college-level learning, regardless of where the learning took place.

Credit may be given for:

1. Studies completed in military service for which specific credit recommendations are made by the American Council on Education;

2. Correspondence courses taken within the correspondence programs of regionally accredited institutions of higher education;
3. Credit-by-examination for satisfactory achievement as indicated by national norms for standardized tests or a grade of 85% or higher for local teacher-made tests;
4. Formal job-related training programs;
5. Selected continuing education programs; and
6. Other non-collegiate studies.

In all cases, credit will only be given for those learning experiences deemed to be: (1) College-level; (2) verifiable through official documentation; and (3) acceptable to Coastal Carolina Community College. The responsibility for obtaining documentation of any learning experiences to be evaluated by the college rests entirely with the individual student.

The college makes no assurances of any kind that the non-traditional learning it recognizes for credit in this program will be recognized in transfer to any other institutions; however, other institutions with similar non-traditional programs may recognize such extra-collegiate learning.

PROGRAM REQUIREMENTS FOR ASSOCIATE DEGREE OR CERTIFICATE

To receive an Associate in General Education degree, the student must have completed a minimum of 96 quarter hours of credit in general education and interest-type courses. A Certificate in General Education will be awarded upon the successful completion of 45 quarter hours of credit in general education and interest-type courses. The Associate Degree program must include courses from each of the following disciplinary areas as specified, and the Certificate program must include courses from at least two of the first four disciplinary areas as specified:

Discipline Requirements*	**Minimum Credit Hours**
English & Literature (any unduplicated composition of literature courses)	9
Fine Arts & Humanities (art, drama, music, religion, foreign language**, speech)	5
Social Science (any unduplicated history of social science courses)	9
Science and Mathematics (any unduplicated science or math courses)	8
Physical Education (requirement waived for those over 35 years of age or for active duty military)	3
MINIMUM GENERAL EDUCATION REQUIREMENTS	31-34
PRIOR LEARNING***, ELECTIVES, AND OTHER SUGGESTED MAJOR CURRICULUM COURSES	62-65
MINIMUM TOTAL NUMBER OF CREDITS FOR DEGREE	96

* Students who may wish to later transfer to a senior institution are advised to select *only college transfer courses* in fulfilling these requirements.

** Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate level of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

*** Students possessing a considerable amount of prior learning in a particular specialty (usually not less than 30 quarter credit hours) may be awarded either an Associate Degree or a Certificate in General Education "... with Specialty in (area)" upon completion of all course requirements.

In both the Associate and Certificate options, students are required to complete a minimum of 15 quarter hours of credit from Coastal Carolina Community College.

Developmental or remedial courses taken at any institution will not satisfy degree requirements.

OCCUPATIONAL DIVISION IN APPLIED SCIENCE PROGRAMS

ACCOUNTING

Accounting, which is often called the "language of business," is defined as the process by which economic information is measured and communicated to interested parties such as the firm's owners, managers, and creditors. Accounting is one of the oldest professions, yet it is at the same time one of the newest and most rapidly growing areas of professional development. As the local, state, and national economies continue to grow and expand in the 1980's and beyond, the demand for accounting professionals is also expected to increase. Consequently, the role of the professional accountant in business, industry and government will become even more important and more demanding. The two-year accounting curriculum is designed to provide students with the essential accounting knowledge and related business skills required for entry-level positions in the field of accounting.

CURRICULUM OBJECTIVES

The specific objectives of the two-year accounting curriculum are for each student to develop the following competencies:

1. General knowledge of accounting as a profession and the ability to apply specific knowledge of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, cost accounting principles and standards, and federal and state taxation procedures.
2. Ability to apply knowledge of specific elements of finance, economics, business law, data processing, and marketing and retailing in day-to-day business situations.
3. Ability to utilize general management principles and human relations skills as they apply to successful business operations.
4. Ability to effectively apply oral and written communications skills in a business environment.

GRADUATE PROSPECTS

The accounting graduate can expect numerous employment opportunities from three primary sources: private business firms, public accounting firms, and various branches of government. Entry level positions might require the accountant to journalize transactions and maintain ledgers, to prepare and maintain payroll records, to develop periodic or special financial reports, to prepare tax returns, to

update and maintain production cost records, and to participate in business audits and financial statement preparation. This training, plus further experience, should prepare the graduate to become an office manager, or an accounting supervisor, or to fill some other responsible position in the field of accounting.

ACCOUNTING

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 101—Introduction to Business	5	0	5
BUS 110—Office Machines	2	2	3
ECO 201—Principles of Economics	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	18	2	19
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ECO 202—Principles of Economics	3	0	3
ENG 122—Grammar and Composition II	3	0	3
	16	2	17
SPRING QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
ECO 203—Principles of Economics	3	0	3
ENG 224—Oral Communication	3	0	3
	19	4	21
FALL QUARTER			
BUS 222—Intermediate Accounting	5	0	5
BUS 226—Cost Accounting	5	0	5
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 123—Technical Writing	3	0	3
	16	2	17
WINTER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 223—Intermediate Accounting	5	0	5
BUS 229—Taxes I	5	0	5
EDP 202—Cobol I	2	4	4
	17	4	19
SPRING QUARTER			
BUS 224—Intermediate Accounting III	5	0	5
BUS 230—Taxes II	5	0	5
BUS 235—Business Management	5	0	5
BUS 269—Auditing	5	0	5
	20	0	20

TOTAL QUARTER HOURS: 113

*Students may receive credit by successfully passing an examination.

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 Nursing 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 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 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; U.S. Naval Regional Medical Center, Camp Lejeune, North Carolina; Cherry Hospital, Goldsboro, North Carolina; New River Nursing Home and Oak Manor, Inc., Jacksonville, 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 committees decision. If circumstances warrant, the student will be allowed to repeat a course before going on to an advanced sequence course.

READMISSION POLICY

Only one academic readmission will be permitted. A student requesting readmission to the Associate Degree Nursing program must complete the admission process i.e.: new references and physical and dental forms. Audit requirements for courses successfully completed will be determined based on the previous academic achievement and on an individual basis.

ASSOCIATE DEGREE NURSING PROGRAM

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BIO 121—Human Anatomy and Physiology I	3	3	4
NUR 101—Fundamentals of Nursing I	6	9	9
NUR 102—Nutrition	3	0	3
PSY 201—Introduction to Psychology	5	0	5
	17	12	21
WINTER QUARTER			
BIO 122—Human Anatomy and Physiology II	3	3	4
NUR 103—Fundamentals of Nursing II	6	14	11
PSY 202—Human Growth and Development	5	0	5
	14	17	20
SPRING QUARTER			
BIO 123—Introduction to Microbiology	3	3	4
NUR 104—Nursing in Physical/Mental Illness I	6	14	11
PSY 203—Abnormal Psychology	5	0	5
	14	17	20
SUMMER QUARTER (One Split Summer Session)			
NUR 105—Behavioral Disorders	10	18	8
	10	18	8
FALL QUARTER			
ENG 101—English Composition	3	0	3
NUR 206—Maternal and Child Care	6	15	11
SOC 201—Introduction to Sociology	5	0	5
	14	15	19
WINTER QUARTER			
ENG 102—English Composition	3	0	3
NUR 207—Nursing Care in Physical/Mental Illness II	6	18	12
Free Elective	3	0	3
	12	18	18
SPRING QUARTER			
ENG 103—English Composition	3	0	3
NUR 208—Nursing Care in Physical/Mental Illness III	6	18	12
NUR 209—Nursing Seminar	3	0	3
	12	18	18
General Education	41	9	44
Nursing	52	102	78
TOTAL	93	115	124

PLEASE NOTE:

Pharmacology will be integrated beginning in the first quarter with emphasis running through the first year and continuing as necessary during the entire six and one-half quarters. In addition to NUR 105—Behavorial 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 a study of economic principles and a 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 Hours
FALL QUARTER	Class	Lab	Credit
BUS 101—Introduction to Business	5	0	5
BUS 110—Office Machines	2	2	3
ECO 201—Principles of Economics	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	18	2	19
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ECO 202—Principles of Economics	3	0	3
ENG 122—Grammar and Composition II	3	0	3
	16	2	17
SPRING QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
ECO 203—Principles of Economics	3	0	3
ENG 224—Oral Communication	3	0	3
	19	4	21
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 239—Marketing	5	0	5
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 123—Technical Writing	3	0	3
PSY 206—Applied Psychology	3	0	3
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 229—Taxes I	5	0	5
BUS 243—Advertising	3	2	4
POL 221—U.S. Government	3	0	3
	16	2	17
SPRING QUARTER			
BUS 219—Credit Procedures	3	0	3
BUS 230—Taxes II	5	0	5
BUS 235—Business Management	5	0	5
BUS 245—Retailing	3	0	3
BUS 272—Principles of Supervision	3	0	3
	19	0	19

TOTAL QUARTER HOURS: 111

*Students may receive credit by successfully passing an examination.

CRIMINAL JUSTICE TECHNOLOGY

Criminal Justice Technology is a program that covers law enforcement, security services, and corrections. In the last decade, these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed to explore the humanistic and technological dimensions of criminal justice. Upon graduation, the student will have the technical competency and theoretical understanding necessary to assume a functional role in law enforcement, corrections, or security.

Courses included in this curriculum encompass the following areas: general education, social science, discretionary aspects of the criminal justice system, philosophy and principles of law, techniques of investigation, and strategies of crime prevention and detection. Elective criminal justice courses explore specialized functions of law enforcement, corrections, and security.

CRIMINAL JUSTICE

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 102—Beginning Typewriting*	3	2	4
CJC 101—Introduction to Criminal Justice	5	0	5
CJC 110—Juvenile Delinquency	3	0	3
MAT 100—Contemporary College Math I	5	0	5
PSY 206—Applied Psychology	3	0	3
	19	2	20
WINTER QUARTER			
CJC 102—Introduction to Criminology	5	0	5
CJC 115—Criminal Law I	3	0	3
CJC 209—Interviews and Interrogations	3	2	4
ENG 121—Grammar and Composition I	3	0	3
HEA 102—First Aid and Safety	3	0	3
	17	2	18
SPRING QUARTER			
CHE 100—General Chemistry	3	3	4
CJC 116—Criminal Law II	3	0	3
CJC 220—Police Organization and Administration	3	0	3
ENG 122—Grammar and Composition II	3	0	3
POL 201—American Federal Government	5	0	5
	17	3	18
FALL QUARTER			
CJC 113—Identification Techniques	3	2	4
CJC 202—Police-Community Relations	3	0	3
CJC 221—Police Supervision	3	0	3
POL 202—State and Local Government	5	0	5
Elective	2	0	2
	16	2	17
WINTER QUARTER			
CJC 210—Criminal Investigation I	3	2	4
CJC 222—Police Operations	5	0	5
CJC 225—Criminal Procedure	3	0	3
ENG 224—Oral Communication	3	0	3
SOC 202—Social Problems	5	0	5
	19	2	20
SPRING QUARTER			
CJC 205—Criminal Evidence	3	0	3
CJC 211—Criminal Investigation II	3	2	4
CJC 240—Firearms and Defensive Tactics	3	2	4
ENG 123—Technical Writing	3	0	3
Elective	3	0	3
	15	4	17

TOTAL QUARTER HOURS: 110

*Students may receive credit by successfully passing an examination.

CRIMINAL JUSTICE

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
PSY 201	Introduction to Psychology	PSY 206
ENG 101	English Composition	ENG 121
SOC 201	Introduction to Sociology	SOC 202
ENG 102	English Composition	ENG 122
CHE 101	General Chemistry I	CHE 100
ENG 103	English Composition	ENG 123
SPH 201	Fundamentals of Speech	ENG 224
*BUS 272	Principles of Supervision	CJC 221

The following course may be taken in lieu of other elective subjects.

CJC 103	Introduction to Corrections	5	0	5
CJC 104	Introduction to Security	3	0	3
CJC 250	Police Science Internship	0	9	3

*Must take one of Criminal Justice electives in its place.

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 specialty 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. Personal interview by members of the Admissions Committee.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Hygiene program if a grade of less than "C" is earned in a dental related course (DEN) of three quarter hour credits, or more. A student who has earned less than a "C" grade in two dental related (DEN) courses each of which is less than three quarter hour credits will be suspended.

DENTAL HYGIENE

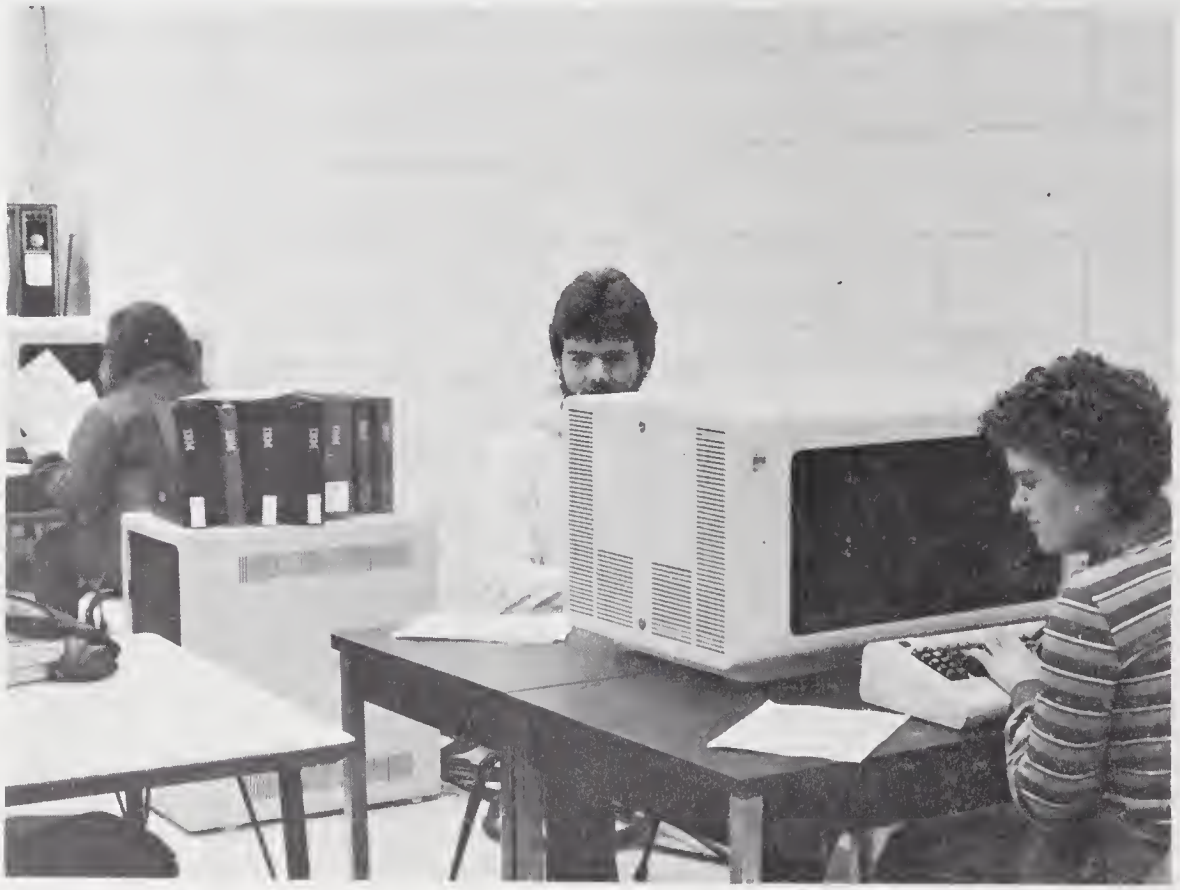
	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BIO 121—Human Anatomy and Physiology I	3	3	4
CHE 105—General Chemistry	4	2	5
DEN 101—Dental Anatomy	3	0	3
DEN 111—Preclinical Dental Hygiene I	3	9	6
DEN 125—First Aid and Dental Emergencies	1	2	2
	14	16	20
WINTER QUARTER			
BIO 122—Human Anatomy and Physiology II	3	3	4
CHE 106—Nutrition and Biochemistry	4	0	4
DEN 102—Head and Neck Anatomy	4	0	4
DEN 112—Preclinical Dental Hygiene II	2	9	5
DEN 121—General and Oral Pathology	3	0	3
	16	12	20
SPRING QUARTER			
BIO 123—Introduction to Microbiology	3	3	4
DEN 113—Clinical Dental Hygiene	2	9	5
DEN 135—Dental Health Education	2	0	2
DEN 212—Dental Radiology	3	3	4
PSY 201—Introduction to Psychology	5	0	5
	15	15	20
SUMMER QUARTER (5½ WEEKS)			
DEN 214—Clinical Dental Hygiene II	2	12	3
DEN 234—Dental Materials	6	6	4
DEN 255—Dental Pharmacology	4	0	2
	12	18	9
FALL QUARTER			
DEN 204—Chairside Assisting	1	3	2
DEN 222—Periodontology I	2	0	2
DEN 215—Clinical Dental Hygiene III	3	12	7
ENG 101—English Composition	3	0	3
SOC 201—Introduction to Sociology	5	0	5
	14	15	19
WINTER QUARTER			
DEN 216—Clinical Dental Hygiene IV	3	12	7
DEN 225—Dental Specialties	2	3	3
DEN 226—Community Dentistry I	2	3	3
ENG 102—English Composition	3	0	3
	10	18	16
SPRING QUARTER			
DEN 217—Clinical Dental Hygiene V	3	12	7
DEN 227—Community Dentistry II	0	3	1
DEN 228—Office Management	2	0	2
ENG 103—English Composition	3	0	3
SPH 201—Fundamentals of Speech	3	0	3
	11	15	16

TOTAL QUARTER HOURS: 120

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 define problems with minimum supervision. The student analyses 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. The student ascertains if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results. He or she may prepare a complete set of operating instructions for use by a console operator; on occasion, operates the console in processing program.



ELECTRONIC DATA PROCESSING

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
ECO 201—Principles of Economics	3	0	3
EDP 104—Introduction to Data Processing Systems	5	2	6
ENG 121—Grammar and Composition I	3	0	3
MAT 102—College Algebra	5	0	5
	16	2	17
WINTER QUARTER			
BUS 120—Principles of Accounting	5	2	6
EDP 202—Cobol I	2	4	4
ENG 122—Grammar and Composition II	3	0	3
MAT 107—Electronic Data Processing Mathematics	5	0	5
	15	6	18
SPRING QUARTER			
BUS 121—Principles of Accounting	5	2	6
EDP 105—Assembler Language I	3	4	5
EDP 210—Cobol II	2	4	4
ENG 123—Technical Writing	3	0	3
	13	10	18
FALL QUARTER			
BUS 226—Cost Accounting	5	0	5
EDP 211—Cobol III	2	4	4
EDP 224—Report Program Generator	3	2	4
MAT 250—Introductory Statistics	4	2	5
	14	8	18
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 229—Taxes I	5	0	5
EDP 212—Cobol IV	2	4	4
EDP 225—Report Program Generator	3	2	4
	15	6	18
SPRING QUARTER			
BUS 235—Business Management	5	0	5
EDP 215—Operating Systems	3	2	4
EDP 220—Introduction to Systems Analysis	3	2	4
EDP 223—PL1 Programming	2	4	4
PSY 206—Applied Psychology	3	0	3
	16	8	20

TOTAL QUARTER HOURS: 109

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology curriculum provides a basic background in practical applications of electronics and in electronics related theory. Courses are designed to present content in an order that will provide the student with progressive levels of job related skills and knowledge. The curriculum is designed so that completion should prepare an individual to work as an assistant to engineers, or as liaison between the engineer and the skilled craftsman.

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

ELECTRONICS ENGINEERING TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
ELC 112—Electrical Fundamentals I	5	6	7
ENG 121—Grammar and Composition I	3	0	3
MAT 102—College Algebra	5	0	5
	13	6	15
WINTER QUARTER			
ELC 113—Electrical Fundamentals II	3	6	5
ELN 121—Electronics	3	4	5
ENG 122—Grammar and Composition II	3	0	3
MAT 103—Trigonometry	5	0	5
	14	10	18
SPRING QUARTER			
ELC 114—Electrical Fundamentals III	3	2	4
ELN 122—Electronics II	5	6	7
MAT 201—Calculus and Analytical Geometry	5	0	5
EDP 102—Programming for Electronics	3	2	4
	16	10	20
SUMMER QUARTER			
DFT 113—Electronic Drafting	2	6	4
ELN 123—Electronics III	3	4	5
ELN 218—Pulse, Logic, and Digital Circuits	3	4	5
PHY 121—Measurements and Mechanics	3	2	4
	11	16	18
FALL QUARTER			
ELN 219—Digital Fundamentals	3	4	5
ELN 223—Electronic Instruments and Meas	3	6	5
PHY 122—Temperature and Heat	3	2	4
ENG 123—Technical Writing	3	0	3
	12	12	17
WINTER QUARTER			
ELN 224—Computer and Microprocessor Fund	3	4	5
ELN 242—Communications	5	4	7
PHY 123—Thermodynamics, Waves & Optics	3	2	4
Social Science Elective	3	0	3
	14	10	19
SPRING QUARTER			
ELN 225—Microprocessor Interfacing	5	4	7
ELN 246—Design Project	0	6	3
ENG 224—Oral Communications	3	0	3
Social Science Elective	3	0	3
	11	10	16

TOTAL QUARTER HOURS: 123

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 reponsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate 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 Hours
FALL QUARTER	Class	Lab	Credit
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
	14	4	16
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	16	6	19
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 134—Personal Development	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communications	3	0	3
	15	6	18
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
BUS 206E—Dictation, Transcription, and Word Processing	3	2	4
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 226—Business Communications	3	0	3
Social Science Elective	3	0	3
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 205E—Technical Typewriting II	2	2	3
BUS 207E—Dictation, Transcription, and Word Processing	3	2	4
	15	6	18
SPRING QUARTER			
BUS 112—Records Management	3	0	3
BUS 208E—Dictation, Transcription, and Word Processing	3	2	4
BUS 212—Transcription Machines I and Word Processing	3	0	3
BUS 214—Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	15	4	17

TOTAL QUARTER HOURS: 105

*Students may receive credit by successfully passing an examination

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 Hours
FALL QUARTER	Class	Lab	Credit
BUS 101 —Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	16	2	17
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 110—Office Machines	2	2	3
BUS 183E—Terminology & Vocabulary	3	0	3
ECO 108—Consumer Economics	3	0	3
ENG 124—Secretarial Composition	3	0	3
	14	4	16
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	15	4	17
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 226—Business Communication	3	0	3
PSY 206—Applied Psychology	3	0	3
Business Elective	3	0	3
	14	4	16
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 212—Transcription Machines I and Word Processing	3	0	3
BUS 220—Recordkeeping I	5	2	6
Social Science Elective	3	0	3
	18	4	20
SPRING QUARTER			
BUS 213—Transcription Machines II and Word Processing	3	0	3
BUS 216—Office Practicum	3	12	7
BUS 221—Recordkeeping II	5	2	6
	11	14	16

TOTAL QUARTER HOURS: 102

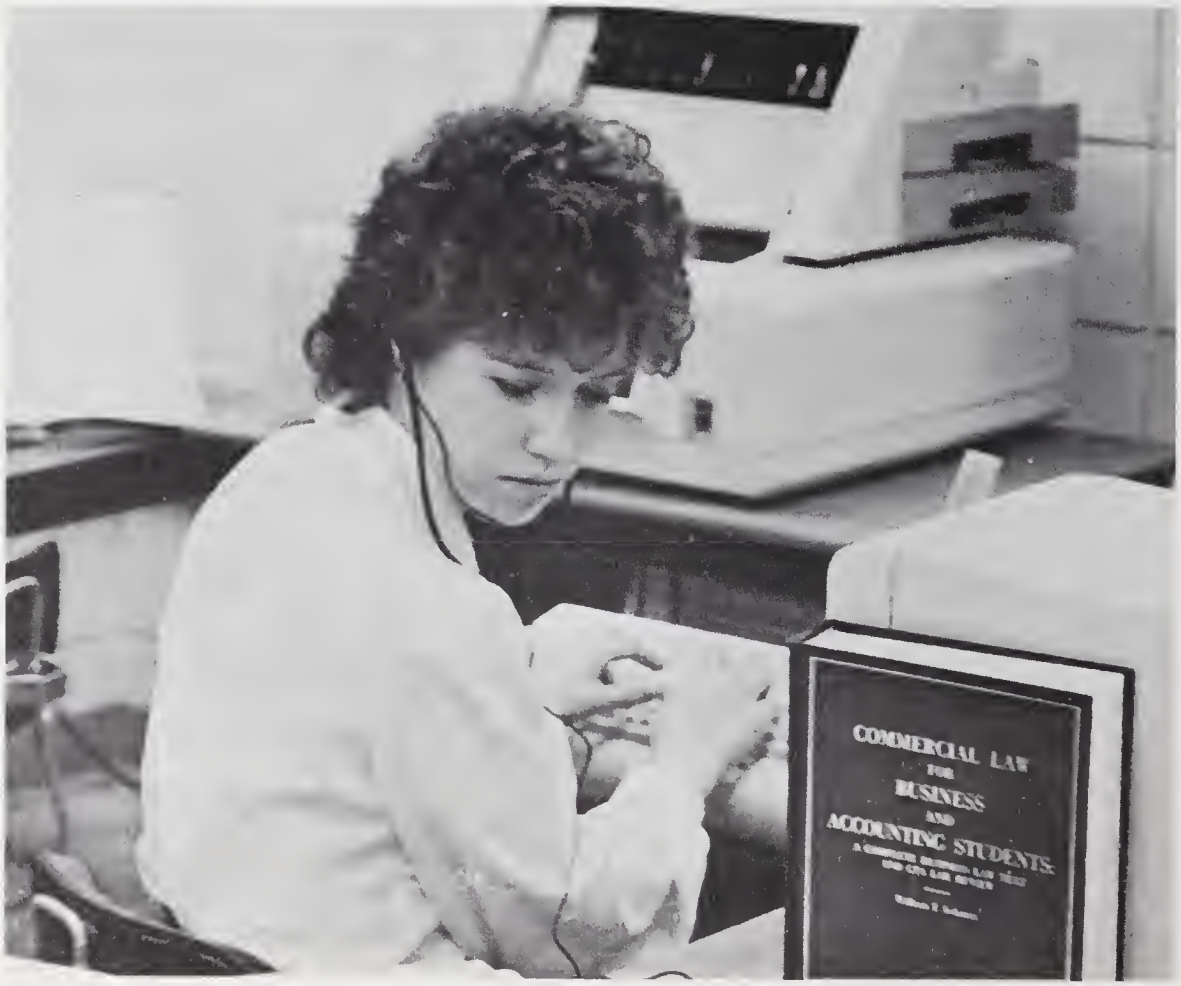
*Students may receive credit by successfully completing an examination.

