Coastal Carolina Community College

Jacksonville North Carolina 1986-1987

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 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.

CATALOG

ANNOUNCEMENT OF COURSES

AND PROGRAMS

FOR

1986-87

COASTAL CAROLINA COMMUNITY COLLEGE

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

AN EQUAL OPPORTUNITY INSTITUTION

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1986-87 CALENDAR

SUMMER QUARTER 1986-87

FULL SESSION

June 3	Registration
June 4	Classes Begin
June 5, 6, 9, 10	Late Registration
June 10	Last day to register or add a class
July 4	Holiday
July 24	Last day to withdraw without grade of "F"
August 7	Imcompletes from previous quarter due
August 18, 19, 20	Summer Quarter Final Exams
August 20	Summer Quarter Ends
August 22	Graduation

FIRST SPLIT SESSION

June 3	Registration
June 4	Classes Begin
June 5, 6, 9	Late Registration
June 9	Last day to register or add a class
June 27	Last day to withdraw without grade of "F"
July 4	Holiday
July 11	First Split Session Final Exams
July 11	First Split Session Ends

SECOND SPLIT SESSION

July 14	Registration
July 15	Classes Begin
July 16, 17, 18	Late Registration
July 18	Last day to register or add a class
August 7	Incompletes from previous quarter due
August 7	Last day to withdraw without grade of "F"
August 21	Second Split Session Final Exams
August 21	Second Split Session Ends
August 22	Graduation

FALL QUARTER 1986-87

September 1	Holiday
September 2	Orientation
September 4	Registration
September 8	Classes Begin
September 9, 10, 11 ,12	Late Registration
September 12	Last day to register or add a class
October 27, 28	Instructors' Conference
October 29	Last day to withdraw without grade of "F"
November 12	Incompletes from previous quarter due
November 21, 24, 25	Fall Quarter Final Exams
November 25	Fall Quarter Ends
November 27, 28	Holiday

WINTER QUARTER 1986-87

December 2	Registration
December 4	Classes Begin
December 5, 8, 9, 10	Late Registration
December 10	Last day to register or add a class
December 22-January 2	Holiday (Begins 8:00 am December 22)
January 5	Classes Resume 8:00 am
February 5	Last day to withdraw without grade of "F"
February 19	Incompletes from previous quarter due
March 2, 3, 4	Winter Quarter Final Exams
March 4	Winter Quarter Ends

SPRING QUARTER 1986-87

March 9	Registration
March 11	Classes Begin
March 12, 13, 16, 17	Late Registration
March 17	Last day to register or add a class
April 17, 20	Holiday
May 1	Last day to withdraw without grade of "F"
May 15	Incompletes from previous quarter due
May 26, 27, 28	Spring Quarter Final Exams
May 28	Spring Quarter Ends

(TENTATIVE)

1987-1988 CALENDAR

SUMMER QUARTER 1987-88

FULL SESSION

June 2	Registration
June 3	Classes Begin
June 4, 5, 8, 9	Late Registration
June 9	Last day to register or add a class
July 3	Holiday
July 23	Last day to withdraw without grade of "F"
August 6	Incompletes from previous quarter due
August 17, 18, 19	Summer Quarter Final Exams
August 19	Summer Quarter Ends
August 21	Graduation

FIRST SPLIT SESSION

June 2	Registration
June 3	Classes Begin
June 4, 5, 8	Late Registration
June 8	Last day to register or add a class
June 26	Last day to withdraw without grade of "F"
July 3	Holiday
July 10	First Split Session Final Exams
July 10	First Split Session Ends

SECOND SPLIT SESSION

July 13	Registration
July 14	Classes Begin
July 15, 16, 17	Late Registration
July 17	Last day to register or add a class
August 6	Incompletes from previous quarter due
August 7	Last day to withdraw without grade of "F"
August 20	Second Split Session Final Exams
August 20	Second Split Session Ends
August 21	Graduation

THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school 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 Accrediting Agency for Clinical Laboratory Sciences.
Commission On Colleges, 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 designed to serve the needs of the students, faculty, and staff of the college. It is located in a building consisting of over 20,000 square feet with seating for 225 users. The Center also contains small conference rooms, individual study rooms and a TV studio.

The Learning Resources Center contains more than 35,000 volumes in general, technical, and vocational fields, and subscribes to over 250 periodicals. For research purposes, there are 8,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for disc recordings, 16mm films, video tapes, and a variety of other media materials and equipment.

The staff consists of seven full-time and two part-time staff members, plus additional student help.

The Learning Resources Center hours are from 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:40 a.m. to 5:00 p.m. on Fridays. During quarter breaks, hours will vary from above.

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. - 9:00 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.