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 Hours
FALL QUARTER	Class	Lab	Credit
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
	14	4	16
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	16	6	19
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 134—Personal Development	3	0	3
BUS 183L—Legal Terminology	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	18	6	21
FALL QUARTER			
BUS 204L—Technical Typewriting I	2	2	3
BUS 206L—Dictation, Transcription, and Word Processing	3	2	4
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 226—Business Communication	3	0	3
Social Science Elective	3	0	3
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 205L—Technical Typewriting II	2	2	3
BUS 207L—Dictation, Transcription, and Word Processing	3	2	4
BUS 212L—Legal Transcription Machines I, and Word Processing	3	0	3
	18	6	21
SPRING QUARTER			
BUS 112—Records Management	3	0	3
BUS 213L—Transcription Machines II, and Word Processing	3	0	3
BUS 214L—Legal Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	12	2	13

TOTAL QUARTER HOURS: 107

*Students may receive credit by successfully passing an examination.

MARKETING AND RETAILING

Marketing and retailing is a program of instruction 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 marketing occupations at the mid-management level. Marketing occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing products to consumers, retailers, jobbers, wholesalers, and others, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Marketing pertains to business and industrial goods as well as to consumer goods, and to business and consumer services. Marketing occupations are many and diverse, ranging from salesman 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 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 and selling, management, and marketing export, industrial, credit operations, and sales promotion.

MARKETING AND RETAILING

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BUS 101—Introduction to Business	5	0	5
BUS 110—Office Machines	2	2	3
ECO 201—Principles of Economics	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	18	2	19
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ECO 202—Principles of Economics	3	0	3
ENG 122—Grammar and Composition II	3	0	3
	16	2	17
SPRING QUARTER			
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
BUS 245—Retailing	3	0	3
ECO 203—Principles of Economics	3	0	3
ENG 224—Oral Communication	3	0	3
	19	2	20
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 239—Marketing	5	0	5
BUS 249—Retail Merchandising Management	3	0	3
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 123—Technical Writing	3	0	3
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 243—Advertising	3	2	4
BUS 260—Commercial Display and Design	2	2	3
BUS 262—Fashion in Retailing	3	0	3
POL 221—U.S. Government	3	0	3
	16	4	18
SPRING QUARTER			
BUS 219—Credit Procedures	3	0	3
BUS 247—Fundamentals of Risk and Insurance	3	0	3
BUS 268—Marketing and Retailing Internship	1	9	4
BUS 272—Principles of Supervision	3	0	3
PSY 206—Applied Psychology	3	0	3
	13	9	16

TOTAL QUARTER HOURS: 108

MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology 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. The student's skills should enable him or her to function efficiently in such areas of the medical laboratory as chemistry, microbiology, serology, urinalysis, hematology, and blood banking.

The Medical Laboratory Technology Program has been developed as a seven and one half (7½) quarter curriculum. The first five (5) quarters are composed of general academic and medical laboratory courses. There are two and one half (2½) quarters composed of clinical experience in one or more hospitals in the area.

Applicants 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 (7½) quarter program, the graduate will be awarded the (AAS) Degree in Medical Laboratory Technology, and be eligible to take MLT, ASCP Registry examination for national certification.

MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BIO 121—Anatomy & Physiology I	3	3	4
CHE 101—General Chemistry I	3	3	4
ENG 101—English Composition	3	0	3
MAT 102—College Algebra	5	0	5
MLT 100—Orientation to Medical Technology	0	2	1
	14	8	17
WINTER QUARTER			
BIO 122—Anatomy & Physiology II	3	3	4
CHE 102—General Chemistry II	3	3	4
ENG 102—English Composition	3	0	3
MLT 101—Introduction to Clinical Laboratory	2	4	4
	11	10	15
SPRING QUARTER			
BIO 123—Introduction to Microbiology	3	3	4
MLT 103—Urinalysis	2	6	4
MLT 104—Prin. of Organic & Biochemistry	3	3	4
PSY 201—Introduction to Psychology	5	0	5
	13	12	17
SUMMER QUARTER			
MLT 102—Hematology I	3	6	5
MLT 105—Serology	3	3	4
MLT 202—Clinical Chemistry I	3	3	4
MLT, 207—Clinical Microbiology I	3	4	5
	12	16	18
FALL QUARTER			
MLT 201—Hematology II	3	6	5
MLT 204—Clinical Chemistry II	3	4	5
MLT 208—Clinical Microbiology II	3	2	4
MLT 210—Immunohematology	2	3	3
	11	15	17
WINTER QUARTER			
MLT 218—Clinical Practice**	0	40	13
	0	40	13
SPRING QUARTER			
MLT 220—Clinical Practice II	0	40	13
	0	40	13
SUMMER QUARTER			
MLT 222—Clinical Practice**	0	40	7
	0	40	7

TOTAL QUARTER HOURS: 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 Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
	14	4	16
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	16	6	19
SPRING			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 134—Personal Development	3	0	3
BUS 183M—Medical Terminology & Vocabulary	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	18	6	21
FALL QUARTER			
BUS 204M—Technical Typewriting I	2	2	3
BUS 206M—Dictation, Transcription, and Word Processing	3	2	4
BUS 284M—Medical Terminology & Vocabulary	3	0	3
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 226—Business Communication	3	0	3
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 205M—Medical Insurance Billing	2	2	3
BUS 207M—Dictation, Transcription, and Word Processing	3	2	4
BUS 212M—Medical Transcription Machines I and Word Processing	3	0	3
	18	6	21
SPRING QUARTER			
BUS 112—Records Management	3	0	3
BUS 213M—Medical Transcription Machines II, and Word Processing	3	0	3
BUS 214M—Medical Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
Social Science Elective	3	0	3
	15	2	16

TOTAL QUARTER HOURS: 110

*Students may receive credit by successfully passing an examination.

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, Notekeeper, 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.

ACADEMIC REGULATIONS

Any student who receives a final grade lower than C in any CIV, MAT or DFT course will be placed on academic probation and must obtain permission from the surveying program director each quarter to continue in the curriculum.

SURVEYING TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
CIV 101—Surveying I	2	6	4
CIV 121—Computations I	5	2	6
DFT 101—Technical Drafting	2	6	4
ENG 121—Grammar and Composition I	3	0	3
	12	14	17
WINTER QUARTER			
CIV 102—Surveying II	2	6	4
ENG 122—Grammar and Composition II	3	0	3
MAT 102—College Algebra	5	0	5
PHY 121—Measurements & Mechanics	3	2	4
	13	8	16
SPRING QUARTER			
CIV 103—Surveying III	2	6	4
CIV 123—Computations II	0	6	2
DFT 102—Civil Drafting	2	6	4
MAT 123—Trigonometry for Surveyors	5	0	5
PHY 122—Properties of Matter, Temperature, and Heat	3	2	4
	12	20	19
SUMMER QUARTER			
CIV 104—Surveying IV	2	6	4
CIV 109—Surveying Law	5	0	5
MAT 221—Calculus for Surveyors	5	0	5
PHY 123—Thermodynamics, Waves, and Optics	3	2	4
	15	8	18
FALL QUARTER			
CIV 211—Topographic Surveying	2	6	4
CIV 217—Construction Methods & Equipment	5	0	5
CIV 223—Codes, Contracts, & Specifications	2	0	2
CIV 228—Introduction to Drainage	2	3	3
ENG 123—Technical Writing	3	0	3
	14	9	17
WINTER QUARTER			
CIV 212—Route Surveying	2	6	4
CIV 226—Properties of Highway Materials	5	6	7
CIV 229—Highway Drainage	2	3	3
ENG 224—Oral Communication	3	0	3
	12	15	17
SPRING QUARTER			
CIV 114—Statics	5	0	5
CIV 213—Advanced Land Surveying	3	3	4
CIV 214—Mapping & Subdivision Planning	2	6	4
CIV 227—Construction of Roads & Pavements	2	3	3
CIV 230—Subdivision Drainage	2	3	3
	14	15	19

TOTAL QUARTER HOURS: 123

DIPLOMA PROGRAMS
OCCUPATIONAL DIVISION

The following curriculums in the Trade Division requires all students to purchase tools/uniforms and safety equipment. These requirements are mandatory for all students enrolled in these programs. Purchase of the tools/uniforms will be conducted by each department via the instructor and students.

Department	Requirements	Quarter Due
Auto-Body Repair	Tools/Uniforms	Fall
Auto Mechanics	Tools/Uniforms	Fall
Air Cond. & Refrig.	Tools	Fall/Winter/Spring
Diesel Vehicle Maint.	Tools/Uniforms	Fall
Drafting	Tools	Fall
Electrical	Tools	Fall/Summer
Electronics	Tools	Fall/Winter/Spring
Machinist	Tools/Uniforms	Fall
Welding	Tools/Uniforms	Fall

AIR CONDITIONING, HEATING AND REFRIGERATION

The present day demands from industry for qualified mechanical experts in all areas of air conditioning, heating and refrigeration are greater than ever before. The curriculum given at Coastal Carolina Community College is designed to equip young men and women 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, Heating and Refrigeration curriculum prepares graduates as installation and service mechanics. The student 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.

Students enrolled in the Air Conditioning, Heating and Refrigeration courses will be required to have a set of tools as listed by the instructor.

Tools listed in Group "A" will be used early in the First Quarter (Fall). Tools as listed in Group "B" will be required for the Second Quarter (Winter). Tools in Group "C" will be obtained no later than the Third Quarter (Spring).

AIR CONDITIONING, HEATING AND REFRIGERATION

	Hours Per Week			Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Shop**	**Credit**
AHR 1121—Fundamentals of Refrigeration I	5	0	6	7
ELC 1102—Basic Electricity	3	0	3	4
MAT 1101—Fundamentals of Mathematics	5	0	0	5
PHY 1105—Shop Science I	3	2	0	4
	16	2	9	20
WINTER QUARTER				
AHR 1122—Fundamentals of Refrigeration II	4	0	6	6
DFT 1181—Mechanical/Electrical Blueprints and Layouts	3	0	3	4
ELC 1114—Electric Motors and Controls	5	0	6	7
ENG 1102—Professional Communication I	3	0	0	3
	15	0	15	20
SPRING QUARTER				
AHR 1125—Principles of Environmental Control	9	0	6	11
AHR 1126—Sheet Metal I	3	0	3	4
ENG 1103—Professional Communication II	3	0	0	3
	15	0	9	18
SUMMER QUARTER				
AHR 1134—Sheet Metal II	3	0	3	4
AHR 1135—Control Systems	3	0	9	6
ECO 1105—Economics	3	0	0	3
WLD 1180—Basic Welding	2	0	4	3
	11	0	16	16
FALL QUARTER				
AHR 1127—Environmentals Systems Shop Practice I	6	0	12	10
ELC 1137 –National Electrical Code for Limited Restricted License	6	0	0	6
PSY 1101—Human Relations	3	0	0	3
	15	0	12	19
WINTER QUARTER				
AHR 1123—Commercial Refrigeration	6	0	9	9
AHR 1131—Environmentals Systems Shop Practice II	3	0	6	5
AHR 1138—N.C. Codes & Standards	6	0	0	6
	15	0	15	20
SPRING QUARTER				
AHR 1110—Fundamentals of Solar Heating	3	0	3	4
AHR 1132—Estimating & Contracting	5	2	0	6
AHR 1133—Environmentals Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
	14	2	9	18

TOTAL QUARTER HOURS: 131

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 or she 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.

The architectural drafting students are required to purchase certain drafting tools and supplies during the Fall Quarter as required by the instructor. All students will comply with this requirement.

ARCHITECTURAL DRAFTING—BUILDING TRADES

	Hours Per Week			Quarter Hours
FALL QUARTER	Class	Lab	Shop	Credit
DFT 1121—Drafting	3	0	12	7
DFT 1144—Materials & Methods of Construction	4	0	0	4
ENG 1102—Professional Communications I	3	0	0	3
MAT 1103—Geometry	3	0	0	3
	13	0	12	17
WINTER QUARTER				
DFT 1141—Architectural Drafting & Design I	3	0	15	8
DFT 1143—Mechanical Equipment of Buildings	4	0	0	4
ENG 1103—Professional Communications II	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	15	0	15	20
SPRING QUARTER				
DFT 1142—Architectural Drafting & Design II	3	0	15	8
DFT 1145—Codes, Contracts & Specifications	4	0	0	4
DFT 1148—Structural Systems	1	0	6	3
MAT 1102—Applied Mathematics	5	0	0	5
	13	0	21	20
SUMMER QUARTER				
BUS 1110—Office Machines	2	2	0	3
CIV 1101—Site Surveying & Site Development	2	6	0	4
DFT 1146—Construction Estimating	3	0	0	3
DFT 1147—Architectural Drafting III	3	0	12	7
	10	8	12	17

TOTAL QUARTER HOURS: 74

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.

The Auto Body Repair students shall be required to purchase a complete set of basic auto body repair hand tools with tool box and shop uniforms.

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTO BODY REPAIR

FALL QUARTER	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
AUT 1111—Auto Body Repair I	2	0	9	5
AUT 1115—Trim, Glass & Upholstery	1	0	6	3
ENG 1102—Professional Communications I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
WLD 1101—Basic Gas Welding	1	0	3	2
	12	0	18	18
WINTER QUARTER				
AUT 1112—Auto Body Repair II	5	0	18	11
BUS 1103—Small Business Operations	3	0	0	3
WLD 1105—Auto Body Welding	1	0	3	2
	9	0	21	16
SPRING QUARTER				
AUT 1113—Metal Finishing & Painting	6	0	21	13
PSY 1101—Human Relations	3	0	0	3
	9	0	21	16
SUMMER QUARTER				
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.

The auto mechanics students shall be required to purchase a complete set of basic auto mechanic hand tools with tool box and shop uniforms.

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTOMOTIVE MECHANICS

	Hours Per Week			Quarter Hours
FALL QUARTER	Class	Lab	Shop	Credit
DFT 1101—Schematics and Diagrams	3	2	0	4
ENG 1102—Professional Communications I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
PME 1101—Internal Combustion Engines	3	0	15	8
	14	2	15	20
WINTER QUARTER				
ENG 1103—Professional Communications II	3	0	0	3
PHY 1105—Shop Science I	3	2	0	4
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9
PME 1121—Braking Systems	3	0	3	4
	14	2	15	20
SPRING QUARTER				
AHR 1101—Automotive Air Conditioning	3	0	6	5
PHY 1106—Shop Science II	3	2	0	4
PME 1124—Automotive Power Train Systems	3	0	12	7
	9	2	18	16
SUMMER QUARTER				
ECO 1105—Economics	3	0	0	3
PME 1125—Auto Servicing I	3	0	9	6
PME 1126—Automotive Diesel Engines	3	0	6	5
	9	0	15	14
FALL QUARTER				
PME 1123—Auto Chassis and Suspension	3	0	9	6
PME 1202—Auto Electrical/Electronics	3	0	6	5
PSY 1101—Human Relations	3	0	0	3
WLD 1180—Basic Welding	2	0	4	3
	11	0	19	17
WINTER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
PME 1203—Automotive Engine Tune-Up	4	0	12	8
PME 1227—Emissions Control & Power Plant Trouble Shooting	3	0	6	5
	10	0	18	16
SPRING QUARTER				
PME 1221—Advanced Front Suspension, Alignment and Power Steering	1	0	6	3
PME 1224—Advanced Automatic Tranmissions	3	0	12	7
PME 1226—Automotive Servicing II	2	0	6	4
	6	0	24	14

TOTAL QUARTER HOURS: 117

DENTAL ASSISTING

Dental assisting is one of the fastest growing occupations for men and 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 he or 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 basic objectives of the Dental Assisting 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, he or 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, the dental assistant 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, the dental assistant receives patients, arranges appointments, records treatments, keeps accounts, maintains inventories, and orders supplies.

The dental assistant functions under the direction and supervision of a dentist, in accordance with the guidelines and standards adopted by the American Dental Association and within the constraints imposed by state law and local custom.

Graduates of this program are eligible to take the national

examination given by the Certifying Board of the American Dental Assistants Association leading to recognition as a Certified Dental Assistant.

While most dental assistants find employment in dental offices, opportunities exist also in government clinics, hospitals, and the military services.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Assisting program if a grade of less than "C" is earned in a dental related course (DEN) of three quarter hour credits, or more. A student who has earned less than a "C" grade in two dental related (DEN) courses each of which is less than three quarter hour credits will be suspended.

DENTAL ASSISTING

	Hours Per Week			Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Clinic**	**Credit**
BIO 1101—Preclinical Microbiology, Gross Anatomy & Physiology	2	2	0	3
DEN 1001—Introduction to Dental Assisting	2	0	0	2
DEN 1002—Dental Materials I	2	6	0	4
DEN 1003—Dental Anatomy	3	2	0	4
DEN 1006—Clinical Procedures I	3	6	0	5
	12	16	0	18
WINTER QUARTER				
DEN 1004—Preclinical Science (Oral Pathology, Pharmacology & Dental Office Emergencies	2	0	0	2
DEN 1007—Clinical Procedures II	3	6	0	5
DEN 1008—Dental Materials II	2	6	0	4
DEN 1012—Dental Radiology	2	6	0	4
ENG 1102—Professional Communications I (or optional ENG 101)	3	0	0	3
	12	18	0	18
SPRING QUARTER				
DEN 1005—Dental Office Management	4	0	0	4
DEN 1009—Dental Office Practice I (CPR)	0	0	14	5
DEN 1011—Professional Development Seminar I	1	0	0	1
DEN 1013—Preventive Dental Health Education	2	3	0	3
DEN 1014—Preclinical Science (Oral Pathology)	2	0	0	2
PSY 1101—Human Relations (or optional PSY 201)	3	0	0	3
	12	3	14	18
SUMMER QUARTER				
DEN 1010—Dental Office Practice II	0	0	24	8
DEN 1015—Professional Development Seminar II	2	0	0	2
ENG 1103—Professional Communications II (or optional SPH 201)	3	0	0	3
	5	0	24	13

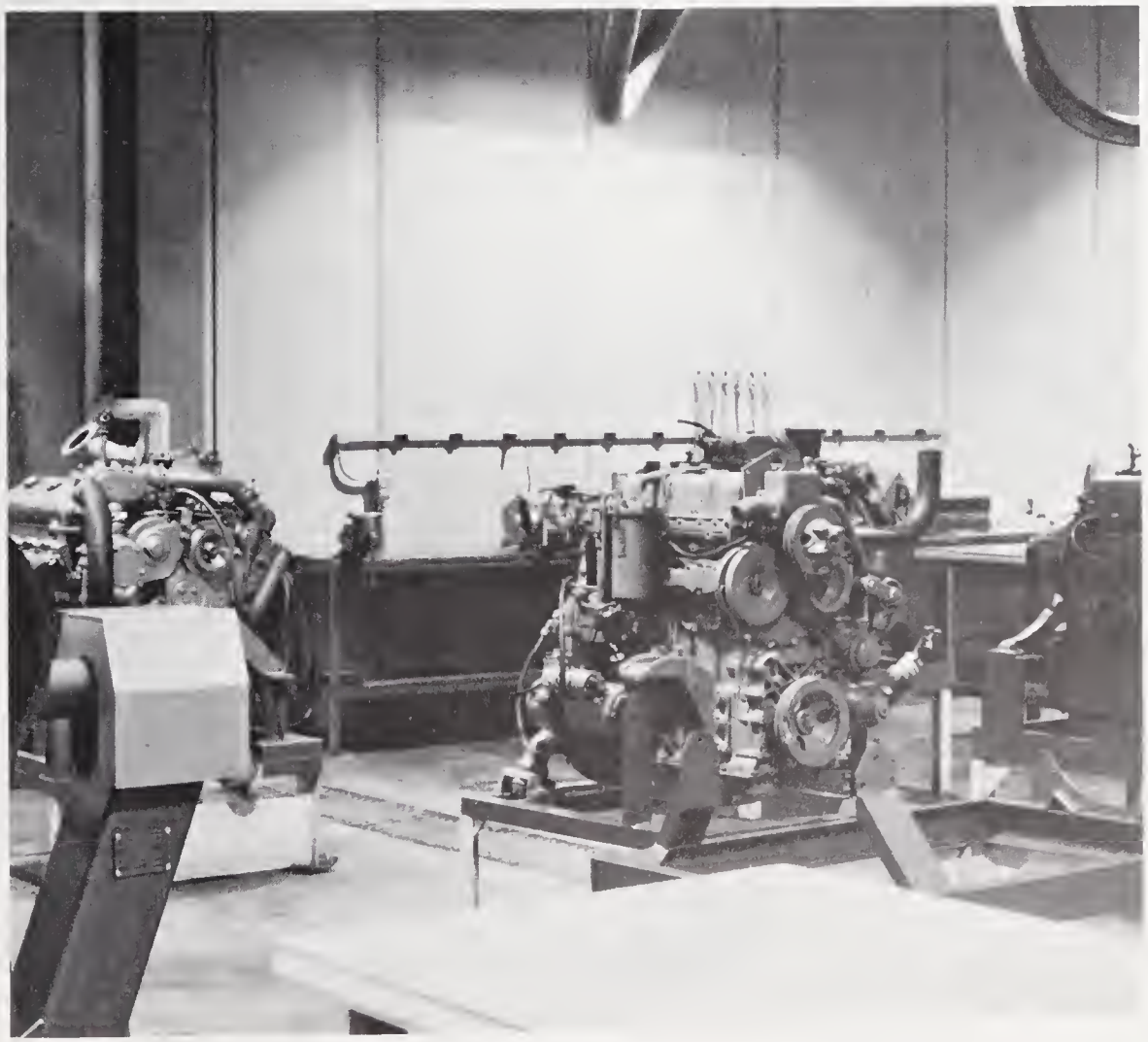
TOTAL QUARTER HOURS: 67

DIESEL VEHICLE MAINTENANCE

Diesel Vehicle Maintenance is a program that encompasses all systems composing a diesel powered vehicle. Under this curriculum title we will specialize and limit our curriculum offering, to Diesel Engines and related systems. The potential for expanding the proposed curriculum to include the entire realm of the diesel vehicle maintenance is the ultimate objective of the proposal.

This curriculum is designed to develop the skills and competencies required to inspect, diagnose, repair, adjust and overhaul diesel engines utilized in diesel powered farm equipment, trucks, automobiles, boats and industrial equipment. Upon completion of this curriculum the student will perform tasks associated with diesel engine maintenance, service and overhaul at established competency levels.

Courses included in this curriculum encompass the following areas: general education, physical sciences, diesel engine theory, and demonstrated application of overhaul, servicing and maintenance techniques as they apply to diesel engines and related systems.



DIESEL VEHICLE MAINTENANCE

	Hours Per Week			Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Shop**	**Credit**
DSE 1101—Introduction to Diesel Mechanics	2	0	3	3
DSE 1110—Internal Combustion Engine, Diesel, Two Cycle	4	0	12	8
ENG 1102—Professional Communications I	3	0	0	3
MAT 1101—Fundamentals of Mathematics.....	5	0	0	5
	14	0	15	19
WINTER QUARTER				
DSE 1111—Internal Combustion Engine, Diesel, Four Cycle	4	0	12	8
ENG 1103—Professional Communications II	3	0	0	3
PHY 1105—Shop Science I	3	2	0	4
WLD 1180—Basic Welding	2	0	4	3
	12	2	16	18
SPRING QUARTER				
DSE 1144—Hydraulic and Pneumatic Air Systems	1	0	3	2
DSE 1150—Fuel Injection and Electrical System .	6	0	9	9
DSE 1158—Air Induction and Exhaust Systems ..	2	0	6	4
PSY 1101—Human Relations	3	0	0	3
	12	0	18	18
SUMMER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
DSE 1154—Diesel Tune-up and Trouble Shooting .	3	0	12	7
DSE 1156—Diesel Engine Servicing.....	3	0	9	6
	9	0	21	16

TOTAL QUARTER HOURS: 71

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 or she will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. The student 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 or she 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.

The Electrical Installation student shall be required to purchase the Electricians Tools Set "A" as listed by the instructor during the Fall Quarter. Tool Set "B" will be required during the Summer Quarter. All students will comply with this requirement for the Electrical Installation Course.

ELECTRICAL INSTALLATION AND MAINTENANCE

	Hours Per Week			Quarter Hours
FALL QUARTER	Class	Lab	Shop	Credit
ELC 1112—Electrical Theory	5	0	9	8
ELC 1127—Electrical Materials & Tools	0	0	3	1
ENG 1102—Professional Communications I	3	0	0	3
MAT 1115—Electrical Mathematics I	5	0	0	5
PHY 1106—Shop Science II	3	2	0	4
	16	2	12	21
WINTER QUARTER				
DFT 1109—Electrical Blueprints & Layouts	3	0	0	3
ELC 1124—Residential Wiring I	5	0	6	7
ELC 1126—National Electrical Code	6	4	0	8
ENG 1103—Professional Communications II	3	0	0	3
	17	4	6	21
SPRING QUARTER				
ELC 1113—Electrical Motors & Controls	7	0	12	11
ELC 1125—Residential Wiring II	2	0	6	4
PSY 1101—Human Relations	3	0	0	3
	12	0	18	18
SUMMER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
ELC 1128—Commercial/Industrial Installations	8	0	18	14
	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.

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

The electronic servicing students shall be required to purchase the tools sets as follows:

List "A"—Within 10 days after 1st class meeting
(Fall Quarter)

List "B"—Within 10 days after 1st class meeting
(Winter Quarter)

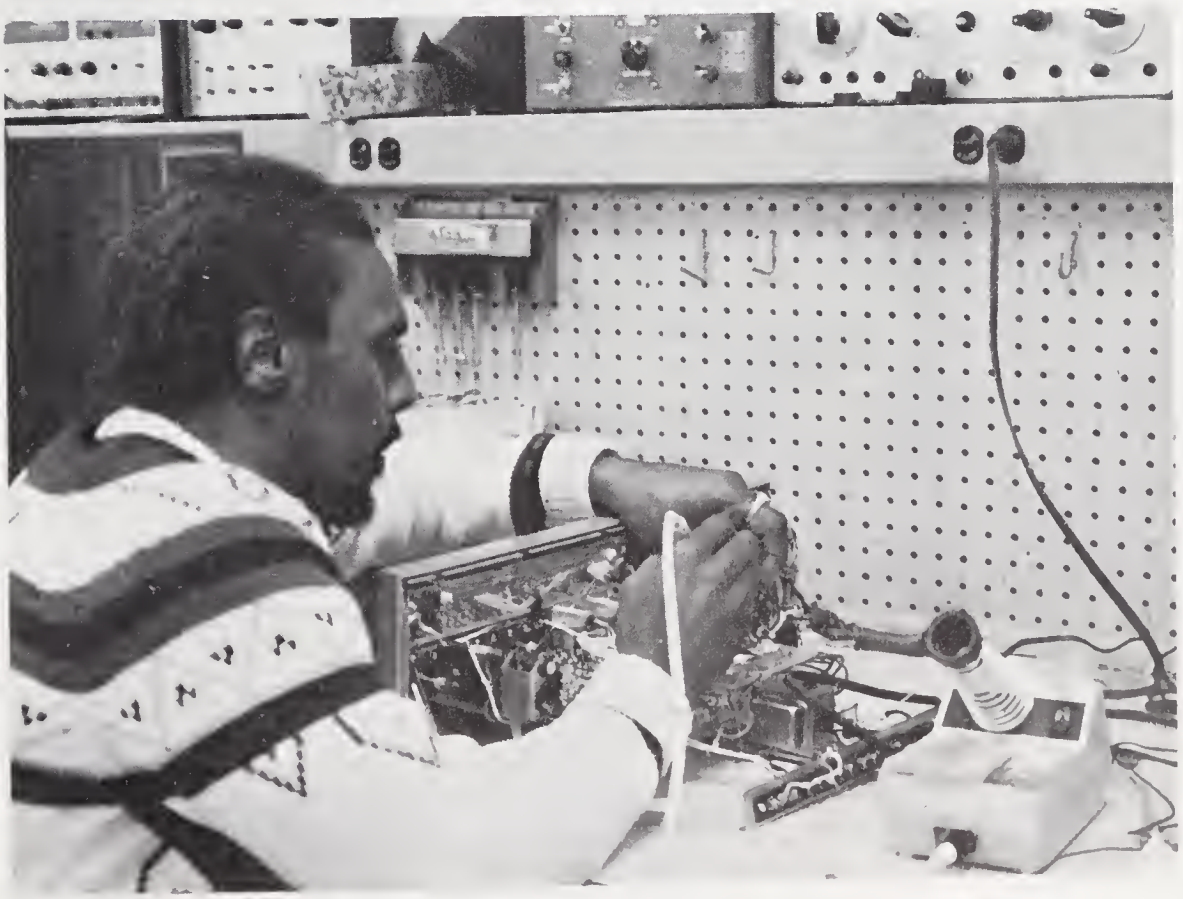
List "C"—Within 10 days after 1st class meeting
(Spring Quarter)

All students will comply with this requirement for the electronic program.

ELECTRONIC SERVICING

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

TOTAL QUARTER HOURS: 74



MACHINIST

The Machinist Program is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry.

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. He/she is trained and experienced in turning out a machined product and in switching readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he/she can complete the finished work according to blueprint or written specifications. He/she makes standard shop computations relating to dimension of work, tooling, feeds, and speeds of machining. The machinist uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his/her work to thousandths of an inch.

The skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he/she can heat and quench cutting tools and parts to improve machinability. His/her wide knowledge enables the machinist to turn a block of metal into an intricate, precise part.

MACHINIST

	Hours Per Week			Quarter Hours
FALL QUARTER	Class	Lab	Shop	Credit
DFT 1104—Blueprint Reading	0	0	3	1
ENG 1102—Professional Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
MEC 1101—Machine Shop Theory & Practice	3	0	15	8
	11	0	18	17
WINTER QUARTER				
DFT 1105—Blueprint Reading: Mechanical	1	2	0	2
ENG 1103—Professional Communication II	3	0	0	3
MAT 1103—Geometry	3	0	0	3
MEC 1102—Machine Shop Theory & Practice	3	0	12	7
MEC 1118—Introduction to Metals	3	2	0	4
	13	4	12	19
SPRING QUARTER				
DFT 1106—Blueprint Reading: Mechanical	1	2	0	2
MAT 1122—Machinist Mathematics I	3	0	0	3
MEC 1103—Machine Shop Theory & Practice	3	0	12	7
MEC 1119—Applied Metallurgy	2	0	3	3
PSY 1101—Human Relations	3	0	0	3
	12	2	15	18
SUMMER QUARTER				
MAT 1123—Machinist Mathematics II	3	0	0	3
MEC 1104—Machine Shop Theory & Practice	3	0	15	8
PHY 1111—Applied Science	3	2	0	4
WLD 1180—Basic Welding	2	0	4	3
	11	2	19	18

TOTAL QUARTER HOURS: 72

MASONRY

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

The curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him or her to perform effectively. The student must have a knowledge of basic mathematics, blue print reading and masonry technology. He or she 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 cota. Also, he or she 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
FALL QUARTER	Class	Lab	Shop	Credit
DFT 1110—Blueprint Reading: Building Trades ...	0	0	3	1
MAS 1101—Bricklaying	5	0	15	10
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	10	0	18	16
WINTER QUARTER				
DFT 1111—Blueprint Reading & Sketching	0	0	3	1
MAS 1102—Bricklaying	5	0	15	10
MAT 1112—Building Trades Mathematics	3	0	0	3
	8	0	18	14
SPRING QUARTER				
DFT 1112—Blueprint Reading & Sketching	0	0	3	1
MAS 1103—General Masonry	5	0	15	10
MAS 1113—Masonry Estimating	3	0	3	4
	8	0	21	15

TOTAL QUARTER HOURS: 45

NURSE ASSISTANT EDUCATION

The Nurse Assistant Education program is a 12-week course designed to prepare qualified men and women to give effective nursing care to selected patients in the general hospital or the nursing home setting under the direction of a licensed nurse. The student will receive classroom instruction and clinical practice in basic nursing procedures, making and reporting observations, and routine aspects of daily ward management. The course will also provide instruction in fundamentals of effective interpersonal relationships with emphasis on the role of the Nurse Assistant on the Nursing Team.

Selection of students will be based on results of pre-entrance tests and personal interview.

Upon the successful completion of the 12-week course, the student will be awarded a certificate of achievement.

PML 1001 Nurse Assistant Education

	Hours Per Week			Quarter Hours
30 hr/week for 12 weeks	Class	Lab	Clinical	Credit
(14 lecture hours) (16 clinical hours)	14	0	16	19

Presents knowledge and skills in basic nursing care and procedures. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurse Assistant is included. Attention is focused on the role of the Nurse Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision.

Prerequisite: admission requirements

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 pre-entrance 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 October. 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

FALL QUARTER	Hours Per Week Class	Lab	Clinical	Quarter Hours Credit
NUR 1001—Fundamentals of Practical Nursing...	9	9	0	12
NUR 1002—Anatomy & Physiology	6	0	0	6
NUR 1003—Nutrition & Diet Therapy	3	0	0	3
NUR 1016—Basic Medical/Nursing Terminology ..	2	0	0	2
	20	9	0	23
WINTER QUARTER				
ENG 1102—Professional Communications I	3	0	0	3
NUR 1005—Medical-Surgical Nursing I	9	0	0	9
NUR 1007—Clinical Experience I	0	0	15	5
NUR 1008—Pharmacology & Drug Therapy	3	0	0	3
	15	0	15	20
SPRING QUARTER				
NUR 1006—Nursing of Children.....	4	0	0	4
NUR 1009—Medical Surgical Nursing II	5	0	0	5
NUR 1010—Maternity Nursing.....	4	0	0	4
NUR 1011—Clinical Experience II.....	0	0	15	5
PSY 1101—Human Relations	3	0	0	3
	16	0	15	21
SUMMER 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	Hours/ week	Total Contact Hours	Qtr. Hours Credit
First Quarter	29	319	23
Second Quarter	31	341	21
Third Quarter.....	30	330	20
Fourth Quarter	31	341	19
		1331	83

SURGICAL TECHNOLOGY

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.

A surgical technologist is a trained member of the operating room team. The technician 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 for surgery. The tasks performed under the supervision of registered nurses are to assemble and open supplies for surgical procedures; to assist the circulating nurse and anesthesiologist; to operate tables, lights, suction machines, electrosurgical units and diagnostic equipment; to pour solutions; to keep the surgical team supplied; to care for specimens; to assist in application of dressings; to clean and maintain equipment; to scrub and set up operating table with proper instruments, sutures, drapes, etc.; to assist the surgeon by passing instruments, sutures, sponges; and to assist with cast applications.

Due to the recent published report of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.

ACADEMIC REGULATIONS

The Surgical Technology students will advance through the sequence required in the Surgical Technology 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
Human Anatomy and Physiology I & II

SURGICAL TECHNOLOGY

	Hours Per Week			Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Clinic**	**Credit**
BIO 1123—Introduction to Microbiology	3	3	0	4
ENG 1102—Professional Communications	3	0	0	3
NUR 1100—Nursing Procedures	3	3	0	4
SUR 1101—Introduction to Operating Room	3	3	0	4
SUR 1102—Surgical Procedures I	5	3	0	6
	17	12	0	21
WINTER QUARTER				
BIO 1121—Human Anatomy and Physiology I	3	3	0	4
SUR 1103—Surgical Procedures II	5	3	0	6
SUR 1104—Clinical Practice I	0	0	16	5
SUR 1106—Seminar I	2	0	0	2
	10	6	16	17
SPRING QUARTER				
BIO 1122—Human Anatomy and Physiology II	3	3	0	4
SUR 1105—Clinical Practice II	0	0	25	8
SUR 1107—Seminar II	2	0	0	2
	5	3	25	14
SUMMER QUARTER				
SUR 1108—Clinical Practice III	0	0	25	8
SUR 1109—Surgical Procedures III	3	0	0	3
SUR 1110—Seminar III	1	0	0	1
	4	0	25	12
			TOTAL QUARTER HOURS:	64

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 or she should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

The welding student will be required to purchase the flame resistant uniform and several items of safety equipment, tools and drafting instruments. A list of these items will be given to each student at the beginning of the Fall Quarter and will indicate the item and quarter required. All students must comply with this requirement for the welding course.

WELDING

FALL QUARTER	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
DFT 1117—Blueprint Reading: Welding	0	0	3	1
ENG 1102—Professional Communications I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
MEC 1112—Machine Shop Practice	1	0	3	2
WLD 1120—Oxyacetylene Welding & Cutting	3	0	12	7
	12	0	18	18
WINTER QUARTER				
DFT 1180—Trade Drafting & Sketching	0	0	6	2
ELC 1101—Basic Electricity	3	0	0	3
ENG 1103—Professional Communications II	3	0	0	3
WLD 1112—Mechanical Testing & Inspection	1	0	3	2
WLD 1121—Arc Welding	3	0	12	7
	10	0	21	17
SPRING QUARTER				
DFT 1118—Pattern Development	0	0	4	1
PSY 1101—Human Relations	3	0	0	3
WLD 1123—Inert Gas Welding	1	0	6	3
WLD 1124—Pipe Welding	3	0	12	7
	7	0	22	14
SUMMER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
MEC 1141—Sheet Metal Fabrication	0	0	6	2
WLD 1122—Commercial & Industrial Practice	3	0	9	6
WLD 1125—Certification Practice	3	0	6	5
	9	0	21	16

TOTAL QUARTER HOURS: 65

EVENING DIVISION

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

Evening classes normally meet two nights each week for an eleven-week quarter. In most instances, it is possible to take two courses the same evening. The evening student may attend on a part-time or full-time basis.

In addition to individual course offerings in most technical, vocational, and college transfer subjects, a student may complete requirements leading to an Associate degree in selected technical and college transfer programs within a minimum period of two calendar years through the Evening Division of the College. It may be advisable, however, that course work be extended over a longer period of time, depending on outside commitments.

The following degree programs can be completed through the Evening Division although enrollment during the day may be necessary.

TECHNICAL (Associate in Applied Science Degree)

Business Administration
Criminal Justice
Executive Secretary
General Office Technology
Marketing and Retailing

COLLEGE TRANSFER

Associate In Arts Degree

In addition to the Technical and College Transfer Degree programs above, selected Vocational Courses are also scheduled during the evening in the following areas:

Architectural Drafting
Auto Body Repair
Automotive Mechanics
Diesel Vehicle Maintenance
Electrical Installation and Maintenance
Electronic Servicing
Masonry
Welding

EVENING DIVISION
COLLEGE TRANSFER (ASSOCIATE IN ARTS)

(See pages 49-59 for both General Requirements and Requirements for Major Fields)

Freshman Courses	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BIO 101—General Biology	3	2	4
CHE 101—General Chemistry I	3	3	4
ENG 101—English Composition	3	0	3
ENG 102—English Composition	3	0	3
HIS 101—Western Civilization I	3	0	3
HIS 201—American History I	3	0	3
MAT 100—Contemporary College Math I	5	0	5
MAT 102—College Algebra	5	0	5
PED	2	0	1
SPA 101—Elementary Spanish	5	1	5
WINTER QUARTER			
BIO 101—General Biology	3	2	4
BIO 102—General Biology	3	2	4
CHE 101—General Chemistry I	3	3	4
CHE 102—General Chemistry II	3	3	4
ENG 101—English Composition	3	0	3
ENG 102—English Composition	3	0	3
ENG 103—English Composition	3	0	3
HIS 102—Western Civilization II	3	0	3
HIS 202—American History II	3	0	3
MAT 100—Contemporary College Math I	5	0	5
MAT 102—College Algebra	5	0	5
PED	2	0	1
SPA 102—Elementary Spanish	5	1	5
SPRING QUARTER			
BIO 102—General Biology	3	2	4
BIO 103—General Biology	3	2	4
CHE 102—General Chemistry II	3	3	4
CHE 103—General Chemistry III	3	3	4
ENG 101—English Composition	3	0	3
ENG 102—English Composition	3	0	3
ENG 103—English Composition	3	0	3
HIS 103—Western Civilization III	3	0	3
HIS 203—American History III	3	0	3
MAT 101—Contemporary Math II	5	0	5
MAT 102—College Algebra	5	0	5
PED	2	0	1
Sophomore Courses			
FALL QUARTER			
ENG 203—American Literature	5	0	5
GEO 202—Cultural Geography	5	0	5
PSY 201—Intro. to Psychology	5	0	5
SOC 201—Intro. to Sociology	5	0	5
SPH 201—Fundamentals of Speech	3	0	3
WINTER QUARTER			
ENG 204—American Literature	5	0	5
POL 202—State & Local Government	5	0	5
PSY 202—Human Growth and Development	5	0	5
SOC 202—Social Problems	5	0	5
SPH 201—Fundamentals of Speech	3	0	3

EVENING DIVISION
COLLEGE TRANSFER (ASSOCIATE IN ARTS)
(Continued)

SPRING QUARTER	Hours Per Week Class	Lab	Quarter Hours Credit
POL 201—American Federal Government	5	0	5
SOC 201—Intro. to Sociology	5	0	5
SPH 201—Fundamentals of Speech	3	0	3

NOTE: The schedule of courses above may be altered by the substitution of courses, deletion of courses or by the addition of other courses. This right is reserved by the College since resources to offer evening courses are sometimes limited. It may become necessary to enroll in day courses to meet the requirements for an Associate in Arts degree.

EVENING DIVISION
BUSINESS ADMINISTRATION

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 101—Introduction to Business	5	0	5
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ENG 122—Grammar and Composition II	3	0	3
	13	2	14
SPRING QUARTER			
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
BUS 245—Retailing	3	0	3
	13	2	14
SUMMER QUARTER			
BUS 110—Office Machines	2	2	3
BUS 219—Credit Procedures	3	0	3
BUS 239—Marketing	5	0	5
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
	13	4	15
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 235—Business Management	5	0	5
ECO 201—Principles of Economics	3	0	3
ENG 224—Oral Communication	3	0	3
	14	0	14
WINTER QUARTER			
BUS 229—Taxes I	5	0	5
ECO 202—Principles of Economics	3	0	3
ENG 123—Technical Writing	3	0	3
POL 221—United States Government	3	0	3
	14	0	14
SPRING QUARTER			
BUS 230—Taxes II	5	0	5
BUS 243—Advertising	3	2	4
BUS 272—Principles of Supervision	3	0	3
ECO 203—Principles of Economics	3	0	3
	14	2	15
SUMMER QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 123—Business Finance	5	0	5
PSY 206—Applied Psychology	3	0	3
	11	2	12

*Students may receive credit by successfully passing an examination.

EVENING DIVISION
CRIMINAL JUSTICE

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BUS 102—Beginning Typewriting*	3	2	4
CJC 101—Introduction to Criminal Justice	5	0	5
CJC 110—Juvenile Delinquency	3	0	3
PSY 206—Applied Psychology	3	0	3
	14	2	15
WINTER QUARTER			
CJC 102—Introduction to Criminology	5	0	5
CJC 115—Criminal Law I	3	0	3
ENG 121—Grammar and Composition I	3	0	3
POL 202—State and Local Government	5	0	5
	16	0	16
SPRING QUARTER			
CJC 116—Criminal Law II	3	0	3
CJC 220—Police Organization and Administration	3	0	3
CJC 240—Firearms and Defensive Tactics	3	2	4
POL 201—American Federal Government	5	0	5
	14	2	15
SUMMER QUARTER			
CJC 209—Interviews and Interrogations	3	2	4
CJC 210—Criminal Investigation I	3	2	4
ENG 122—Grammar and Composition II	3	0	3
	9	4	11
FALL QUARTER			
CJC 104—Introduction to Security (elective)	3	0	3
CJC 113—Identification Techniques	3	2	4
CJC 202—Police-Community Relations	3	0	3
MAT 100—Contemporary College Math	5	0	5
	14	2	15
WINTER QUARTER			
CJC 211—Criminal Investigation II	3	2	4
CJC 225—Criminal Procedure	3	0	3
ENG 224—Oral Communications	3	0	3
SOC 202—Social Problems	5	0	5
	14	2	15
SPRING QUARTER			
CJC 103—Introduction to Corrections (elective)	5	0	5
CJC 221—Police Supervision	3	0	3
ENG 123—Technical Writing	3	0	3
HEA 102—First Aid and Safety	3	0	3
	14	0	14
SUMMER QUARTER			
CHE 100—Chemistry	3	3	4
CJC 205—Criminal Evidence	3	0	3
CJC 222—Police Operations	5	0	5
	11	3	12

*Students may receive credit by successfully passing an examination.