COMPUTER SKILLS LABORATORY

The Computer Skills Laboratories, located in Skills Center, Room 104-C and Ragsdale, Room 123, are available for use by CCCC students, staff, and the general public. A laboratory coordinator is available to assist persons who want to make use of Apple IIe and Apple-plus microcomputers or the Prime computer outside of a traditional classroom environment. A schedule is posted on the classroom door each quarter showing when the laboratory is open and the laboratory coordinator is available. The Computer Skills Laboratory is available to its users at no cost.

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. In order to maintain the high standards set by 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 CATELOG 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, creed, sex, national origin, age or physical handicap. 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 Affaris.

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 bona fide 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, Surgical Technology 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 bona fide legal residents of Onslow County, North Carolina, will be approved on a first priority basis. Bona fide legal resident of other counties of North Carolina will be approved on a second priority basis. Those who are not bona fide legal residents of North Carolina will be approved on a third priority basis.

Bona fide 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.

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

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

*Comparable SAT or ACT scores.

ADDITIONAL ADMISSIONS 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

Business Computer Programming
High School Algebra I & II
All developmental courses must be completed with the exception of MAT 98, 99, 100 prior to admission to the Business Computer Programming Curriculum

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. High School Algebra or MAT 98 & 99 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

Complete physical exam, including chest x-ray and immunizations, showing good physical health. Dental exam showing good dental health.

LPN

Three letters of reference

Evidence of good character

Satisfactory 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 acheive 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 Associate Degree Nursing or Dental Hygiene 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.)

Application 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 and Placement (CPG) 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 transferring. 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, 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 reregistering 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 data 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.

POLICY

It is the policy of CCCC to classify each curriculum student according to his or her state of legal residence. The initial classification shall be done by admissions office personnel.

Students who seriously disagree with the residency classification as determined by the admissions office may, if they wish, file notice of appeal to the Dean of Students or his designee within twenty (20) working days of the date their classification notice is mailed. Such appeal notice must be in writing, must contain a simple declaration of intention of process and appeal before the campus residency committee, and must be personally signed by the student.

The Dean of Students shall, upon receipt of notice of appeal, prepare, and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The campus residency committee, composed of the Dean of Instruction as Chairman, the Registrar, and one faculty member shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have an advisor present, however, only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student and the Dean of Students within ten (10) working days of the date of decision.

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)	$ 51.00
Part-time students per quarter hour	4.25
Out-of-state students	
12 quarter hours or more (full time)	255.00
Part-time students per quarter hour	21.25

Senior Citizens (age 65 or older) are charged neither tuition nor registration fees.

FEES

Activity Fee (per quarter)	$ 5.00
Insurance Fee per year (optional)	7.50

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

STUDENT RESPONSIBILITY

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the college catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and members of the counseling staff will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the college by keeping on file with the Registrar's Office at all times a current, local address and telephone number.

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 Criminal Justice or the Commercial Programs will be allowed to carry in excess of 20 credit hours of the normal total credit hour 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 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 ten (10) calendar 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 five (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 of 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 (15) 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 credit in health occupations curriculum without approval of the 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 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 (5) days of the quarter. The faculty member will report the results of the examination to the registrar, the appropriate dean and the student.

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.

Standarized 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.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post secondary education to members of the military throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thir-

teen leading national higher education associations: it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

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
AU—Audit		

CE—Credit by Examination: Awarded for successful completion of institutional examination — carries credit earned, but is not figured in grade point average.

I—Incomplete: This includes 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: Grade reported for a student who officially withdraws from a class — carries no credit and no penalty.

X—Unofficial Withdrawal: Grade reported for a student who ceases attendance without officially notifying the school — averaged as an "F".

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 ten (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.

STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS

Students must be enrolled full-time, have a 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 - 2.0

ONE YEAR CURRICULUM

All Quarter Hours Credit Attempted*	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student is on Academic Probation
1-17		1.30
18-34	1.30	1.70
35-51	1.70	2.00
52-Over	2.00	

To Graduate - 2.0

*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 the 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 case 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 afforded each student by the act and is in compliance with its provision.

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 student's 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 for non-disclosure indicated 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 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.

POLICY FOR CHILDREN ON CAMPUS

No student, faculty member, or employee of the College will bring his/her children or other children with him/her to class or work. There will be no exceptions. Appropriate disciplinary measures will

be taken if this occurs. In the event that children are needed for classroom demonstrations, etc., written approval from the appropriate dean or supervisor must be secured. Children visiting the Dental Laboratory will be exempt if their reason for being there is for dental care.

No child will be left unattended in any area on the campus including the snack bar, parking lots, Learning Resources Center and athletic field.

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 administration, 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.

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.

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 re-entry 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 fees 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 need exists.

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. Advisors, as well as counselors, will make every effort to provide effective guidance to students; however, the final responsibility for meeting all academic requirements rests with the student.

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 PEREZ CUBILLAS AWARD is an academic award presented during graduation exercises to the student of Dr. Violeta Fischer with the best academic record in Spanish 101, 102, 201, and 202 for each academic year. This award is given in memory of her late father, Dr. Jose Perez Cubillas, a professor at Havana University for over thirty-five years.