EVENING DIVISION
EXECUTIVE SECRETARY

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 101—Introduction to Business	5	0	5
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
	11	6	14
SPRING QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development	3	0	3
	12	4	14
SUMMER QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 211—Office Procedures	3	2	4
	9	6	12
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
BUS 206E—Dictation, Transcription, and Word Processing	3	2	4
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
PSY 206—Applied Psychology	3	0	3
	11	6	14
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 207E—Dictation, Transcription, and Word Processing	3	2	4
BUS 212—Transcription Machines I and Word Processing	3	0	3
	13	4	15
SPRING QUARTER			
BUS 118—Secretarial Accounting	5	2	6
BUS 208E—Dictation, Transcription, and Word Processing	3	2	4
ENG 224—Oral Communications	3	0	3
	11	4	13
SUMMER QUARTER			
BUS 214—Office Simulation	3	2	4
ENG 226—Business Communication	3	0	3
POL 221—United States Government	3	0	3
	9	2	10

*Students may receive credit by successfully passing an examination.

EVENING DIVISION
GENERAL OFFICE TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
BUS 101—Introduction to Business	5	0	5
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 110—Office Machines	2	2	3
ECO 108—Consumer Economics	3	0	3
ENG 124—Secretarial Composition	3	0	3
	11	4	13
SPRING QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development	3	0	3
ENG 224—Oral Communications	3	0	3
	12	2	13
SUMMER QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 183E—Terminology & Vocabulary	3	0	3
BUS 211—Office Procedures	3	2	4
Business Elective	3	0	3
	12	4	14
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 226—Business Communications	3	0	3
PSY 206—Applied Psychology	3	0	3
	11	4	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 212—Transcription Machines I, and Word Processing	3	0	3
	10	2	11
SPRING QUARTER			
BUS 213—Transcription Machines II and Word Processing	3	0	3
BUS 220—Recordkeeping I	5	2	6
Social Science Elective	3	0	3
	11	2	12
SUMMER QUARTER			
BUS 216—Office Practicum	3	12	7
BUS 221—Recordkeeping II	5	2	6
	8	14	13

*Students may receive credit by successfully completing an examination.

EVENING DIVISION
MARKETING AND RETAILING

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BUS 101—Introduction to Business	5	0	5
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ENG 122—Grammar and Composition II	3	0	3
	13	2	14
SPRING QUARTER			
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
BUS 245—Retailing	3	0	3
	13	2	14
SUMMER QUARTER			
BUS 110—Office Machines	2	2	3
BUS 219—Credit Procedures	3	0	3
BUS 239—Marketing	5	0	5
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
	13	4	15
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 249—Retail Merchandising Management	3	0	3
ECO 201—Principles of Economics	3	0	3
ENG 224—Oral Communications	3	0	3
	12	0	12
WINTER QUARTER			
BUS 262—Fashion in Retailing	3	0	3
ECO 202—Principles of Economics	3	0	3
ENG 123—Technical Writing	3	0	3
POL 221—United States Government	3	0	3
	12	0	12
SPRING QUARTER			
BUS 243—Advertising	3	2	4
BUS 247—Fundamentals of Risk and Insurance	3	0	3
BUS 272—Principles of Supervision	3	0	3
ECO 203—Principles of Economics	3	0	3
	12	2	13
SUMMER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 260—Commercial Display and Design	2	2	3
BUS 268—Marketing and Retailing Internship	1	9	4
PSY 206—Applied Psychology	3	0	3
	11	11	15

EVENING DIVISION—TRADE COURSE OFFERINGS

	Quarter	Course No.	Course Title	Credit Hours
Auto Body Repair	Fall	AUT 1113A	Metal Finishing & Painting	3
	Spring	AUT 1113A	Metal Finishing & Painting	3
Automotive Mechanics	Fall	PME 1123A	Chassis & Suspension	3
		PME 1102A	Electrical & Fuel Systems	3
	Winter	PME 1121	Braking Systems	4
		PME 1102A	Automotive Engine Tune-up	3
	Spring	PME 11102A	Electrical & Fuel Systems	3
		PME 1203A	Automotive Engine Tune-Up	3
	Summer	AHR 1101A	Automotive Air Conditioning	3
		PME 1125A	Auto Servicing	3
Air Conditi ing & Refrigeration	Fall	AHR 1127A	Oil Burner Servicing	4
		AHR 1121A	Fundamentals of Refrigeration I	4
	Spring	AHR 1121A	Fundamentals of Refrigeration I	4
	Summer	AHR 1121B	Fundamentals of Refrigeration I	4
Diesel Vehicle Maintenance	Fall	DSE 1110A	Internal Combustion Engine Diesel, Two and Four Cycle	5
	Winter	DSE 1158A	Air Induction and Exhaust Systems	3
	Spring	DSE 1150A	Fuel System, Detroit Diesel Engines	3
	Summer	DSE 1154A	Tune-Up and Troubleshooting	3
Drafting	Fall	DFT 1121A	Drafting I	4
	Winter	DFT 1141A	Architectural Drafting	4
	Spring	DFT 1110A	Blueprint Reading: Building Trades	4
	Summer	DFT 1146A	Construction Estimating	4
Electrical Installation	Winter	ELC 1126A	National Electric Code	4
	Spring	ELC 1126A	National Electric Code	4
	Summer	ELC 1113A	Electrical Motors & Controls	4
Electronic Servicing	Fall	ELN 1112A	Fundamentals of Electricity	4
	Winter	ELN 1112B	Fundamentals of Electronics	4
	Spring	ELN 1123A	Introduction to Television	4

Masonry	Fall	MAS 1101A	Bricklaying	3
		MAS 1101B	Bricklaying	3
	Winter	MAS 1101A	Bricklaying	3
		MAS 1101B	Bricklaying	3
	Spring	MAS 1101A	Bricklaying	3
		MAS 1101B	Bricklaying	3
	Summer	MAS 1101A	Bricklaying	3
		MAS 1101B	Bricklaying	3
Machinist	Winter	MEC 1102A	Machine Shop Theory & Practice	3
	Spring	MEC 1101A	Machine Shop Theory & Practice	3
	Summer	MEC 1101B	Machine Shop Theory & Practice	3
Welding	Fall	WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3
	Winter	WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3
	Spring	WLD 1121A	Arc Welding	3
		WLD 1120A	Oxyacetylene Welding & Cutting	3
	Summer	WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

General Information: An important mission of Coastal Carolina Community College is to provide educational opportunities to **all** adults in the area. The division of Continuing Education accomplishes this mission by offering a wide range of courses and programs at convenient times and locations throughout the County.

Continuing Education program offerings include Adult Basic Education, Adult High School, General Education Development, Occupational, Practical Skills, Avocational, Academic and Self-Supporting. These diversified programs allow adults to pursue and fulfill their personal interests and meet their occupational needs as well. If there are specific courses needed but not currently offered in Continuing Education, they can often be tailored to meet that need.

Eligibility: To enroll in courses offered in the Continuing Education Program, a student should be eighteen (18) years of age or older. However, sixteen (16) and seventeen (17) year olds can be served with permission from their principal and superintendent of their school system.

Academic Credit: Courses offered in Continuing Education are non-college credit. However, successful completion of certain courses earns continuing education units: ten (10) contact hours equals one (1) CEU, which many professionals need for the purpose of maintaining and/or renewing professional credentials.

Registration: Courses begin at various times during the traditional eleven week quarter. Normally, registration for courses is conducted on the first class meeting, though occasionally pre-registration is required. Announcements concerning dates, times, locations of classes, and registration information are made in the *Jacksonville Daily News* and are also available in the office of Continuing Education.

Fees: There is an $8.00 to $15.00 registration fee for all courses, with the exception of Adult Basic Education, Adult High School, and General Education Development, in which case no fee is charged. The fee structure is prescribed by the State of North Carolina.

GENERAL STUDIES CENTER

The General Studies Center is a division of Continuing Education and an important adjunct to the total college instructional program. The Center is designed to provide study opportunities in practically any field in which an adult may be interested. A few of the many instructional programs offered in the General Studies Center are the

following: English, reading, mathematics, psychology, science, business, social studies, and foreign languages.

Programs are designed to meet the needs of individuals at all levels, whether they are non-readers or college graduates. The Center is essentially an individualized study situation in which programmed materials, audiovisual aids, and other self-instructional materials are used. However, a qualified coordinator is always available to aid and/or tutor any student who may need assistance.

The Center is open Monday through Thursday, 8:00 a.m.-10:00 p.m., and 8:00 a.m.-5:00 p.m. on Friday. A student may come at any time during the hours listed, and may study as long as he/she wishes.

There are no fees charged for study in the General Studies Center. The student only supplies a pen, pencil, and notebook.

For further information concerning the General Studies Center, call 455-1221, ext. 259, or visit the Center at Ragsdale 114.

HIGH SCHOOL EQUIVALENCY PROGRAM

The High School Equivalency Program is for the adult who has not yet completed his/her high school education. Through the General Studies Center and scheduled secondary classes, the student may prepare to take the General Educational Development Test. Upon achieving an acceptable score on the areas of English expression, social studies, natural science, literature, and mathematics, a student is awarded a High School Equivalency Certificate by the North Carolina Department of Instruction. This certificate is generally accepted on the same basis as the High School Diploma for entrance into college, employment, and/or promotion. For further information contact the office of the General Studies Center.

HIGH SCHOOL EQUIVALENCY ENTRANCE REQUIREMENTS: Adults should be eighteen (18) years of age or older. If a student does not meet this requirement, he/she must have a drop-out verification form completed. This form can be obtained in the General Studies Center and must be signed by the student's legal guardian in the presence of a notary. It must also be signed by the principal of the high school the student last attended and by the superintendent of schools if the student has dropped out within the last six months. Out-of-state students must sign a form stating that they have never attended high school in North Carolina. North Carolina law stipulates that Coastal Carolina Community College cannot work with any student under the age of sixteen (16).

ORGANIZATION OF HIGH SCHOOL EQUIVALENCY CLASSES: Day classes are held on campus Monday through Friday, 8:00 a.m.-3:30 p.m. Night classes are held on campus Monday through Thursday, 5:00 p.m.-10:00 p.m. No registration fee is charged for the classes, and the books are provided.

HIGH SCHOOL EQUIVALENCY CLASSES

English/Reading Fundamentals

This course is a study of the basics of English grammar, reading skills, and vocabulary and spelling development. This course is ideal for foreign-born students, non-readers, and for those who need additional studying before entering the more advanced classes.

Reading

The course Reading is an in-depth study and expansion of skills in reading, vocabulary, and study techniques to improve success in any further academic endeavors. The subject areas of social studies, science, and literature are stressed in the Reading class. The course is designed for students who show a need and/or desire to improve their reading skills.

English I

English I is designed to provide the student with an understanding of the basic elements of English grammar. Parts of speech, punctuation, capitalization, vocabulary and spelling development are emphasized. This is the first of three courses for students who reflect a need and/or desire to improve communication skills.

English II

English II reviews the basic grammar skills acquired in English I and stresses the application of these skills as they are related to correct grammar usage and sentence structure.

English III

The course English III emphasizes composition skills. The student will learn how to write a proper business letter, construct a resume, create an essay, and utilize the library for research purposes. This course will be beneficial to all students in their everyday lives as well as to those planning to further their education or business endeavors.

Math Fundamentals

This course is a study of the basics of mathematics. It emphasizes addition, subtraction, multiplication, and division practices.

Math I

The course Math I emphasizes working with basic math skills, primarily fractions and decimals.

Math II

The course Math II begins with a review of fractions and decimals, and will emphasize working with percentages, ratio and proportion, and pre-algebra.

Math III

The purpose of Math III is to introduce geometry, and to improve proficiency in the basic skills of algebra.

THE ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Adult High School Diploma Program makes it possible for an adult to earn a North Carolina Adult High School Diploma by completing 18 credits, 12 required and 6 electives, prescribed by the State of North Carolina and Onslow County, and by successfully completing the North Carolina Competency Test in reading and math.

Credit is given for course work successfully completed through previous high school attendance and/or through attendance in military schools.

In order for an adult to begin working toward a high school diploma, he/she must first:

1. Complete a transcript request form,
2. Obtain counseling through the Division of Continuing Education and/or the General Studies Center, and finally
3. Attend Adult High School registration.

ORGANIZATION OF ADULT HIGH SCHOOL

Required Courses

English I	(9)	General Science, Chemistry, or Physics
English II	(10)	General Math
English III	(11)	Consumer Math, Algebra, or Geometry
English IV	(12)	U. S. History
Health & PE		World, State, or Local History
Biology		American Government

* Various elective courses are offered and are discussed with each student upon registration. For further information contact the General Studies Center in Ragsdale 114 or call 455-1221, ext. 259.

ENGLISH AS A SECOND LANGUAGE

"English as a Second Language" is designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is stressed, as well as vocabulary, spelling, and reading development. The class meets on

campus Monday, Wednesday and Friday, 10:00 a.m.-12:00 noon. There is no fee for the class and books are provided. Students may register for this class at any time during the quarter at the General Studies Center.

SATELLITE CENTER
CAMP LEJEUNE, NORTH CAROLINA

For the convenience of the military personnel based in Onslow County, Coastal Carolina Community College has established a satellite center at Camp Lejeune, where college employees are available to counsel, test, and register students for curriculum and extension programs. A complete technical program in Criminal Justice is now offered on the base at Camp Lejeune High School, in addition to the Associate in General Education (A.G.E.) degree program. The A.G.E. program is non-traditional and is designed for maximum flexibility in recognizing prior college-level learning, regardless of where the learning took place.

Some extension programs offered on the base and coordinated through the satellite center are the Basic Skills Education Program, Adult High School, General Education Development, and various special interest courses offered on a demand basis.

For further information on program offerings at Camp Lejeune, call 451-2391 or 353-0187, or write: Coastal Carolina Community College at Camp Lejeune, Post Office Box 8190, Camp Lejeune, North Carolina 28542.

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 and do not count as credit toward a degree at Coastal Carolina Community College. Credits for these classes are listed in parentheses to indicate hours used in calculating tuition charges, not to imply degree credit.

   Example: MAT 91

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

   Example: MAT 101

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

   Example: MAT 201

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

   Example: MAT 1101

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

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

AIR CONDITIONING

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
AHR 1101—Automotive Air Conditioning	3	0	6	5

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble conducting efficiency tests and general maintenance work.

Prerequisite: None

AHR 1101A—Automotive Air Conditioning	2	0	4	3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble conducting efficiency tests and general maintenance work

AHR 1110—Fundamentals of Solar Heating	3	0	3	4

This course provides the essential information that a practicing heating and air-conditioning wholesaler, contractor, and technician needs to advance in sizing, installing, and servicing practices as the market for solar heating progresses.

Prerequisite: None

AHR 1121—Fundamentals of Refrigeration I	5	0	6	7

Terminology used in the trade, principles of refrigeration; identification of basic system components; introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included.

Prerequisite: None

AHR 1121A—Fundamentals of Refrigeration I	3	0	3	4

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.

AHR 1121B—Fundamentals of Refrigeration I	3	0	3	4

A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. Strong emphasis is placed upon domestic refrigerators, freezers, and window air conditioning units. Machines with electrical and mechanical difficulties are brought in and repaired by the student. Refrigerant characteristics are studied.

AHR 1122—Fundamentals of Refrigeration II	4	0	6	6

A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. 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. Manufacturers' service manuals are used in conjunction with text.

Prerequisites: AHR 1121, ELC 1102

AHR 1122A—Fundamentals of Refrigeration II	3	0	3	4

To develop proficiency in the repair and service of domestic refrigeration appliances. General review of fundamentals of electricity and appliance of electrical circuits and symbols. Use of meters, gauges, and test instruments in troubleshooting temperature controls circuits, use of tools and materials in repair of refrigeration appliances.

AHR 1123—Commercial Refrigeration	6	0	9	9

Installation of common types of commercial refrigeration; problems and solutions

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit

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; systems sketching and pipe symbols.
Prerequisites: AHR 1122, AHR 1135

AHR 1125—Principles of Environmental Control 9 0 6 11
Review of refrigerant cycle and characteristics of mechanical cooling equipment. Sensible and latent heat loads; air mixtures and dehumidification; system capacity and air distribution; pipe schematics and component symbols.
Prerequisite: AHR 1122

AHR 1126—Sheet Metal I 3 0 3 4
Work with drafting 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, branches, and square to round fittings. Become familiar with and use metal working tools and machinery.
Prerequisite: DFT 1180

AHR 1127—Environmental Systems Shop Practice I 6 0 12 10
Stress is placed upon the burner mechanism of the boiler and 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 and safety checkout.
Prerequisites: ELC 1114, AHR 1125

AHR 1127A—Oil Burner Servicing 3 0 3 4
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 burner capacity and efficiency test safety.

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.
Prerequisites: AHR 1127, AHR 1135

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 1131

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.
Prerequisite: 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.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

The trainee becomes proficient in the use of many hand tools and operations such as seaming, riveting, soldering, shearing, crimping, and measuring are mastered.
Prerequisite: AHR 1126

AHR 1135—Control Systems 3 0 9 6
Review of basic electricity for controls, system components for special applications. Electronic and pneumatic operations. Thermostats, solenoid pressure switches, oil failure controls. Motorized dampers and valves. Installation and service practice.
Prerequisite: ELC 1114

AHR 1138—Codes and Standards 6 0 0 6
N.C. State Code interpretation of minimum standards, provisions, and requirements, methods of installation of air conditioning, heating, and refrigeration equipment as required by N.C. State regulations and Building Codes.

AUTO BODY REPAIR AND AUTOMOTIVE MECHANICS

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
AUT 1111—Auto Body Repair I	2	0	9	5

Basic principles of automobile construction, design, and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools, formation of sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning, and painting of damaged parts.

Prerequisite: None

AUT 1112—Auto Body Repair II 5 0 18 11

Development of skills to shrink stretched metal filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicle.

Prerequisites: AUT 1111, WLD 1101, MAT 1101, ENG 1101

AUT 1113—Metal Finishing and Painting 6 0 21 13

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

AUT 1113A—Metal Finishing & Painting 2 0 4 3

Realistic auto body repair instruction will be given 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.

AUT 1114—Body Shop Applications 3 0 15 8

General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front end alignment. The student applies all phases of training such as writing estimates, parts ordering, repairs, and refinishing of projects.

Prerequisites: AUT 1113, AUT 1115, BUS 1103

AUT 1115—Trim, Glass and Upholstery 1 0 6 3

Familiarization of various methods of attaching and removing trim, glass, and hardware. Instruction in proper installation and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery. This course is taught in conjunction with AUT 1113.

Prerequisite: AUT 1112

AUT 1123—Auto Body Appraisal & Estimating 3 0 9 6

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 1114, AUT 1115

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
PME 1101—Internal Combustion Engines	3	0	15	8

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling 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 1102A—Engine Electrical and Fuel Systems 2 0 4 3

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.

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 1123A—Automotive Chassis and Suspension 2 0 4 3

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, springs, steering systems, steering linkage, front alignment, and safety factors involved.

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, PME 1123

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

PME 1125A—Auto Servicing I 2 0 4 3

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.

PME 1126—Automotive Diesel Engines 3 0 6 5

A study of the construction and operation of automotive diesel engines. Characteristics of diesel fuel systems and electrical systems that differ from gasoline engines. Testing of engine performance, servicing, maintenance and methods of diagnosing and repairing.

Prerequisites: PME 1101—Internal Combustion Engines and PME 1102—Engine Electrical and Fuel Systems OR one (1) year on the job training in the field.

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

PME 1203—Automotive Engine Tune-Up 4 0 12 8

This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors, and charging circuits.

Prerequisite: PME 1102

PME 1203A—Automotive Engine Tune-up 2 0 4 3

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.

PME 1221—Advanced Front Suspension, Alignment and Power Steering 1 0 6 3

Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

Prerequisite: PME 1123

PME 1224—Advanced Automatic Transmissions 3 0 12 7

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

Prerequisite: PME 1124

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
PME 1226—Automotive Servicing II	2	0	6	4

Emphasis is placed on "troubleshooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in-depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.

Prerequisite: PME 1125

PME 1227—Emissions Control and Power Plant Trouble Shooting	3	0	6	5

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.

BUSINESS

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
*BUS 101—Introduction to Business	5	0	0	5

A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management.

Prerequisite: None

*BUS 102—Beginning Typewriting	3	2	0	4

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.

Prerequisite: None

*BUS 103—Intermediate Typewriting	3	2	0	4

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in styles of business letters, including letters on odd-size stationery and two-page letters; open, ruled and boxed tabulations; telegrams, interoffice memorandums; and other business forms. Upon completion of this course, the student will type at least 40 words a minute on straight copy material for five minutes with a maximum of five errors.

Prerequisite: BUS 102 (Student must have maintained at least a "C" average in 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 (Student must have maintained at least a "C" average in 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.

Prerequisites: BUS 106, BUS 102 (Students must have maintained at least a "C" average in BUS 102 and BUS 106.)

*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 (Student must have maintained at least a "C" average in BUS 107.)

BUS 110—Office Machines	2	2	0	3

A general survey of the business and office machines. Student will receive training in techniques, processes, operation and application of the ten-key adding machines, electronic display calculators, and electronic printing calculators.

Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

BUS 112—Records Management 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

BUS 115—Business Law 5 0 0 5

A course designed to acquaint the student with certain fundamentals and principles of business law, including the nature and source of our legal system, contracts, sales, bailments, commercial paper and agency.

Prerequisite: None

BUS 116—Business Law 5 0 0 5

Includes the study of laws pertaining to partnerships, corporations, risk-bearing devices, real property and bankruptcy.

Prerequisite: BUS 115

BUS 118—Secretarial Accounting 5 2 0 6

Principles, techniques, and tools of the accounting process used by medical, legal, and executive secretaries as they relate to service organizations. Includes banking, payroll accounting, and a culmination of principles learned involving a practice set emphasizing either the medical, legal, or executive field.

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 a single proprietorship. Preparation of journals, ledgers, work sheets, balance sheets, and income statements. Additional time will be devoted to receivables, interest, inventories, depreciation, and payroll.

Prerequisite: MAT 110 or MAT 100, or equivalent

***BUS 121—Principles of Accounting** 5 2 0 6

A study of accounting principles as applied to partnerships and corporations and introduction to the basic accounting concepts of manufacturing accounting, cost accounting, interpretation of financial statements, responsibility accounting and budgeting.

Prerequisite: BUS 120

BUS 123—Business Finance 5 0 0 5

A study of the sources and types of short-term and long-term financing available to sole proprietorships, partnerships, and corporations. Emphasis is placed on the business use of financial statements and ratio analysis, working capital management, profit planning and leverage, and capital budgeting techniques.

Prerequisite: BUS 121 or permission of instructor

BUS 134—Personal Development 3 0 0 3

Personal development is designed to assist the modern secretary to recognize their attributes and abilities and to develop them to the fullest. In particular, it is designed to focus in on the modern secretary's physical, intellectual, social, and emotional attributes and abilities in order that this may assist them in obtaining their goals.

Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
BUS 183 E,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.
Prerequisite: None

BUS 191—Basic Word Processing	0	4	0	2

This course is designed to give the student intensive training on the IBM Display writer through programmed instruction.
Prerequisite: BUS 103

BUS 204E—Technical Typewriting I	2	2	0	3

Emphasis is placed on the development of individual production rates, accuracy, and proofreading. The student learns the techniques needed in planning and in typing projects that closely resemble the work appropriate to the field of study. These projects include a review of letter styles, different styles of tabulations, manuscripts, and legal documents.
Prerequisite: BUS 104 (Student must have maintained at least a "C" average in BUS 104.)

BUS 204L—Technical Typewriting I	2	2	0	3

The legal secretary is introduced to the preparation of various types of client and court documents. Emphasis is placed on the typing documents correctly, what documents are used, when and by whom. Included are contracts, partnerships, corporations, and auto negligence. Accuracy and proofreading are stressed. Special emphasis is placed on procedures followed in North Carolina
Prerequisite: BUS 104, BUS 183L (Student must have maintained at least a "C" average in BUS 104 and BUS 183L.)

BUS 204M—Technical Typewriting I	2	2	0	3

The medical secretary is introduced to the completion of various forms used in the medical field. Among these are Patients Records and Ledgers, Doctor's Service Reports, Requests for Payment, Pre-admission and Admission Forms, Patient Index Cards, Transfer Forms, Admission and Discharge Registers, and Analysis of Hospital Services. Emphasis will be placed on the accuracy of terminology and speed in completing the forms.
Prerequisite: BUS 104, BUS 183M (Student must have maintained at least a "C" average in BUS 104 and BUS 183M.)

BUS 205E—Technical Typewriting II	2	2	0	3

Emphasis is placed on increasing an individual's production rate, improving accuracy and improving proofreading ability. The projects are closely related to the appropriate area of study. Included are such items as statistical tabulations, boxed tables, bar graphs, memos, magazine articles, news releases, speeches, telegrams and itineraries.
Prerequisite: BUS 204E

BUS 205L—Technical Typewriting II	2	2	0	3

Emphasis is placed on using legal terminology and speed and accuracy in completing legal documents. The documents included are those dealing with wills and probate, criminal action, real estate and bankruptcy. Stress is placed on the procedures followed in North Carolina.
Prerequisite: BUS 204L

BUS 205M—Medical Insurance Billing	2	2	0	3

This course is specifically designed for the medical secretary in that it develops knowledge relating to the figuring of doctor and hospital charges and in the preparation of the appropriate claim forms. Insurance forms that are dealt with are Blue Cross/Blue Shield, Workmen's Compensation, Medicare and Medicaid, and Champus. The RVS procedure codes and conversion factors are also covered.
Prerequisites: BUS 183M, BUS 284M

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

BUS 206E, L, M—Dictation, Transcription and Word Processing
Develops the skill of taking rapid dictation from familiar and unfamiliar material at a minimum speed of 80 words per minute for 2-3 minutes. Develops the English and shorthand skills necessary for taking and transcribing mailable documents. Introduces transcription skills on the IBM Textpack Four Displaywriter word processor.
Prerequisites: BUS 108, BUS 183L, BUS 183M (Student must have maintained at least a "C" average in BUS 108, BUS 183L, and BUS 183M.)

BUS 207E, L, M—Dictation, Transcription, and Word Processing
Develops the skill of taking rapid dictation from familiar and unfamiliar material at a minimum speed of 90 words per minute for 2-3 minutes. Develops the English and shorthand skills necessary for taking and transcribing mailable documents. Develops transcription skills on the IBM Textpack Four Displaywriter word processor.
Prerequisites: BUS 206 (Student must have maintained at least a "C" average in BUS 206.)

BUS 208E—Dictation, Transcription, and Word Processing
Speed building is emphasized. The taking of office-style dictation and the transcription of mailable material which will meet the requirements expected in business and professional offices will be stressed. Transcription at the IBM Textpack Four Displaywriter word processor which includes the usage of keyboarding and printing merged form letters and multi-page documents will be taught.
Prerequisite: BUS 207 (Student must have maintained at least a "C" average in BUS 207.)

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.
Prerequisite: BUS 103 (Student must have maintained at least a "C" average in BUS 103.)

BUS 212—Transcription Machines I and Word Processing
Students receive beginning level training in the operation of transcription and word processing equipment. Students also develop skills in understanding dictation and applying language arts to transcription techniques.
Prerequisite: BUS 104 (Student must have maintained at least a "C" average in BUS 104.)

BUS 212L—Legal Transcription Machines I 3 0 0 3
Students will receive training in the operation of dictating and transcribing machines. Transcribed materials will cover the following areas: General Legal, Corporate and Litigation.
Prerequisites: BUS 183L, BUS 205L (Student must have maintained at least a "C" average in BUS 183L and BUS 205L.)

BUS 212M—Medical Transcription Machines I 3 0 0 3
Students will receive training in the operation of dictating and transcribing machines. Various types of medical material will be transcribed including patient case histories, letters, and radiology reports.
Prerequisites: BUS 284M, BUS 205M (Student must have maintained at least a "C" average in BUS 284M and BUS 205M.)

BUS 213—Transcription Machines II and Word Processing
Students receive intermediate level training in the operation of transcription and word processing equipment. Students will apply the skills they received in Transcription Machines I to the transcription of realistic administrative and word processing assignments.
Prerequisite: BUS 212 (Student must have maintained at least a "C" average in BUS 212.)

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

BUS 213L—Legal Transcription Machines II 3 0 0 3

Students will receive further training in the operation of dictating and transcribing machines. Transcribed materials will cover the following areas: Real Estate; Estates and Probate; State, County and Municipal Courts; Briefs and Appellate Courts; Federal Courts; and Matrimonial.

BUS 213M—Medical Transcription Machines II 3 0 0 3

Students will receive further training in the operation of dictating and transcribing machines. Various types of medical material will be transcribed including obstetrics and gynecology, ophthalmology, orthopedics, neurology, mental health and case histories.

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: BUS 211, BUS 205, BUS 206 (Student must have maintained at least a "C" average in BUS 211, BUS 205 and BUS 206.)

BUS 214L—Legal Office Simulation 3 2 0 4

The role of the legal secretary and the many responsibilities performed involving the activities in a law office are stressed through office simulation. Includes a comprehensive program touching on four fields of law, i.e., real estate and property transfer, litigation, wills and estates, and corporation and partnerships. Emphasis is on organizing materials, making decisions, setting priorities for doing work, communication skills, and human relations.

Prerequisites: BUS 211, BUS 205, BUS 206 (Student must have maintained at least a "C" average in BUS 211, BUS 205 and BUS 206.)

BUS 214M—Medical Office Simulation 3 2 0 4

The administrative and clinical roles of a medical secretary are stressed through topics such as the following: Medical Ethics, Malpractice, Scheduling Appointments, Handling Patients, Keeping Appropriate Patient Records including pegboard billing and collection procedures, health insurance, and clinical responsibilities.

Prerequisites: BUS 211, BUS 205, BUS 206 (Student must have maintained at least a "C" average in BUS 211, BUS 205, and BUS 206.)

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. Application of skills and knowledge learned in the classroom will be applied. Three classroom lectures consisting of information regarding personal grooming, dress, and human relations on the job will be taught. Completion of job applications will be taught. The composition of job application letters and the development of resumes on the IBM Textpack Four Displaywriter word processor will be emphasized. (Limited to sixth quarter students with the approval of the Head of Secretarial Science.)

Prerequisites: BUS 205E, BUS 211 (Student must have maintained at least a "C" average in BUS 205E, BUS 211.)

BUS 219—Credit Procedures 3 0 0 3

A survey of consumer and commercial credit principles and practices with emphasis on the management and analysis of credit, the procedures involved in the extension of credit, the techniques used in the collection process, and the legal aspects of the debtor-creditor relationship.

Prerequisite: None

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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.
Prerequisite: None

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: BUS 220

BUS 222—Intermediate Accounting 5 0 0 5
A study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on the theoretical foundations of financial accounting and reporting, a review of basic financial statements, the concepts of present and future value, and a study of Generally Accepted Accounting Principles as they relate to the various current asset and current liability accounts.
Prerequisite: BUS 121

BUS 223—Intermediate Accounting 5 0 0 5
A continuation of BUS 222. Emphasis is placed on a study of Generally Accepted Accounting Principles as they apply to long-term liabilities, operational assets, stockholder's equity, long-term debt and equity securities investments, the statement of changes in financial position, and accounting changes and error corrections.
Prerequisite: BUS 222

BUS 224—Intermediate Accounting III 5 0 0 5
A continuation of the study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on generally accepted accounting principles as they apply to: revenue recognition, pension costs, leases, price-level adjustments, financial statements analysis, disclosure, branch-home office accounting, accounting for consolidations.
Prerequisite: BUS 223

BUS 226—Cost Accounting 5 0 0 5
A study of accounting for the manufacture of products. Emphasis is placed on cost concepts, uses, and applications and the design and operation of the cost accounting system; departmentalization, responsibility accounting and reporting and preparation of operating budgets; job order, process cost, and standard cost systems; and cost analysis for decision making.
Prerequisite: BUS 121

BUS 229—Taxes I 5 0 0 5
A study of payroll and individual taxes is made at the federal and state level.
Prerequisite: BUS 120

BUS 230—Taxes II 5 0 0 5
A study of sole proprietorships, partnerships, corporations, and special tax problems.
Prerequisite: BUS 121 and BUS 229

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

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.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

Prerequisite: Sophomore standing or permission of instructor. This course is not an elective for secretarial students.

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

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.
Prerequisites: BUS 239, BUS 245 or permission of instructor

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

BUS 247—Fundamentals of Risk and Insurance 3 0 0 3
A presentation of the basic principles of risk and insurance with emphasis on the nature of risk and risk-bearing, types of insurance institutions, the fundamentals of insurance contracts, and a survey of the major types of insurance policies.
Prerequisite: None

BUS 249—Retail Merchandising Management 3 0 0 3
Analyze the organization for buying, what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory, and stock control, pricing
Prerequisite: BUS 245

BUS 260—Commercial Display and Design I 2 2 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: BUS 245

BUS 262—Fashion in Retailing 3 0 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: BUS 245

BUS 268—Marketing and Retailing Internship 1 9 0 4
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.
Prerequisites: BUS 249 and BUS 260

BUS 269—Auditing 5 0 0 5
An introduction to Auditing Standards and Procedures, with emphasis placed on auditing professionalism, the general technology of auditing, audit program applications, and audit reporting obligations.
Prerequisite: BUS 223

BUS 272—Principles of Supervision 3 0 0 3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
Prerequisite: None

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
BUS 284M—Terminology and Vocabulary	3	0	0	3

Greater emphasis on the understanding of the terminology and vocabulary used in various medical specialties. Programmed anatomy material is used to facilitate an understanding of the various systems of the body.

Prerequisite: None

BUS 1103—Small Business Operations	3	0	0	3

An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None

BUS 1110—Office Machines	2	2	0	3

A general survey of the business and office machines. Student will receive training in techniques, processes, operation and application of the ten-key adding machines, electronic display calculators, and electronic printing calculators.

Prerequisite: None

COE 201—Co-op Work Experience I	0	40	0	4

First work experience in the Cooperative Education Program. Provides supervised work experience in a job directly related to the student's academic major and career objective. Job description, learning objectives, and career plans are developed. The student's grade will be determined by the employer and a faculty member designated by the college.

Prerequisites: Satisfactory completion of the first year of the Secretarial Science or Accounting Curriculum and the recommendation of the respective Department Head.

COE 202—Co-op Work Experience II	0	40	0	4

Second work experience in the Cooperative Education Program. Continuation of COE 201. Requirements and grading are as stated in COE 201.

Prerequisites: COE 201

COE 203—Co-op Work Experience III	0	40	0	4

Third work experience in the Cooperative Education Program. Continuation of COE 202. Requirements and grading are as stated in COE 201.

Prerequisite: COE 202

ECO 108—Consumer Economics	3	0	0	3

A general survey of concepts and applications relating to consumer economics. Covers the major areas of budgeting, buying of quantities and services, consumer credit, income distribution, transfer payments, savings, insurance, investments, housing, taxation, selecting a job and an insight into the business cycle.

Prerequisite: None

***ECO 201—Principles of Economics**	3	0	0	3

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.

Prerequisite: None

***ECO 202—Principles of Economics**	3	0	0	3

A continuation of Economics 201 with emphasis on policy information, money and banking, and economic growth.

Prerequisite: ECO 201

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
***ECO 203—Principles of Economics**	3	0	0	3

A continuation of Economics 202 with emphasis upon the economics of the individual firm and resource allocation.

Prerequisite: ECO 202

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.

Prerequisite: None

EDP 102—Programming For Electronics	3	2	0	4

To provide a study of a microcomputer and its use as a tool for solving technical problems in electronics. The student will learn to operate a microcomputer and will learn to write programs for passive and active electronic devices using matrix computations, arrays, logical and string operations. The techniques of file storage and numerical analysis will be studied and the formatting of output for tables, graphs and plots on video and printer will be presented.

Prerequisites: ELC 113 and ELN 121
Corequisites: ELC 114 and ELN 122

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 flowcharting; 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—Assembler 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: EDP 104, EDP 202 or permission of the instructor

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.

EDP 204—Introduction to Data Processing—Microcomputer Applications

An overview of the field of electronic data processing. Major topics include historical development; basic input-output operations; flowcharting; microcomputer operations, including use of disks and disks drives, loading and running programs from disk drives; and introduction to the BASIC Programming Language.

Prerequisites: None

EDP 205—BASIC Programming for Business	3	2	0	4

This course introduces the student to the Basic Programming Language. The student is taught to program business applications in BASIC using microcomputers. Commands to be covered include: READ, DATA, IF THEN, ELSE, FOR NET, GOSUB. In addition, handling of arrays and menus will be covered.

Prerequisites: EDP 204 or permission of the instructor

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week Class	Lab	Clinical	Quarter Hours Credit
EDP 210—Cobol II	2	4	0	4

This course introduces the student to the structured programming approach to the Cobol Language. The student is introduced to the Nassi-Shneiderman Technique of program design.

Prerequisites: EDP 104, EDP 202 or permission of the instructor.

EDP 211—Cobol III	2	4	0	4

Fundamentals of sequential and index-sequential disk operations. Extensive programming in building and updating magnetic disks. The course emphasizes the writing and debugging by the student.

Prerequisites: EDP 202, EDP 210, or permission of instructor.

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: EDP 210 (COBOL II). This course must be completed satisfactorily before the student may undertake the PL1 Programming (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—PL1 Programming	2	4	0	4

General introduction to PL1 Language extensive programming in both business and scientific applications. The course will utilize both card and disk operations.

Prerequisites: EDP 202, 210, 212 or permission of the instructor.

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 file (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.

EDP 225—Report Program Generator	3	2	0	4

Extensive programming practice in advanced RPG programming introducing the student to the RPG program variations required for the System/3 computer system.

Prerequisite is EDP 224 or previous programming experience and permission of the instructor.

CRIMINAL JUSTICE

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
CJC 101—Introduction to Criminal Justice	5	0	0	5

A study of the overall system of criminal justice from its early historical development to its evolution within the US; identification of various sub-systems and components—law enforcement, courts, corrections, and private agencies; their role and expectations and interrelationships; basic premises of crime, punishment, and correction, education and training elements and ethics for professionalism within the system.

Prerequisite: None

CJC 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

CJC 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

CJC 104—Introduction to Security 3 0 0 3

A study of the nature and scope of private security forces in protecting industry, retail business and educational institutions. The basic principles of physical security, internal theft protection, defensive system design, and safety will be discussed. An examination will be made of the relationships between private security agencies and public law enforcement organizations. Career opportunities will be discussed.

Prerequisite: None

CJC 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

CJC 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

CJC 115—Criminal Law I 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

CJC 116—Criminal Law II 3 0 0 3

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. A continuation of Criminal

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government.
Prerequisite: CJC 115

CJC 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

CJC 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, admission, and witnesses.
Prerequisite: None

CJC 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

CJC 210—Criminal Investigation I 3 2 0 4
This course introduces the student to the fundamentals of investigation; crime scene search; court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.
Prerequisite: None

CJC 211—Criminal Investigation II 3 2 0 4
Reconstruction of chronological sequence of events as to who, how, if and when a crime was committed. Evaluation, comparison, and processing of evidence. Obtaining testimonial evidence and its interaction with real evidence. Other areas of study will include Forensic Photography, Traffic Investigation, questioned documents, casts and molds, firearms, polygraphs, and suspicious death. Additionally quasi accepted investigative techniques will be discussed.
Prerequisite: CJC 210

CJC 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.
Prerequisite: None

CJC 221—Police Supervison 3 0 0 3
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.
Prerequisite: None

CJC 222—Police Operations 5 0 0 5
An overview of the theories, principles, and techniques of patrol operation. Consideration to the stress placed upon the patrol operative and his family. Study of the principles of intervening in domestic and public quarrels, effectively dealing

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

with emotionally unbalanced and hostile persons, hostage situations, the recognition of hazards and potential danger to the operative and the public.
Prerequisite: CJC 101

CJC 225—Criminal Procedure 3 0 0 3
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.
Prerequisite: None

CJC 240—Firearms and Defensive Tactics 3 2 0 4
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 specific 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.
Prerequisite: Permission of the instructor.

CJC 250—Police Science Internship 0 9 0 3
This program is designed to provide hands-on experience to augment the philosophical and theoretical aspects of instruction received in the classroom. The broadening experience gained through interning will facilitate the entry of the student into criminal justice work. The student is provided opportunity to test and evaluate subjective and objective ideas in a practical setting. Enhanced employment opportunity is extended the student through the interning medium.
Prerequisite: Permission of instructor and completion of 45 quarter hours in police science program including CJC 101 and CJC 115.

DENTAL EDUCATION

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
DEN 101—Dental Anatomy	3	0	0	3

Fundamentals in the anatomy, nomenclature, arrangement and structure of the human deciduous and permanent dentitions. Laboratory experiences include examination and identification of teeth, occlusal models and skulls.

DEN 102—Head and Neck Anatomy 4 0 0 4

Study of head and neck anatomy with emphasis on function, physiology and selected pathology in the practice of dental hygiene as well as study of the development of the face and oral cavity, the cell and functions of the primary tissues.

DEN 111—Preclinical Dental Hygiene I 3 9 0 6

A composite course designed to acquaint the first-year students with the professional responsibilities of the hygienist and her relation to the dental health team. Principles and procedures of oral prophylaxis will be introduced with repetitive practice on the dental manikin and student partners. Proper instrumentation, fulcrum position, sterilization, storage of instruments and principles of patient education will be emphasized.

DEN 112—Preclinical Dental Hygiene II 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. Proficiency in charting existing oral conditions, oral inspection, fluoride, instrument sharpening and taking a medical history will be emphasized.

DEN 113—Clinical Dental Hygiene I 2 0 9 5

Continuation of DEN 112 with emphasis on handling the patient with special problems. Vital signs, care of dental appliances, writing a treatment plan, applying topical anesthetics and desensitizers will be taught. Each student will participate in the preparation of a table clinic.

DEN 121—General and Oral Pathology 3 0 0 3

Study of general and oral pathology with emphasis on therapy of disease conditions the dental hygienist may encounter in practice.

DEN 125—First Aid and Dental Emergencies 1 2 0 2

A standard first-aid course which is extended to include the role of the hygienist in dental office emergencies.

DEN 135—Dental Health Education 2 0 0 2

This course is designed to stimulate and motivate the student to provide dental health information and to educate patients and the community. It includes methods and materials that are effective in teaching dental health in an office and in dental health programs. Class projects include organizing dental health programs for student teaching in public school classrooms, and using self-designed audio-visual aids.

DEN 204—Chairside Assisting 1 3 0 2

The relationship of the dental health team with emphasis on techniques of dental assisting.

DEN 212—Dental Radiology 3 3 0 4

This course is a study of clinical dental radiology which will include basic radiograph techniques, radiographic theory, darkroom procedures, radiation safety procedures, special patient management, extraoral radiographic techniques, quality control procedures, radiographic usage within the general practice and indepth radiographic interpretation. Laboratory sessions will include practice in both paralleling and bisecting angel techniques plus experience in processing, identification and mounting of radiographs.

DEN 214—Clinical Dental Hygiene II 2 0 12 3

Continuation of DEN 113. Ultrasonic scaling, nutritional counseling and the Caries Etiology Tests will be emphasized.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit

DEN 215—Clinical Dental Hygiene III 3 0 12 7
Further clinical experiences in oral hygiene procedures with emphasis on development of self-direction in evaluation procedures. Techniques and theory of root planing and curettage will be taught along with establishing a plaque control program and nutritional counseling of special patients. There will be weekly presentations and discussions on clinical patients.

DEN 216—Clinical Dental Hygiene IV 3 0 12 7
Continuation of DEN 215 with broadened experiences in clinical practice. Emphasis will be placed on the theory of taking a cytological smear, suture removal, polishing amalgam restorations, testing pulp vitality and periodontal dressing placement. Intraoral photography and case presentations on selected patients will also be emphasized.

DEN 217—Clinical Dental Hygiene V 3 0 12 7
Continuation of DEN 216. Basic principles on employment opportunities, interviews and writing a resume will be emphasized. A study of ethics and law as it pertains to the practice of dental hygiene generally and specifically within the State of North Carolina.

DEN 222—Periodontology I 2 0 0 2
Study of the periodontium and periodontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal disease.

DEN 225—Dental Specialties 2 3 0 3
A course designed to give the student an introduction to the dental specialties; Oral Surgery, Endodontia, Pedodontia, Prosthodontia, Orthodontia, Periodontia, and Operative Surgery. A laboratory period consists of active field experience in the Armed Forces Dental Clinics.

DEN 226—Community Dentistry I 2 3 0 3
A course designed to introduce the hygienist to community dentistry and dental public health. The laboratory periods consist of actual experience in community projects.

DEN 227—Community Dentistry II 0 3 0 1
A continuation of DEN 226 with emphasis on completion of a dental public health program begun in DEN 226.

DEN 228—Dental Office Management 2 0 0 2
This course is designed to acquaint the student with an overview and development of basic competencies in dental office management procedures. Emphasis is placed upon the hygienist's role as dental health team member, development of knowledge and appreciation for the economic realities of practice, utilization of communication skills and the enhancement of professional demeanor.

DEN 234—Dental Materials 6 6 0 4
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 basic information related to the field of pharmacology and particularly those agents prescribed by dentists and commonly used by patients whose systemic or oral conditions, including drug abuse, require special procedures in the dental office. Study of properties, dosage, therapeutic effects, methods of administration, indications and contraindications of drugs used as adjuncts in dental procedures.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
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 I	2	6	0	4

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	3	2	0	4

Study of embryology, history, anatomy, physiology and morphology of the human dentition, its supporting structures, and the head and neck region.

Prerequisite: None

DEN 1004—Pharmacology and Dental Office Emergencies	2	0	0	2

A study of the basic principles of pharmacology with emphasis placed on those drugs most commonly used in dentistry and by the dental patient. Recognition, prevention, and management of dental office emergencies will be covered in depth.

DEN 1005—Dental Office Management	4	0	0	4

Study of office design, bookkeeping systems commonly used in the dental office, maintenance of patient records, patient communication and inventory control.

Prerequisite: None

DEN 1006—Clinical Procedures I	3	6	0	5

This course is designed to prepare the student to anticipate the needs of the dentist, to assist in all procedures and to utilize patient management skills. Principles and procedures related to dental operatory equipment, instruments, sterilization and chairside dental assisting techniques including four-handed dentistry, major emphasis will be given to principles and procedures of operative dentistry and local anesthesia.

Corequisite: DEN 1002

DEN 1007—Clinical Procedures II	3	6	0	5

Continuation of Clinical Procedures I including experiences to increase level of competency in patient management and chairside assisting skills. Major emphasis given to principles and procedures of the dental specialties including endodontics, periodontics, orthodontics, prosthodontics, pedodontics and oral surgery.

Prerequisite: DEN 1006

DEN 1008—Dental Materials II	2	6	0	4

Emphasis is placed upon the understanding and application of materials which are primarily used in the dental laboratory. Students become proficient in manipulative skills, safe operation of equipment and gain an appreciation for the more complex techniques performed by the dental lab technicians.

Prerequisite: DEN 1002

DEN 1009—Dental Office Practice I (CPR)	0	0	14	5

Initial clinical application of principles and procedures of four-handed dentistry in a clinical setting. Assignments also permit further development of skills in radiography, lab functions and clinical support procedures. Included is a specialized unit to certify the student in basic life support procedures.

Prerequisites: DEN 1006 and DEN 1007

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
DEN 1010—Dental Office Practice II	0	0	24	8

A continuation of Clinical Practice I to increase dental assisting skills to job entry level competency. Clinical assignments in private dental offices will include rotation through various specialty practices, as well as continued assignments in general dentistry.

Prerequisite: DEN 1009

DEN 1011—Professional Development Seminar I	1	0	0	1

A seminar designed to provide the student an opportunity to share clinical experiences, to determine the diversity of student's learning, and to evaluate subsequent clinical assignments.

Corequisite: DEN 1009

DEN 1012—Dental Radiology	2	6	0	4

Principles and techniques of exposing, processing, mounting, storing, evaluating and interpreting intraoral and extraoral radiographic film. Radiation physics, biological hazards, protection of patient, operator and others are emphasized. Laboratory and clinical practice is designed according to current legal requirements.

Prerequisite: DEN 1003

DEN 1013—Preventive Dental Health Education	2	3	0	3

A study of the etiology prevention and control of dental caries and periodontal disease with emphasis on the dental assistant's role in community health dentistry. Communication skills, nutritional counseling, oral physiotherapy, educational materials, fluorides and preliminary oral exams will be emphasized through clinical experience.

Prerequisites: DEN 1003 and DEN 1004
Corequisite: PSY 1101

DEN 1014—Oral Pathology	2	0	0	2

A fundamental course in oral pathology designed to familiarize the student with the more common diseases and disease processes of the oral cavity.
Prerequisite: DEN 1003

DEN 1015—Professional Development Seminar II	2	0	0	2

Designed to facilitate the student's entrance into full responsibility of an employed dental assistant in order to achieve personal and professional growth. Opportunity is provided for sharing clinical experiences to determine the diversity of the student's learning and to evaluate subsequent assignments.

Corequisite: DEN 1010

DIESEL VEHICLE MAINTENANCE

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
DSE-1101—Introduction to Diesel Mechanics	2	0	3	3

The student will be introduced to the field of diesel mechanics composed of commercial trucks, power plants and marine use. The student will develop a thorough knowledge and ability in utilizing, maintaining and care of hand and special tools, and measuring devices required in diesel engine repair and servicing. He will be instructed in general shop safety and safe handling of tools and equipment. Special emphasis will be applied to proper use and utilization of applicable maintenance manuals.

Prerequisite: None

DSE-1110—Internal Combustion Engine, Diesel, Two Cycle	4	0	12	8

Introduction to the diesel engine through comparison of automotive and diesel components and functions utilizing the Two Cycle diesel engine. Development of a thorough knowledge of its construction, components, disassembly, inspection, repair and rebuilding utilizing technical publications and service bulletins to insure that manufacturers specifications are met.

Prerequisite: None

DSE-1110A—Internal Combustion Engine Diesel, Two and Four Cycle	5	0	1	5

A thorough study of construction, operating principles, compression ignition, cycles and displacement of ratio of diesel engines will be provided.

Prerequisite: None

DSE-1111—Internal Combustion Engine, Diesel, Four Cycle	4	0	12	8

Introduction to the four cycle diesel engine through comparison of two and four cycle construction and operating principles. Study of four cycle engine, construction and operating principles, disassembly, inspection, repair and rebuilding utilizing safe shop procedures while referring to appropriate technical manuals to insure that manufacturer's specifications are met.

Prerequisite: None

DSE-1111A—Cooling and Lubrication Systems	2	0	4	3

A thorough study of construction operation principles, testing, repair and servicing of all components of the cooling and lubrication systems.

Prerequisite: DSE-1110A or equivalent

DSE-1144—Hydraulic and Pneumatic Air Systems	1	0	3	2

Deals with hydraulic and pneumatic systems as used in construction equipment, road vehicles, and farming equipment. It covers basic theories, construction, adjustment and repair of hydraulic and pneumatic control and power systems.

Prerequisite: None

DSE-1150—Fuel Injection and Electrical System	6	0	9	9

Development of the operating principles of modern diesel fuel injection systems; component functions, service, repair and adjustment components to include mechanical and hydraulic governors. The study of the electrical components and their functions that comprise; preheating, starting, generating and monitoring circuits common to diesel engines. Special emphasis is placed on the use of test equipment for servicing and trouble shooting of these systems.

Prerequisite: None

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
DSE-1150A—Fuel System, Detroit Diesel Engines	2	0	4	3

A thorough study of two cycles fuel systems utilized in Detroit Diesel engines inclusive of: construction, operating principles, testing, repair and servicing of components utilized in Detroit Diesel engines.

Prerequisite: DSE-1110A

DSE-1150B—Fuel Systems (PT, Sleeve Metering and Distributor Type Applications)	2	0	4	3

A thorough study of four cycle fuel system applications, inclusive of their: construction, operation principles, testing, repair and servicing of components utilized in PT, Sleeve Metering and distributor type fuel systems.

Prerequisite: DSE-1110A or equivalent

DSE-1150C—Electrical System	2	0	4	3

A study of basic electrical components of the diesel engine to include testing and repair.

DSE-1154—Diesel Tune-up and Trouble Shooting	3	0	12	7

Develops the trainees ability to perform tune-up procedures in accordance with manufacturer's specifications utilizing proper methods and testing procedures. The student will construct a basic troubleshooting program which can be applied to engine trouble analysis utilizing recommended manufacturers procedures and the use of proper test equipment to isolate and define the problem.

DSE-1154A—Tune-Up and Troubleshooting	2	0	4	3

The student will be taught and perform tune-up and troubleshooting of diesel engines utilizing correct procedures as outlined in accordance with manufacturer's recommendations and specifications.

Prerequisites: DSE 1150A & B, 1158A or equivalent

DSE-1156—Diesel Engine Servicing	3	0	9	6

The understanding of the requirement for periodic maintenance, the effects and benefits of preventive maintenance and the construction of a preventive maintenance program to meet the recommended minimum requirements stated by manufacturers of diesel engines utilized in road service, industrial and marine application: Emphasis is placed on the use of test equipment to insure that engine performance meets the specifications outlined in engine specification figures as provided by manufacturers.

DSE-1156A—Equipment Preventive Maintenance and Servicing	2	0	4	3

The student will be taught preventive maintenance program development and perform proper preventive maintenance and servicing requirements as prescribed by manufacturers of diesel equipment.

DSE-1158—Air Induction and Exhaust Systems	2	0	6	4

Development of a thorough knowledge of constructional and operational features of the air induction and exhaust systems components to include servicing, disassembling, inspection and repair of blowers and turbochargers, testing, inspection and replacement of exhaust components to include manifold, pipes and mufflers.

DSE-1158A—Air Induction and Exhaust System	2	0	4	3

A thorough study of the construction, operating principles, testing, repair and servicing of all components of the air induction and exhaust systems of a diesel engine.

Prerequisite: DSE-1110A or equivalent

NOTE: Students may enroll in DSE-1110A and any DSE Course requiring DSE-1110A as a requirement concurrently (DSE 1110A, Monday and Wednesday and DSE-Tuesday and Thursday.)

Prerequisites: Require a background in gasoline automotive internal combustion engines or diesel engine, a written examination will be administered to determine each individual student's qualifications during the first class meeting.

DRAFTING

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
DFT 101—Technical Drafting	2	6	0	4

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.
Prerequisite: None

DFT 102—Civil Drafting 2 6 0 4

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.
Prerequisite: DFT 101

DFT 113—Electronic Drafting 2 6 0 4

The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawing, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.
Prerequisite: None.

DFT 1101—Schematics and Diagrams 3 2 0 4

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
Prerequisite: None

DFT 1104—Blueprint Reading 0 0 3 1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
Prerequisite: None

DFT 1105—Blueprint Reading: Mechanical 1 2 0 2

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.
Prerequisite: DFT 1104.

DFT 1106—Blueprint Reading: Mechanical 1 2 0 2

Advanced blueprint reading and sketching as related to detail and assembly drawing used in machine shops. The interpretation of drawing of complex parts and machinisms for features of fabrication, construction and assembly.
Prerequisite: DFT 1105.

DFT 1109—Electrical Blueprints and Layouts 3 0 0 3

Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans.
Prerequisites: ELC 1112, ELC 1127

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
DFT 1110—Blueprint Reading: Building Trades	0	0	3	1

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

Prerequisite: None

DFT 1110A—Blueprint Reading: Building Trades	3	0	3	4

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictoral sketches.

DFT 1111—Blueprint Reading & Sketching	0	0	3	1

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches, and cavity wall construction. Development of proficiency in making three view and pictorial sketches.

Prerequisite: DFT 1110

DFT 1112—Blueprint Reading 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 1121—Drafting	3	0	12	7

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 1121A—Drafting I	3	0	3	4

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.

DFT 1141—Architectural Drafting & Design I	3	0	15	8

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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

DFT 1141A—Architectural Drafting 3 0 3 4

A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied.

Prerequisite: DFT 1121A or one year of high school mechanical drawing.

DFT 1142—Architectural Drafting & Design II 3 0 15 8

The study of typical architectural details and techniques relative to the preparation of detailed working drawings. Using preliminary sketches, the student as an individual or in group participation will proceed and complete a full set of working drawings, on a professional level, of a small light-framed building. Use of appropriate drafting expression and techniques will be stressed.

Prerequisites: DFT 1141, DFT 1143

DFT 1143—Mechanical Equipment of Buildings 4 0 0 4

A very general study of the heating, air conditioning, electrical and plumbing equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures as related to mechanical equipment will be reviewed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques.

Prerequisites: DFT 1144

DFT 1144—Materials & Methods of Construction 4 0 0 4

General study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites, fabrication shops, and material producers coupled with the study of material specifications and techniques of construction.

Prerequisite: None

DFT 1145—Codes, Contracts, and Specifications 4 0 0 4

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.

Prerequisites: DFT 1141, DFT 1143, DFT 1144

DFT 1146—Construction Estimating 3 0 0 3

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.

Prerequisite: DFT 1145

DFT 1146A—Construction Estimating 3 0 3 4

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.
Prerequisite: DFT 1145-Codes, Contracts and Specifications

DFT 1147—Architectural Drafting III 3 0 12 7

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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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.

Prerequisites: DFT 1142, MAT 1102
Co-Requisite: CIV 1101

DFT 1148—Structural Systems 1 0 6 3

A comparative study of structural systems including timber, steel, and concrete with emphasis upon structural behavior, economics, and drafting room production of structural drawings.

Prerequisites: DFT 1121, DFT 1141

DFT 1180—Trade Drafting & Sketching 0 0 6 2

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 1181—Mechanical/Electrical Blueprints and Layouts 3 0 3 4

Provides a basic working knowledge of how to read mechanical blueprints, symbols, and details of mechanical construction. Planning and estimating mechanical requirements from plans. How to draw mechanical layouts on blueprints and electrical layouts.

ELECTRICAL

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
ELC 112—Electrical Fundamentals I	5	6	0	7

A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.
Prerequisite: None

ELC 113—Electrical Fundamentals II 3 6 0 5

Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.
Prerequisites: ELC 112 or equivalent, MAT 101

ELC 114—Electrical Fundamentals III 3 2 0 4

Advanced circuit analysis techniques as applied to two port passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities.
Prerequisites: ELC 113, MAT 102

ELC 1101—Basic Electricity 3 0 0 3

A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting, and repair of circuits.
Prerequisite: None

ELC 1102—Basic Electricity 3 0 3 4

An introduction to electron theory and basic electricity will be presented followed by Ohm's and Kirchoff's Laws for A.C. and D.C. Circuits. A.C. and D.C. circuit construction and calculation will be covered in detail. Magnetic and electromagnetic characteristics followed by A.C. and D.C. motor principles will also be presented.

ELC 1112—Electrical Theory 5 0 9 8

A study of the Electron Theory and Magnetism. The relationship between voltage current and resistance. Electrical terms and symbols. Basic electrical—series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye & delta)
Prerequisite: None

ELC 1113—Electric Motors & Controls 7 0 12 11

Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors.
Prerequisites: ELC 1112, ELC 1126, DFT 1109, ELC 1124, ELC 1125

ELC 1113A—Electric Motors and Controls 3 0 3 4

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. Calculations of motor circuits based on the N.E.C.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

Prerequisite: The student must have a general working knowledge of the electrical field and the National Electrical Code.

ELC 1114—Electric Motors and Controls 5 0 6 7

Electric Motors and Controls provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, multi-motor operations, maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single and three phase. Maintenance and repair of electrical motors.

Prerequisite: ELC 1102

ELC 1124—Residential Wiring I 5 0 6 7

Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups.

Prerequisites: ELC 1112, MAT 1115, ELC 1127

ELC 1125—Residential Wiring II 2 0 6 4

Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Loan calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups.

Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109

ELC 1126—National Electrical Code 6 4 0 8

Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code.

Prerequisites: ELC 1112, MAT 1115, ELC 1127

ELC 1126A—National Electric Code 3 0 3 4

This course is designed to prepare the student for the State Electrical Examinations. Provides a general review of the code. Calculations on electrical problems and circuits.

Prerequisite: The student must have a general working knowledge of the electrical code or employed in the electrical field.

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.

Prerequisites: None

ELC 1128—Commercial/Industrial Installations 8 0 18 14

Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial/industrial 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.

Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124, ELC 1125

ELC 1137—National Electric Code for Limited Restricted License 6 0 0 6

Provides a working knowledge of the national electric code, methods of calculation electrical problems, grounding and bonding problems, wiring methods and terminations, boxes, fitting and overcurrent protection devices, general code requirements of installations.

Prerequisite: None

ELECTRONICS

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

ELN 121—Electronics I 3 4 0 5

Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies, amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.

Corequisite: ELC 113.

ELN 122—Electronics II 5 6 0 7

A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot.

Prerequisite: ELN 121

ELN 123—Electronics III 3 4 0 5

Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition, fundamentals, design techniques, and typical applications of linear integrated circuits are introduced.

Prerequisites: ELN 122, MAT 103

ELN 123A—Electronics III (Operational Amplifiers) 2 4 0 4

The study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition, fundamentals, design techniques, and typical applications of linear integrated circuits are studied.

Prerequisite: ELN 218A

ELN 218—Pulse, Logic & Digital Circuits 3 4 0 5

Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits using discrete and integrated components. Wave shaping topics include simple passive wave shaping circuits and more complicated wave shaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include multivibrators, sweep generators, and other types of special purpose circuits using discrete and integrated components. An introduction to Boolean algebra and its applications for the simplification of logic circuits is also included.

Prerequisite: ELN 123.

ELN 218A—Pulse, Logic, and Digital Circuits 2 4 0 4

Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits. Wave shaping topics include simple passive wave shaping circuits and more complicated wave shaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include multivibrators, sweep generators, and other types of special purpose circuits using discrete components. An introduction to Boolean algebra and its applications for the simplification of logic circuits is also included.

Prerequisite: Students entering this course should have a background in Algebra, DC Circuits, AC Circuits, Basic Semi-Conductor Devices, and the ability to use basic electronic measuring equipment, i.e. Oscilloscopes and VOM's.

ELN 219—Digital Fundamentals 3 4 0 5

Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.

Prerequisite: ELN 123.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
ELN 219A—Digital Fundamentals	2	4	0	4

Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.

Prerequisite: ELN 123A

ELN 223—Electronic Instruments & Measurements	3	6	0	5

To provide the student with an understanding of the theory of operation and use of a variety of advanced electronic instruments commonly used in the laboratory. Instruments include analog VOM's, electronic counters, AF and RF signal generators, transistor tester, curve tracer, logic tester and spectrum analyzers.

ELN 224—Computer and Microprocessor Fundamentals	3	4	0	5

An in-depth study of computing principles. Subjects covered include digital computers, memory devices, input-output devices, analog to digital converters, and digital to analog converters. Laboratory work using integrated circuits as computer building blocks will reinforce the classroom material.

Prerequisite: ELN 219

ELN 224A—Computer and Microprocessor Fundamentals	2	4	0	4

An in-depth study of computing principles. Subjects covered include digital computers, memory devices, input-out-put devices, analog to digital converters, and digital converters, and digital to analog converters. Laboratory work, using a Microcomputer, will be performed to reinforce classroom materials. Laboratory work will include computer programming and selecting instructions and assembly language for specific applications.

Prerequisite: ELN 219A

ELN 225—Microprocessor Interfacing	5	4	0	7

Timing and control signals necessary to interface the central processing unit to peripheral equipment. Study of data transfer through I/O devices utilizing programmable timer/counters, shift register and "handshaking" capabilities. Latching of data and interrupts and solutions to real world problems.
Considerable time will be spent in teaching troubleshooting philosophy for microprocessor-based products. The student will gain experience in using the following digital circuit testers; logic probe; logic pulser, current tracer, logic clip and logic comparator.

Prerequisite: ELN 224

ELN 242—Communications	5	4	0	7

Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.
Prerequisite: ELN 241.

ELN 246—Electronics Design Project	0	6	0	3

A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.
Prerequisite: ELN 241.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
ELN 1112—Direct and Alternating Current	7	0	15	12
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. Frerequisite: None				
ELN 1112A—Fundamentals of Electricity	3	0	3	4
Introduction to electricity/electronics, DC theory. Basic atomic structure, Ohm's Law, series/parallel circuits, network analysis. Algebra background recommended.				
ELN 1112B—Fundamentals of Electronics	3	0	3	4
Continuation of ELN 1112A. AC theory and circuits will be covered. Introduction to semiconductor theory and devices, basics. Prerequisite: ELN 1112A				
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 biodes, triodes, pentodes, tetrodes, and special purpose tubes. The principles of radio and amplifier circuits using special purpose tube types. A study of power supplies and basic test equipment circuitry is included.				
ELN 1123—Introduction to Television	2	0	6	4
The theory and circuitry of monochrome television. Prerequisites: ELN 1122, ELN 1125, MAT 1116				
ELN 1123A—Introduction to Television	3	0	3	4
The theory and circuitry of monochrome television. Prerequisite; ELN 1112B, or the student must have a general knowledge of the field or working in the field of electronics.				
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 1116				

ENGLISH

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

ENG 71—Basic Reading/Communication I 10 0 0 (10)
This course is designed to improve students' basic reading and communications skills. Emphasis is placed on using the dictionary, being familiar with library organization and research techniques, practicing good study habits, understanding and recognizing the parts of speech, improving reading comprehension by increasing vocabulary and spelling skills, and writing complete sentences. Highly proficient students who meet the ENG 71 course objectives will enroll in ENG 73. Those students who do not complete ENG 71 course objectives will be required to enroll in ENG 72 for further study.

ENG 72—Basic Reading/Communication II 10 0 0 (10)
A continuation and extension of the units incorporated in ENG 71. This additional quarter of study gives more time to the practice and the understanding of the ENG 71 skills. Some approaches are repeated, while different attacks are included for the ENG 71 skills that must be mastered before going to ENG 73.
Prerequisite: ENG 71

ENG 73—Basic Reading/Communication III 10 0 0 (10)
This course is directed to the further study of grammar, vocabulary-building, spelling rules, independent research projects, and reading comprehension skills. All of this is applied to both the student's writing and the student's reading activities. Highly proficient students who meet the ENG 73 course objectives will enroll in ENG 75. Those students needing further study will enroll in ENG 74.
Prerequisite: ENG 72

ENG 74—Basic Reading/Communication IV 10 0 0 (10)
A continuation and extension of the units incorporated in ENG 73. This additional quarter of study gives more time to the practice and the understanding of the ENG 73 skills. Some approaches are repeated, while different attacks are used for the ENG 73 skills that must be accomplished before going to ENG 75.
Prerequisite: ENG 73

ENG 75—Basic Reading/Communication V 10 0 0 (10)
The final quarter of the study of Basic Reading and Communications skills. A final coverage of grammar is presented, and an exit exam will direct the ENG 75 student to his or her next level English course. Study skills, research practices, increased vocabulary, outlining, note taking, and paragraph and essay composition skills are directed to the composition of a research paper and oral report.
Prerequisite: ENG 74

ENG 92—Development Reading I 5 0 0 (5)
This is the first of a series of courses designed to expand the student's reading skills. Emphasis is focused on word analysis, grammar, spelling, and dictionary skills with vocabulary development.

ENG 93—Developmental Reading II 5 0 0 (5)
This course develops language and reading comprehension skills through the study of signal words, figurative language, tone, inference, main idea, point of view, structure and organization, character traits, drawing conclusions and judgements. Vocabulary development is stressed throughout the course.
Prerequisite: ENG 92

ENG 94—Developmental Reading III 5 0 0 (5)
This course emphasizes the development of reading study skills: outlining, summarizing, notetaking, patterns of writing, concentration, taking objective and essay exams, and utilization of the library. The course is designed to enable the student to

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

improve his knowledge of reading in content areas. Comprehension skills are reinforced and vocabulary development continued.
Prerequisite: ENG 93

ENG 97—Grammar and Composition I 5 0 0 (5)
Students study the fundamental principles of grammar, usage, and punctuation and begin applying these principles to a variety of writing experiences. The class will consist of lectures, class discussion, and individual instruction as needed.
Prerequisite: None

ENG 98—Composition II 5 0 0 (5)
Students review grammar and receive extensive practice in writing clear sentences and coherent paragraphs in preparation for College Transfer and Technical English courses.
Prerequisite: ENG 97

ENG 99—Composition III 5 0 0 (5)
Students receive extensive practice in writing short essays in preparation for College Transfer and Technical English courses. Grammar is reviewed throughout the course.
Prerequisite: ENG 98

Note: A student must pass the ENG 99 Post Test before leaving the Developmental English sequence.
Note: English 99 is optional for students in the Secretarial Science program.

ENG 100—Secretarial Grammar 3 0 0 3
Required of all beginning secretarial and general technology students. Special emphasis is placed on grammar, spelling, punctuation, diction, and sentence structure.
Prerequisite: A "C" average in English or a score of 70 or higher on the English 100 entrance exam. Students who score below 70 percent must drop English 100 and take English 97. Students who have a "C" or better from English 97 are exempt from the English 100 entrance exam. In addition to an entrance exam, students must also pass an exit exam; students who fail the exit exam must repeat the course.

***ENG 101—English Composition** 3 0 0 3
Organizing and developing essays with a brief review of the elements of grammar.
Prerequisite: A "C" average or better in ENG 97-99 and/or a score of 70 percent or higher on the ENG 101 entrance exam. In addition to the entrance exam, all students are required to take an exit exam at the end of the course; students who fail the exit exam must repeat the course.

***ENG 102—English Composition** 3 0 0 3
Composition of the research paper and a study of the elements of fiction in the short story and the novel. These elements of fiction will be applied to the study of the critical essay.
Prerequisite: ENG 101

***ENG 103—English Composition** 3 0 0 3
A study of poetry and drama with composition of the critical essay.
Prerequisite: ENG 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

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
ENG 121—Grammar and Composition I	3	0	0	3

Designed to aid the student in the improvement of self-expression. The approach is functional with an emphasis on the use of proper grammar in written communication. Intended to prepare the student for day-to-day situations in business, industry, and social life.

Prerequisite: ENG 99 or equivalent

ENG 122—Grammar and Composition II	3	0	0	3

A continuation of ENG 121. Emphasis is placed on applying the basic concepts of correct diction and grammar in the writing of essays and reports.

Prerequisite: ENG 121

ENG 123—Technical Writing	3	0	0	3

Designed to develop the appropriate style for business and technical writing. Practical application includes the writing of business letters, the resume, and a technical or business report.

Prerequisite: ENG 122

ENG 124—Secretarial Composition	3	0	0	3

Designed to aid the secretarial and general office students in the improvement of self-expression in business writing. Emphasis is placed on applying correct diction and proper grammar to the organization of the written composition.

Prerequisite: ENG 100

***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

ENG 224—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: ENG 100 or ENG 121

ENG 226—Business Communication	3	0	0	3

Develops skills in the techniques of writing business communications. The major types of business letters are discussed with emphasis on communicating the purpose of each type of letter. The student is required to compose, to type, and to proofread many types of letters. Required of all general office technology and secretarial students.

Prerequisite: ENG 124

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. This course is required for all vocational students who scored below a 9th grade reading level on the entrance exam.

Prerequisite: None

ENG 1102—Professional Communication I	3	0	0	3

Primarily a composition course emphasizing sentence structure, paragraph construction, and the business letter.

ENG 1103—Professional Communication II	3	0	0	3

Designed to improve the student's skill in oral communication in both occupational and personal situations.

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***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 providing news, opinions, entertainment and advertising.

***JOR 212—Journalistic Writing**	3	2	0	5

Fundamentals of new 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.

Prerequisite: ENG 103 or permission of instructor

*Approved for fulfilling requirements for college transfer

FINE ARTS

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***ART 101—Art Appreciation**	5	0	0	5
An introduction to the visual arts: a survey of the major art periods from prehistorical to modern.				
***ART 111—Drawing I**	0	6	0	3
A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures.				
***ART 112—Drawing II**	0	6	0	3
An introduction to an independent approach to drawing. Prerequisite: ART 111.				
***ART 113—Drawing III**	0	6	0	3
A continuation of ART 112. Prerequisite: ART 112.				
***ART 121—Figure Drawing I**	0	6	0	3
An introduction to drawing from the model using various media.				
***ART 122—Figure Drawing II**	0	6	0	3
An exploration of individual approaches to drawing from the model. Prerequisite: ART 121.				
***ART 123—Figure Drawing III**	0	6	0	3
A continuation of ART 122. This course may be repeated for additional credit with the permission of the instructor. Prerequisite: ART 122.				
***ART 131—Color and Design**	0	6	0	3
An introduction to color theories and two dimensional design.				
***ART 141—Three Dimensional Design**	0	6	0	3
A basic course in the fundamentals of three dimensional design.				
***ART 151—Photography**	0	6	0	3
An introduction to the equipment, materials, and basic techniques of photography.				
***ART 201—Ceramics I**	0	6	0	3
A basic course in investigating handbuilt and wheel forms with an introduction to kiln firing.				
***ART 202—Ceramics II**	0	6	0	3
A continuation of wheel thrown forms emphasizing various glazing and decorating techniques. Prerequisite: ART 201.				
***ART 203—Ceramics III**	0	6	0	3
An independent approach to wheel forms and sculptured firings. Prerequisite: ART 202.				
***ART 221—Sculpture Survey I**	0	6	0	3
An introduction to sculptural materials, tools, and major techniques. Prerequisite ART 141.				
***ART 222—Sculpture Survey II**	0	6	0	3
A concentrated exploration in one or more sculptural forms. Prerequisite ART 221.				
***ART 223—Sculpture Survey III**	0	6	0	3
A continuation of ART 222. Prerequisite: ART 222.				
***ART 240—Printmaking Survey**	0	6	0	3
An introductory course in Relief, Intaglio, Planographic and Serigraphy.				

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***ART 250—Printmaking Survey**	0	6	0	3
An advanced printmaking course with choice of medium.				
***ART 261—Painting Survey I**	0	6	0	3
A survey of major painting techniques using various media. Prerequisite: ART 111, 121, 131.				
***ART 262—Painting Survey II**	0	6	0	3
A course emphasizing individual expression with choice of media. Prerequisite: ART 261.				
***ART 263—Painting Survey III**	0	6	0	3
A continuation of ART 262. Prerequisite ART 262.				
***ART 280—Art History Survey I**	5	0	0	5
A survey in the history of art from prehistoric times to the Renaissance.				
***ART 290—Art History Survey II**	5	0	0	5
A survey in the history of art from Renaissance to modern times.				
***ART 294—Art History IV**	3	4	0	5
A study of the visual arts involving travel to observe original works first hand.				
***DRA 105—Drama Practicum**	5	0	0	1
This course is designed to introduce the beginning student to all phases of the planning and execution of drama productions. Course times may vary due to rehearsal schedules. This course may be taken twice for credit.				
***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.				
***DRA 202—Intermediate Acting**	3	0	0	3
A continuation of Drama 201, with emphasis on acting in scenes to develop truth in character, timing, stag communication and conflict. Prerequisite: DRA 201 or permission of instructor				
***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. Prerequisite: DRA 202 or permission of instructor				
***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
A continuation of DRA 105. Students enrolled in this course may be asked to lead novice groups in certain production areas such as lighting, sound, advertising, or stage managing. This course may be taken twice for credit. Prerequisite: DRA 105 or permission of instructor				
***DRA 210—Introduction to the Theatre**	5	0	0	5
A survey of the history of the theatre beginning with the Greek and continuing with the development of drama to its present stage. Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

***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, from classic through contemporary, that make up the literature of the theatre will be studied.

***MUS 101—Music Appreciation** 5 0 0 5

Introduction to the basic materials of music and the utilization of these materials in the understanding and enjoyment of music of different styles and periods. Emphasizes development of aural awareness.

Prerequisite: None

***MUS 103—Beginning Music Skills** 5 0 0 5

A general survey of the basic materials of music, including notation, listening experiences, sight-singing, keyboard and related activities. The course is designed for general students who wish to increase their knowledge of music and for music students who wish to prepare for MUS 204—Music Theory I.

Prerequisite: None

***MUS 106—Survey of Music to 1750** 5 0 0 5

A survey course for the general student tracing European music from its origins through the works of Bach and Handel. Offered alternate years; need not be taken in sequence.

Prerequisite: None

***MUS 107—Survey of Music, 1750-1980** 5 0 0 5

A survey course for the general student tracing Western music from the works of Mozart, Haydn, and Beethoven to the present. Offered alternate years; need not be taken in sequence.

Prerequisite: None

***MUS 108—Community Chorus** 0 3 0 1

An evening chorus open to both traditional and non-traditional students, specializing in the performance of large-scale choral works from all periods of the literature. The chorus may be repeated for additional credit. The course may be repeated two times.

***MUS 109—CCCC Chorus** 0 3 0 1

The performance of choral works from popular and classical sources with an emphasis on improving the student's ability to read and sing music. This course may be taken three times for credit.

***MUS 110—Chamber Music Workshop** 0 3 0 1

To be offered on demand to students with special performance interests. Examples of activities which can occur under this heading are the production of a musical, madrigal singers, chamber opera, recorder ensemble, brass quintet, woodwind quintet, string ensemble, jazz combo, stage band, and other similar groups. The course may be repeated two times.

***MUS 111—Freshman Musicianship I** 3 2 0 4

An elementary course in music theory and the principles underlying all music, including music terminology, notation, harmony, melody, and rhythm. Development of sight-singing and keyboard skills, beginning with thorough training in scales, intervals, and rhythmic patterns. Required for Pre-Music students.

***MUS 112—Freshman Musicianship II** 3 2 0 4

A continuation of MUS 111, including the writing of music in various styles and harmonic studies through simple modulation. Required for Pre-Music students.

Prerequisite: MUS 111 or permission of instructor.

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

***MUS 113—Freshman Musicianship III** 3 2 0 4

A continuation of MUS 112, up to and including the study of impressionism and other twentieth-century devices that expanded traditional music-theory concepts. Required for Pre-Music students.

Prerequisite: MUS 112 or permission of instructor

***MUS 114—Songwriting/Composition** 0 2 0 1

A study of elementary forms and traditional approaches to the organization of melody, rhythm, harmony, timbre, etc. Students will be expected to create and write out musical examples.

Prerequisite: Permission of instructor

***MUS 120—Class Instructor in Voice** 0 2 0 1

A study of the fundamentals of vocal production taught through vocal exercises and some vocal literature. Emphasis on singing.

Prerequisite: None

***MUS 121—Class Instruction in Voice** 0 2 0 1

A continuation of Music 120.

Prerequisite: MUS 120 or permission of instructor

***MUS 201—Music in America** 5 0 0 5

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.

***MUS 202—History of Jazz** 5 0 0 5

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 audiovisual devices. No previous knowledge of music required.

***MUS 203—Music of the Theatre** 5 0 0 5

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. Offered alternate years.

***MUS 208—Community Chorus** 0 3 0 1

A continuation of MUS 108. The course may be repeated two times.

Prerequisite: MUS 108 or permission of instructor

***MUS 209—CCCC Chorus** 0 3 0 1

A continuation of MUS 109. The performance of choral works from popular and classical sources. This course may be taken three times for credit.

Prerequisite: MUS 109 or permission of instructor

*Approved for fulfilling degree requirements for college transfer.

FOREIGN LANGUAGES

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***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

***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

***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

*Approved for fulfilling degree requirements for college transfer

HEALTH AND PHYSICAL EDUCATION

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
*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 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 agents, and institutions which serve the recreational needs of society.

*REC 202—Outdoor Recreation, Camp Counseling, and Camping	5	0	0	5

Includes study of the history development and trends of outdoor recreation, conservation, camp counseling, and organized camping. Emphasis is on organized camping programs and the development of outdoor skills related to camping, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors.

The following are co-educational "service" courses in which history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of three (3) quarter-hour credits. (See Physical Education Requirements.)

*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 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. 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 course includes instruction and practice in the basic skills, strategy, and application of rules for volleyball. Standard uniform required.

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***PED 106—Flag 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—Basketball**	2	0	0	1
This course introduces the student to various rules, skills, and fundamental techniques of basketball. Standard uniform required.				
***PED 108—Archery**	2	0	0	1
This course is designed to provide the student with basic techniques and knowledge on target archery.				
***PED 109—Tennis**	2	0	0	1
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the game. Students must provide their own tennis balls. Standard uniform required.				
***PED 111—Physical Conditioning by Circuit Training**	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 113—Bowling**	2	0	0	1
A 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 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**	2	0	0	1
An 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. Uniform required.				
***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 126—Modern Rhythmic Gymnastics**	2	0	0	1
Modern rhythmic gymnastics includes rhythmic gymnastics and dance gymnastics which in turn emerged from natural gymnastics. The course teaches an appreciation of an art form of physical movement and provides enjoyment and aesthetic satisfaction. It includes basic dance movements and skills and movement combinations with all hand apparatus.				
***PED 208—Badminton**	2	0	0	1
This 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.				

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***PED 209—Tennis II**	2	0	0	1

A second course in tennis designed for students who desire to increase their knowledge of strategy and techniques. Emphasis is placed on further developing skills in the forehand, backhand, and service strokes. The lob volley and half volley strokes and the twist serve will be introduced.

Prerequisite: PED 109 or permission of instructior

***PED 216—Introduction to Gymnastics**	2	0	0	1

A 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.

*Approved for fulfilling degree requirements for college transfer

HUMANITIES

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***ENG 201—English Literature**	5	0	0	5
The study of English Literature from Beowolf to the Romantic Period. Prerequisite: ENG 103				
***ENG 202—English Literature**	5	0	0	5
A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 103				
***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 survey of representative writers from 1865 until the present. Prerequisite: ENG 103				
***ENG 205—World Literature**	5	0	0	5
A survey of world literature from ninth century B.C. to the Renaissance. Prerequisite: ENG 103				
***ENG 206—World Literature**	5	0	0	5
A survey of world literature from the Renaissance to the present. Prerequisite: ENG 103				
***ENG 212—Film Appreciation and History**	5	0	0	5
Designed to provide the student with some introductory film experiences and to guide the student's development of understanding and perception of that experience. There will be an attempt to develop a visual literacy that will enable students to view films selectively and critically. The course will provide background to film terminology and especially to the development of film history. The relationships between film form and content will also be examined.				
***PHI 201—Introduction to Philosophy**	5	0	0	5
An introduction to the basic problems of human thought and the analyses of fundamental issues underlying daily life. A survey of the great and relevant philosophers from the Greeks to the present.				
***REL 101—Introduction to the Old Testament**	5	0	0	5
A study of religious thought and instructions in the Old Testament. Emphasis will be placed on the historical, literary and contemporary theological understanding of the Biblical text.				
***REL 102—Introduction to the New Testament**	5	0	0	5
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.				
***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 220—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				

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***SPA 221—Spanish-American Literature in Translation**	5	0	0	5

Selected works of Spanish-American 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

***SPH 201—Fundamentals of Speech**	3	0	0	3

The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation.

Prerequisite: None

***SPH 202—Voice and Diction**	5	0	0	5

A course designed to develop the voice through emphasizing correct breathing, pitch and volume control, clear articulation, and correct pronunciation.

Prerequisite: None

***SPH 206—Oral Interpretation of Literature**	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: There is no prerequisite but SPH 202 is recommended

*Approved for fulfilling degree requirements for college transfer

MACHINIST

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
MEC 1101—Machine Shop Theory & Practice	3	0	15	8
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered. Prerequisite: None				
MEC 1101A—Machine Shop Theory and Practice	2	0	4	3
To instruct individuals that have had no formal training in the operation and proper use of standard basic machine tools. This would encompass safety, hand tool grinding, the operation of the drill press, lathe, milling machine and precision grinders. To additionally give upgrading information to anyone desiring to expand his or her knowledge in the use of a specific standard machine tool or tools. Prerequisite: None				
MEC 1101B—Machine Shop Theory and Practice	2	0	4	3
A continuation of 1101-A expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines. Safety and normal procedures will be stressed. Prerequisite: MEC 1101A				
MEC 1102—Machine Shop Theory & Practice	3	0	12	7
An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines. Prerequisite: MEC 1101				
MEC 1102A—Machine Shop Theory and Practice	2	0	4	3
An indepth study of the operation of all standard machine tools. Precision measurements and precision tools will be used. Layout and layout practices will be discussed. Safety will be stressed. Prerequisite: MEC 1101B				
MEC 1103—Machine Shop Theory & Practice	3	0	12	7
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws. Prerequisite: MEC 1102.				
MEC 1104 Machine Shop Theory & Practice	3	0	15	8
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylinderical grinders, and lapping and honing parts to specified tolerances.				
MEC 1118—Introduction to Metals	3	2	0	4
This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. Explains the material designation system, classifications of steels, trade names and cross reference				

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

information for comparable materials. Common shop terms used in treatment of metals will be explained.
Prerequisite: None

MEC 1119—Applied Metallurgy 2 0 3 3
Covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used.
Prerequisite: MEC 1118

MASONRY

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 1101A—Bricklaying	2		4	3

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 1101B—Bricklaying	2	0	4	3

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: MAS 1101A

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 Class	Lab	Shop	Quarter Hours Credit

MAT 71—Basic Math Skills I 5 0 0 (5)
This lecture oriented math course emphasizes the basic skills of reading, adding, subtracting, multiplying, and dividing whole numbers and fractions with appropriate practical applications.
Prerequisite: None

MAT 72—Basic Math Skills II 5 0 0 (5)
A continuation and extension of the concepts covered in MAT 71. This additional quarter of study allows more time for the practice and understanding of these concepts. Some approaches are repeated while different attacks are incorporated to insure that the student will gain the speed and skill necessary to become proficient.
Prerequisite: MAT 71

MAT 73—Basic Math Skills III 5 0 0 (5)
A continuation of MAT 71. This lecture oriented course stresses the fundamental skills relating to decimals, ratio and proportion, and percents, and their application for personal and business use.
Prerequisite: MAT 72

MAT 81—Mathematics I 5 0 0 (5)
This course stresses the development of skills in reading numerals and decimals; round whole numbers and decimals; prime and composite numbers; addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, and decimals; practical applications to business problems.
Prerequisite: None

MAT 82—Mathematics II 5 0 0 (5)
A continuation of MAT 81 stressing the development of skills relating to percent, fractions, and decimals including appropriate applications to business. The English and metric systems of measurement are also studied.
Prerequisite: MAT 81

MAT 83—Mathematics III 5 0 0 (5)
A continuation of MAT 82 stressing practical applications of mathematics to payrolls, simple and compound interest, price marking, discounts, taxes, installment buying, and other consumer problems.
Prerequisite: MAT 82

MAT 91—Preparatory Algebra I 5 0 0 (5)
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

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 in 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. A study of polynomials begins with the techniques of factoring.
Prerequisite: MAT 91

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 linear, fractional, and quadratic equations and examines irrational numbers and their simplification.
Prerequisite: MAT 92

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

MAT 94—Preparatory Algebra IV 5 0 0 (5)
A continuation of MAT 93 which examines the system of real numbers and complex numbers for their algebraic properties. The study of irrational numbers continues with the arithmetic of square roots. Additional topics include integral and rational exponents and factorization of polynomials.
Prerequisite: MAT 93

MAT 95—Preparatory Algebra V 5 0 0 (5)
A continuation of MAT 94 which stresses polynomials with complex terms. Special emphasis is placed on simplifying polynomial fractions and solving equations and inequalities with complex solutions. The concept of linear and quadratic functions is examined. A special section of application problems is included.
Prerequisite: MAT 94

***MAT 100—Contemporary College Mathematics I** 5 0 0 5
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 studies.
Prerequisite: One unit of high school algebra, or MAT 93

***MAT 101—Contemporary College Mathematics II** 5 0 0 5
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.
Prerequisite: MAT 100

***MAT 102—College Algebra** 5 0 0 5
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. Major topics include linear and non-linear inequalities, equations involving radicals, theory of equations, determinants and matrices and their applications, the binomial theorem, and the complex number system. Additional topics may include permutations and combinations, exponential functions, and logarithms.
Prerequisites: Two units of high school algebra, or MAT 95, or MAT 101 with the recommendation of the instructor.

***MAT 103—Trigonometry** 5 0 0 5
This course offers a brief review of sets, relations, geometric concepts, and the rectangular and polar coordinate systems. Topics include analytical and graphical study of the properties and applications of the trigonometric functions; the study of vectors and the complext numbers; and the study of inverse trigonometric functions. Additional topics may include the application of logarithms, and the study of sequences and series.
Prerequisite: MAT 102, or MAT 101 with the recommendation of the instructor

MAT 107—Electronic Data Processing Mathematics 5 0 0 5
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.
Prerequisite: MAT 102

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	

MAT 110—Business Mathematics 5 0 0 5
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.
Prerequisite: MAT 83 or equivalent score of placement test

MAT 123—Trigonometry for Surveyors 5 0 0 5
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 and sequences and series. Additional topics may include the inverse trigonometric functions, vectors, and complex number system.
Prerequisite: MAT 102

***MAT 201—Calculus and Analytic Geometry I** 5 0 0 5
This course is the first of a four-quarter study of analytic geometry and calculus. 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.
Prerequisites: MAT 102 and MAT 103 or permission of the Dean of College Transfer Education

***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 ar 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.
Prerequisite: MAT 203 or equivalent

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
MAT 221—Calculus for Surveyors	5	0	0	5

This course is the first of a four-quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the line and the circle; functions and graphics; an introduction to limits and continuity; the algebraic derivation of 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.

Prerequisites: MAT 102 & MAT 123

***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

MAT 1101—Fundamentals of Mathematics	5	0	0	5

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.

Prerequisite: Satisfactory scores on placement tests

MAT 1102—Applied Mathematics	5	0	0	5

A continuation of MAT 1101 with emphasis on applied formulas and problems within the student's field of study. A sampling of topics which may be presented are: ratio and proportion as applied to force, work, energy, simple machines, electricity; horsepower, formulas, introduction to statistics and graphs.

Prerequisite: MAT 1101 or permission of instructor

MAT 1103—Geometry	3	0	0	3

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.

Prerequisite: None

MAT 1112—Building Trades Mathematics	3	0	0	3

This course offers practical problems dealing with volumes, weights, and ratios; mensuration; and basic estimating practices for building materials.

Prerequisite: MAT 1101

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
MAT 1115—Electrical Mathematics I	5	0	0	5

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.

Prerequisite: Satisfactory scores on placement tests

MAT 1116—Electrical Mathematics II	5	0	0	5

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.

Prerequisite: MAT 1115

MAT 1122—Machinists Mathematics I	3	0	0	3

This course is designed to acquaint the machinist with the mathematical tool most useful to the trade. The area of Metric Measurement, Ratio and Proportions, Basic Trigonometry and Fundamental Geometry are utilized in the application of practical machine trade problems.

Prerequisite: None

MAT 1123—Machinists Mathematics II	3	0	0	3

This is the second of two mathematic courses designed to acquaint the machinist with the mathematical tools most useful to the trade. The course will enhance the topics of the first course. The content herein will also cover the topics of indexing Helix angles, angle measuring of various types, cutting speeds plus some time in numerical control familiarization.

Prerequisite: MAT 1122

MEDICAL LABORATORY TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
MLT 100—Orientation to Medical Technology	0	2	0	1

An introduction to the field of medical technology. This course will introduce persons who have a basic interest in medical technology to various aspects of applied laboratory medicine. The course will present laboratory organization, career opportunities, related fields, fundamental laboratory procedures, and professional education and training of those who work in the clinical laboratory.

Prerequisite: Admission to MLT Program or permission of instructor.

MLT 101—Introduction to the Clinical Laboratory 2 4 0 4

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 personal relations between technician and patient, doctors, nurses.

MLT 102—Hematology I 3 6 0 5

Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques.

Prerequisite: MLT 101

MLT 103—Urinalysis 2 6 0 4

A review of the urinary system and study of the chemical and microscopic elements of the urine.

MLT 104—Principles of Organic & Biochemistry 3 3 0 4

Introduction to the fundamental principles of organic chemistry and of biochemistry. Emphasis is placed on structure and nomenclature of organic compounds, carbohydrate, lipid, protein, and nucleic acid chemistry. Basic enzyme, hormone, and vitamin structure and function will be introduced.

Prerequisite: CHE 102 or permission of department head

MLT 105—Serology 3 3 0 4

Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.

Prerequisite: MLT 101

MLT 201—Hematology II 3 6 0 5

Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases.

Prerequisite: MLT 102

MLT 202—Clinical Chemistry I 3 3 0 4

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, titrimetric, colormetric, spectrophotometric; and automated procedures.

Prerequisites: MLT 101 and CHE 101, 102, 103

MLT 204—Clinical Chemistry II 3 4 0 5

Continuation of the study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variation in health and disease.

Prerequisites: MLT 104, MLT 202

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
MLT 207—Clinical Microbiology I	3	4	0	5
Study of the history, classification and morphology of bacteria; introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes. Prerequisites: MLT 101 and BIO 123				
MLT 208—Clinical Microbiology II	3	2	0	4
Study of the history, classification and morphology of parasites, fungi and yeasts, and viruses and study of their pathogenesis in man. Prerequisite: MLT 207				
MLT 210—Immunohematology	2	3	0	3
An introduction to blood banking; blood groups and types, compatibility testing and processing of blood for transfusions. Prerequisite: MLT 105				
MLT 218—Clinical Practice	0	0	40	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisites: MLT courses MLT 101 thru MLT 210				
MLT 220—Clinical Practice	0	0	40	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisite: MLT 218				
MLT 222—Clinical Practice	0	0	40	7
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisite: MLT 220				

NURSE EDUCATION

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
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 introduce the student to school life and study emphasizing techniques of learning, student life, academic regulations, and assist them in understanding the objectives and functions of Coastal Carolina Community College as it relates to the State, the community and the student.

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: Admission to ADN Program

NUR 103—Fundamentals of Nursing II	6	14	0	11

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.

Prerequisites: NUR 101, NUR 102, BIO 121

NUR 104—Nursing in Physical/Mental Illness I	6	14	0	11

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.

Prerequisites: NUR 103, BIO 122

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.

Prerequisites: NUR 104, PSY 203, BIO 123

NUR 206—Maternal and Child Care	6	15	0	11

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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
NUR 207—Nursing Care in Physical/Mental Illness II	6	18	0	12

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 206

NUR 208—Nursing Care in Physical/Mental Illness III	6	18	0	12

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	9	9	0	12

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 hygenic 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. Introduces beginning skills in interpersonal relationships and communications not only in the hospital setting but also in professional organizations. The role of the Practical Nurse in the community is presented.

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 musculosketetal, 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 homeostatis.

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

NUR 1005—Medical-Surgical Nursing I	9	0	0	9

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, the patient with allergic conditions, patient with respiratory diseases and blood dyscrasias, and the patient with chronic illness are examined. Care of the patient, during, and after anesthesia is discussed. Preoperative and postoperative care of the surgical patient is stressed. Concepts of rehabilitation nursing care introduced.

Prerequisite: Satisfactory completion of all first quarter courses.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
NUR 1006—Nursing of Children	4	0	0	4

Presents the scope and aims of present day nursing of children. Growth and development from infancy through senescence is presented. Psychological and physiological differences between children and adults are discussed. The needs of the hospitalized child and his family are explored and nursing implications stressed. Medical-surgical management and nursing care of children with common disorders are presented.

Prerequisite: Satisfactory completion of all first quarter courses

NUR 1007—Clinical Experience I	0	0	15	5

Provides supervised experience in basic nursing care of selected patients in a general hospital setting. Includes opportunities to meet patients' needs relating 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.

Prerequisite: Satisfactory completion of all first quarter courses

NUR 1008—Pharmacology and Drug Therapy	3	0	0	3

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.

Prerequisite: Satisfactory completion of all second quarter courses

NUR 1009—Medical-Surgical Nursing II	5	0	0	5

Presents the etiology, incidence, and physiological responses in common disorders of the eye and ear, endocrine, and cardiovascular systems. Diagnostic methods, medical-surgical management, and psychological responses 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.

Prerequisite: Satisfactory completion of all second quarter courses.

NUR 1010—Maternity Nursing	4	0	0	4

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.

Prerequisite: Satisfactory completion of all first quarter courses

NUR 1011—Clinical Experience II	0	0	15	5

A. Medical-Surgical Nursing

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.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit

B. Maternity Nursing

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.

C. Nursing of Children

Provides supervised experience in the nursing of children in the pediatric department of a general hospital. Beginning skills in meeting specific needs of children with common disorders are developed through nursing care assignments of selected patients. Development of patient care plans is emphasized. Experiences in well-baby clinic, immunization clinic, and pediatric clinics are provided to stress the scope of child health care.

Prerequisite for the above: Satisfactory completion of all second quarter courses

NUR 1012—Pharmacology and Drug Therapy 2 0 0 2

Methods of drug administration are presented and practiced. Sources, actions, and therapeutic uses of the major classification of drugs are discussed. The nurse's responsibilities in relation to drug administration is emphasized.

Prerequisite: Satisfactory completion of NUR 1008

NUR 1013—Personal and Vocational Relationships 2 0 0 2

Presents information regarding organizations with membership open to practical nurses. Stresses values of membership in professional organizations and continuing education as a means of promoting personal and professional growth. Explores job opportunities for practical nurses. Provides simulated experiences in applying for a position, evaluating a position (on the basis 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 III 9 0 0 9

Presents the etiology, incidence and physiological responses in disorders of the body's urinary, reproductive, biliary, integumentary, 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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
NUR 1016—Basic Medical/Nursing Terminology	**2**	**0**	**0**	**2**

This course is specifically designed for the Practical Nurse Education student in that it develops understanding of the medical/nursing terminology and vocabulary appropriate to the course of study.

NUR 1100—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.

NURSE ASSISTANT EDUCATION

Course Title	Class	Lab	Clinical	Quarter Hours Credit
PML 1001—Nurse Assistant Education 30 hr/week for 12 weeks (14 lecture hours) (16 clinical hours)	**14**	**0**	**16**	**19**

Presents knowledge and skills in basic nursing care and procedures. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurses' Assistant is included. Attention is focused on the role of the Nurses' Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision.

Prerequisite: Admission requirements

SCIENCE

BIOLOGY

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
***BIO 101—General Biology**	3	2	0	4

An introduction to the principles and concepts of Biology; a study of the chemical and cellular basis of life and an introduction to human anatomy and physiology.

***BIO 102—General Biology**	3	2	0	4

A continuation of BIO 101. The topics will include classical and molecular genetics, their relationship to evolution and a phylogenetic survey of the animal kingdom.

Prerequisite: BIO 101

***BIO 103—General Biology**	3	2	0	4

A continuation of the biology series with an emphasis on the non-vascular and vascular plants. Other topics include the Protista, the Fungi, plant physiology, and ecology.

Prerequisite: BIO 101

***BIO 111—General Biology**	9	6	0	6

An introduction to the principles and concepts of Biology. A study of the chemical and cellular basis of life; human anatomy and physiology; and classical and molecular genetics.

NOTE: This course is offered only during the Summer Session. (BIO 111 & 112 are the equivalent of BIO 101, 102, 103.)

***BIO 112—General Biology**	9	6	0	6

A continuation of BIO 111. Topics include evolution, a survey of the animal kingdom, non-vascular and vascular plants, plant physiology and ecology. (Taught in the summer quarter only.)

Prerequisite: BIO 111 or BIO 101

NOTE: This course is offered only during the Summer Session. (BIO 111 & 112 are the equivalent of BIO 101, 102, 103)

***BIO 121—Human Anatomy and Pysiology**	3	3	0	4

The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an indepth study of the skeletal, muscular, and nervous system.

***BIO 122—Human Anatomy and Physiology**	3	3	0	4

A continuation of BIO 121 with emphasis on human systems such as circulatory, lymphatics, respiratory, digestive, endocrine, and reproductive. The interdependence of these various systems to the total body functioning will also be considered.

***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

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
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

BIO 1121—Preclinical Human Anatomy and Physiology I	3	3	0	4

This course is designed to introduce the student to cellular structure and tissues. A detailed study of the skeletal, muscular, and neural systems will be conducted.

BIO 1122—Preclinical Human Anatomy and Physiology II	3	3	0	4

A continuation of BIO 1121 with emphasis on the anatomical structure of the various systems such as the endocrine, digestive, lymphatic, excretory, respiratory, cardiac, and reproductive. The physiology of the various systems will also be covered.

BIO 1123—Introduction to Microbiology	3	3	0	4

An introduction to the study of micro-organisms emphasizing characteristics of the various groups, methods of controlling their growth, disease production, and host resistance.

CHEMISTRY

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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

CHE 105—General Chemistry 4 2 0 5
A general course of basic chemical principles, including atomic structure, chemical bonding, gas laws, equilibrium, main group chemistry, properties, preparations and reactions of the various classes of organic compounds.

CHE 106—Nutrition and Biochemistry 4 0 0 4
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

***PHY 101—Physics: Mechanics** 3 2 0 4
This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics.
Corequisite: MAT 103

***PHY 102—Physics: Electricity and Magnetism** 3 2 0 4
This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction.
Prerequisite: PHY 101

***PHY 103—Physics: Light, Sound, and Modern Physics** 3 2 0 4
This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity.
Prerequisite: PHY 102

PHY 121—Measurements & Mechanics 3 2 0 4
Systems of measurement will be studied with conversions from one system to another. Newton's laws of motion will provide relations between quantities within a system which will be thoroughly analyzed mathematically. The concept of work and energy will then be developed as an alternate method of describing a physical system.

PHY 122—Properties of Matter, Temperature, and Heat 3 2 0 4
The atomic theory will be studied and its predictions will be compared to what is observed on a large scale. The effect of temperature will be studied and explained on the basis of the Kinetic Theory. The idea of dynamic equilibrium will be introduced to understand phase changes and heat transfer results when systems are not in equilibrium.

PHY 123—Thermodynamics, Waves, and Optics 3 2 0 4
The effects of heat and pressure on gases will be studied and applied to heat engines and heat pumps. A description of periodic motion in terms of simple harmonic motion will be used to analyze vibration and waves. This framework will then be used to study sound and optical phenomena.

PHY 1105—Shop Science I 3 2 0 4
Principles of Applied Mechanics covering: measurement, force and motion, work and energy, simple machines, and properties of matter; plus additional topics of value in the student's area of interest.
Prerequisite: Satisfactory scores on placement test
Corequisite for respective occupational curricula (AHR 1121, PME 1102)

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
PHY 1106—Shop Science II	3	2	0	4

Principles of Electricity and Magnetism covering: static electricity, Ohm's Law, circuit theory, sources of emf, power, magnetic materials, electromagnetic induction, generators, motors, and properties of a.c. circuits.

Prerequisite: PHY 1105

Corequisite for respective occupational curricula (ELC 1112, PME 1124)

PHY 1111—Applied Science 3 2 0 4

An introduction to physical principles and their application in industry. Topics in this course will support the particular curriculum in which the course is offered and will be selected from the following: measurement, force, motion, work, energy, power, solids, liquids, gases, heat, thermometry, electrical principles, properties of matter, sound, and light.

Prerequisite: None

PHYSICAL SCIENCE

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
SCI 91—Survey of Science	3	2	0	(4)

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)

Prerequisite: None

***SCI 101—Physical Science I** 3 2 0 4

A study in the evolution of man's knowledge of the universe. The scientific method is used to help explain and even predict astronomical events. The position of earth in the solar system and its relationship with the other planets will be considered. The moon and its effect on the earth will be analyzed and some of the general theory of stars will be presented.

***SCI 102—Physical Science II** 3 2 0 4

Newton's three laws of motion and their consequences will be examined. The concept of work and energy will be introduced. The Conservation of Energy Principle will lead naturally into a study of heat and thermodynamics. Principles of Electricity and Magnetism will be developed and their use in controlling energy flow will be considered.

***SCI 103—Physical Science III** 3 2 0 4

Atomic theory will be introduced and used to explain the order in the periodic table of the elements. The discovery of radioactivity and its use to unfold the mysteries of the nucleus will be studied. The tendency of most atoms to form molecules will lead to a discussion of chemicals and chemical changes. Properties of liquids and solutions, especially acids, bases, and salts, will be presented.

SOCIAL SCIENCE

Course Title	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
*EDU 201—Introduction to Education	4	2	0	5

A study of the foundations and contemporary approaches in education from the historical, philosophical, psychological, and sociological points of view. Classroom work will be supplemental with required observation experiences in the local school system. This is not a practice teaching course.

*GEO 101—Introduction to Physical Geography I	3	2	0	4

An introductory physical geography course emphasizing the following: maps and their uses, earth-sun relationships, and meteorology (temperature, atmospheric pressure and winds, moisture, condensation and precipitation, air masses and atmospheric disturbances, climatic classification, and soils). Laboratory exercises are correlated with lectures.

Prerequisite: None

*GEO 102—Introduction to Physical Geography II	3	2	0	4

An introductory physical geography course emphasizing the following: the hydrosphere, landforms and tectonic processes, and landform genesis by various agents (gravity, water, ice, and wind). Laboratory exercises are correlated with 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, and 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 110—Western Civilization (from Prehistoric times to 1650)	10	0	0	5

A survey of the forces responsible for the rise of European states from prehistoric times, the ancient Near East, Greece, Rome, the Middle Ages, the rise of nation-states, the Renaissance, the Reformation, the 30 Years' War, and the Peace of Westphalia.

Prerequisite: None

NOTE: This course is offered only during the summer session. (HIS 110 and 111 are the equivalent of HIS 101, 102, and 103).

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***HIS 111—Western Civilization (from 1650 to the Present)**	10	0	0	5

A survey of the development of constitutional government in England, absolute monarchy, the rise of Prussia and Russia, the Enlightenment, the French Revolution and Napoleon, the aftermath of Napoleon, the Congress of Vienna, European political revolts, the Industrial Revolution, the political unification of Italy and Germany, liberalism, imperialism, World Wars I and II, the rise and fall of fascism, the development of communism and the Cold War, and conditions since World War II.

Prerequisite: None

NOTE: This course is offered only during the summer session. (HIS 110 and 111 are the equivalent of HIS 101, 102, and 103).

***HIS 201—American History I**	3	0	0	3

A thorough survey of America from colonial times to 1815. 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 the development of political parties, and the War of 1812.

Prerequisite: None

***HIS 202—American History II**	3	0	0	3

A thorough survey of America from 1815 to 1898. Emphasis is placed upon the political, cultural, social, and economic developments in the United States as they relate to New Nationalism, Jacksonian Democracy, the development of northern and southern sectionalism, slavery, Manifest Destiny and expansion, the Civil War, the Reconstruction Era, and the Industrial Revolution.

Prerequisite: None

***HIS 203—American History III**	3	0	0	3

A thorough survey of America from 1889 to the present. Emphasis is placed upon political, cultural, social, and economic developments in the United States as they relate to 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

***HIS 210—American History**	10	0	0	5

A survey of the history of the United States from the discovery of America to the end of the Civil War. Emphasis is placed on the economic, political, and cultural developments of the United States.

Prerequisite: None

NOTE: This course is offered only during the summer session. (HIS 210 & 211 are the equivalent of HIS 201, 202, 203)

***HIS 211—American History**	10	0	0	5

A survey of the history of the United States from the reconstruction period to the present. Emphasis is placed on the study of big business, domestic and international problems, and the world wars.

Prerequisite: None

NOTE: This course is offered only during the summer session. (HIS 210 & 211 are the equivalent of HIS 201, 202, 203)

***POL 200—Introduction to Political Science**	5	0	0	5

An introduction to the nature, methods, and scope of political science as a discipline. An introductory survey of fundamental concepts and principles of political organization including theories and characteristics of political institutions within and among nation-states.

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***POL 201—American Federal Government**	5	0	0	5
The study of the origins, development, structure, and functioning of the Federal Government. Prerequisite: None				
***POL 202—State and Local Government**	5	0	0	5
A survey of the functions of the state and local governments and intergovernmental relationships with emphasis on the structure of North Carolina state and local governments.				
***POL 205—World Politics and International Relations**	5	0	0	5
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States.				
***POL 206—Introduction to Latin America**	5	0	0	5
An analysis of the political patterns and cultural behavior of the most important countries of the Western Hemisphere with emphasis on the structure of power, political groups, and on the influence of economic, military, religious, and ethnic forces.				
POL 221—United States Government	3	0	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None				
***PSY 201—Introduction to Psychology**	5	0	0	5
An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached. Prerequisite: Sophomore standing or permission of instructor				
***PSY 202—Human Growth and Development**	5	0	0	5
Studies the development of the individual from prenatal existence to death. Terminology and major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social, and intellectual growth. Major theoretical and research contributions to the area of development are presented. Prerequisite: PSY 201 or permission of instructor				
***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. Prerequisite: PSY 201				
PSY 206—Applied Psychology	3	0	0	3
Emphasizes understanding of human behavior as it is or can be applied to both the physical and social aspects of the work setting. Personal and group adjustment situations are explored.				
PSY 1101—Human Relations	3	0	0	3
A study of the concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations.				
***SOC 201—Introduction to Sociology**	5	0	0	5
An introduction to basic sociological concepts, methods, and principles, with emphasis on culture, personality, social deviation, social groups, the family social class, social mobility, race relations, social movements, and research methods.				

*Approved for fulfilling degree requirements for college transfer.

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
***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 control, treatment, and prevention of problems relating to crime, divorce, prostitution, mental illness, alcoholism, drugs, sex, race, poverty, and population.				
***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.				

*Approved for fulfilling degree requirements for college transfer

SURGICAL TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Clinical	Credit
SUR 1101—Introduction to Operating Room	3	3	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 operation 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.

SUR 1102—Surgical Procedures I	5	3	0	6

This course includes procedures for general surgery—hernia, breast, vein ligation and stripping, gallbladder, ducts, pancreas, spleen and gastrointestinal procedures. Also obstetrical, gynecological, and genitourinary surgery is included.

SUR 1103—Surgical Procedures II	5	3	0	6

This course is a continuation of SUR 1102 and includes x-ray diagnostic procedures, otorhinolaryngology, oral, orthopedic, plastic, thyroid and parathyroid, pediatric and geriatric surgery and treatment of burns.

SUR 1104—Clinical Practice I	0	0	16	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.

SUR 1105—Clinical Practice II	0	0	25	8

A continuation of Clinical Practice I.

SUR 1106—Seminar I	2	0	0	2

This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I.

SUR 1107—Seminar II	2	0	0	2

This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II.

SUR 1108—Clinical Practice III	0	0	25	8

This is a continuation of SUR 1105. The student will be in the actual clinical situation and demonstrating his ability just prior to his graduation from the program.

SUR 1109—Surgical Procedures III	3	0	0	3

This course is a continuation of SUR 1103 and includes, thoracic, vascular, neuro, and cardiac surgery. It also includes oncology, transplantation and replantation.

SUR 1110—Seminar III	1	0	0	1

This is a seminar for review of experiences received in SUR 1109.

SURVEYING TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
CIV 101—Surveying I	2	6	0	4

This course is intended as a general introductory course to acquaint students with the history of surveying as well as the use and care of surveying equipment such as transits levels, tapes, and miscellaneous equipment. The labs in this course will be designed to illustrate the direct application of mathematics to surveying by obtaining field solutions to various geometric problems. Emphasis in this course will be placed on horizontal linear measure.

Prerequisites: Minimum of Algebra I, Algebra II, and Geometry in high school
Corequisites: DFT 101, CIV 121

CIV 102—Surveying II 2 6 0 4

This course will deal with the theory and practice of plane surveys. Use of instruments for angular measure will be stressed. Students will be introduced to the theory of probability, various reference systems for angles and bearings, magnetic declinations, stadia measurements and various corrections that must be applied to linear measurements made with steel tapes. Keeping of notes during labs will be emphasized, particularly with respect to note form and neatness.

Prerequisites: CIV 101, DFT 101
Corequisite: MAT 102

CIV 103—Surveying III 2 6 0 4

This course will include differential and profile leveling, cross-sections, earthwork computations, calculation of land areas, the mapping of boundaries and the topography of land. Lab emphasis will be placed on location of boundary lines and determination of topographical features.

Prerequisite: CIV 102
Corequisites: MAT 103, DFT 102

CIV 104—Surveying IV 2 6 0 4

This course will be an introduction to the determination and location of curved lines including the discussion of simple curves, compound curves, and reverse curves. In addition to these topics the Public Land System of the United States will be introduced. Also to be discussed in this course will be an introduction to plane coordinates as they relate to surveying.

Prerequisite: CIV 103
Corequisites: MAT 201, CIV 109

CIV 109—Surveying Law 5 0 0 5

The study of the North Carolina State Statutes regarding the practice of surveying, study of conflicting elements in establishment of boundaries, riparian rights, adverse possession, preparation of abstracts, and laws affecting the drainage of land from the viewpoint of both existing and proposed channels.

Corequisite: CIV 104 or by permission of instructor
Prerequisite: None

CIV 114—Statics 5 0 0 5

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity, centroids, and moments of inertia.

Prerequisite: MAT 201

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

CIV121—Computations I 5 2 0 6

This course is designed as a beginning mathematics course for the surveying student. The disciplines of algebra, plane geometry, and trigonometry will be studied. Emphasis will be placed on relating mathematical concepts to surveying and engineering and on preparing the student for the study of college algebra.

CIV 123—Computations II 0 6 0 2

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: CIV 103

CIV 211—Topographic Surveying 2 6 0 4

The practice of methods of making topographic surveys with conventional instruments to include the plane table. The use of photography for mapping purposes. The production of photo-maps, and the methods of ground control in aerial surveys. Applied field problems are included.

Prerequisite: CIV 104

CIV 212—Route Surveying 2 6 0 4

Advanced study in the laying out of railroads, highways, and canals with a concentration in grade and slope stalking, spiral curves, superelevation. Applied field problems will be laid out.

Prerequisite: CIV 211

CIV 213—Advanced Land Surveying 3 3 0 4

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: CIV 212

CIV 214—Mapping and Subdivision Planning 2 6 0 4

Mapping principles and their applications in producing topographic, land, hydrographic, and photographic maps and their use in sub-division planning. Field trips will be made to various sub-division sites and to city and county planning offices.

Prerequisites: CIV 212, CIV 223, CIV 229
Corequisite: CIV 230

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.

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.

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;

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

aggregates; bituminous materials; and portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material.

Prerequisites: MAT 201, CIV 217, PHY 123

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: CIV 217, CIV 212, CIV 226

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.

Prerequisites: PHY 12, MAT 201

Corequisite: CIV 211 or by permission of instructor

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: CIV 228

CIV 230—Subdivision Drainage 2 3 0 3

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 appurtenances. Laboratory work consists of developing a drainage plan for a small subdivision.

Prerequisite: CIV 229

Corequisite: CIV 214

CIV 1101—Site Surveying & Site Development 2 6 0 4

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.

WELDING

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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

WLD 1120A—Oxyacetylene Welding and Cutting 2 0 4 3

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the 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.

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 1121A—Arc Welding	2	0	4	3

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, 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.

WLD 1121B—Arc Welding	2	0	4	3

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.

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	6	3

Introduction and practical operations in the use of inter-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

Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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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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 the 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, Former Chairman
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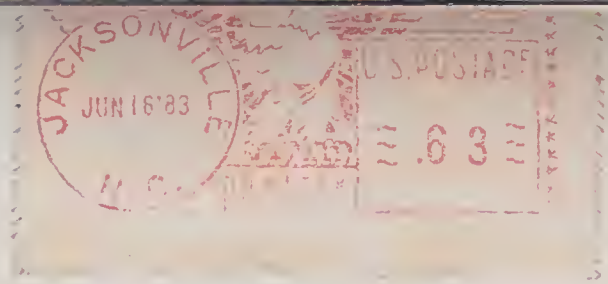

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