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 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 (7 ½) 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 eollege. 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 loeal nonprofit organizations and the Federal Government. Students on the program may be employed by a sehool, hospital, or with some other publie or private soeial agency. Finaneial need is the basis for plaeement on the program and for total eompensation. High sehool seniors may be plaeed on the summer program by obtaining an applieation from the eollege Financial Aid Offiee.

VETERANS ADMINISTRATION BENEFITS

The eollege is approved for the training of veterans, war orphans, ehildren of totally disabled veterans; or a widow of any person who died of serviee-eonnected disability, or wife of any veteran with total disability of a permanent nature resulting from serviee eonneeted disability. Eligible persons seeking sueh benefits should eontaet the eollege, be aceepted for a program of study, and then seek counseling from the Veterans Affairs Offieer.

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 as follows:

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.

THE SPANISH CLUB

Founded in 1970, the Spanish Club serves students enrolled in Spanish courses to improve their knowledge and understanding of the Hispanic world.

The Spanish Club holds a cultural luncheon every quarter.

During the Spring Quarter, past and presently enrolled students make a field trip to the Foreign Language Department of the University of North Carolina at Chapel Hill.

The Spanish Club members attend concerts offered by famous Spanish and Latin American artists.

Students who wish to belong only have to take, or to have taken at least one course in Spanish at this institution.

SIGMA DELTA MU (Spanish Honor Society)

Sigma Delta Mu encourages the students of Spanish to attain the highest level of knowledge and proficiency. Membership in this society can be an asset when applying for a position in either the professional or the business world.

Sigma Delta Mu has five classes of membership: active, alumni, faculty, associate, and honorary.

Any regular student may become an active member if: enrolled in the second quarter of Spanish (or higher); is in good standing; is genuinely interested in things Hispanic; has a minimal grade-point average of 3.0 in Spanish; or has a minimal overall average of 2.75.

The Alpha Chapter of the State of North Carolina was founded at Coastal Carolina Community College in 1979. Inductions usually take place once a year, mainly during the month of May.

If interested in joining, see Dr. Violeta Fischer, the Alpha Chapter advisor, and regional director for the State of North Carolina.

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.

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 a cumulative grade point average of 3.5 or better. Membership is by invitation from the society. Phi Theta Kappa is the junior college eqivalent 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 golf, softball and tennis. The Cougars also participate against other two-year schools as well as freshman or junior varisty 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 Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained though 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.

John J. West, President
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John R. Sewell
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Jodi McDaniel

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
Fire Science Technology
General Office Technology
Legal Secretary
Marketing and Retailing
Medical Laboratory Technology
Medical Secretary
Surveying Technology

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

Air Conditioning, Heating and Refrigeration
Architectural Drafting
Auto Body Repair
Automotive Mechanics
Dental Assistant
Diesel Vehicle Maintenance
Electrical Installation and Maintenance
Electronic Servicing
Home and Family Living Specialist
Industrial Mechanics
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 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 161 or higher math	5
or	
Contemporary College Math 151 and 152	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	15
Western Civilization 110-111	10
and	
American History 210-211	10
and	
One additional course (from Social Science)	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, Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction	
Fine Arts	5
Art, Dra, or Music	
PHYSICAL EDUCATION	3
Physical Conditioning 101	1
and	
Two additional activity courses	2
Total General Education Requirements	57-64
Electives and other suggested major curriculum courses	32-39
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 61 and Trigonometry 162	10
Introductory Statistics 250	5
Calculus and Analytic Geometry 261-262-263-264	5-20
Differential Equations 265	5
NATURAL SCIENCES	24
General Biology 101-102-103	12
General Chemistry 101-102-103	12
Physics 101-102-103 or 201-202-203	12
SOCIAL SCIENCES	9
Western Civilization 110-111	10
or	
American History 210-211	10

HUMANITIES AND FINE ARTS 8
Select at least one course in humanities and one course in Fine Arts from the following:
Humanities
Literature, Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction
Fine Arts
Art, Drama, Music
PHYSICAL EDUCATION 3
Physical Conditioning 101 1
and
Two additional activity courses 2
Total General Education Requirements 74
Electives and other suggested major curriculum courses 22
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 161 or higher math 5
or
Contemporary College Math 151 and 152 10
or
One National Science series as listed under the Associate in Arts Degree program 12
SOCIAL SCIENCE 9
Western Civilization 110-111 10
or
American History 210-211 10
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, 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 40-49
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 the second year), 210, 211; Music 203; Speech 201, 202, 206.
Pre-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 institution 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 57-64
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 74
Suggested Curriculum Courses
History 110-111 10
Geography 101-102 8
Biology 101-102-103 12
Chemistry 101-102-103 12
Mathematics 161-162; 261 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 57-64
Suggested Curriculum Courses
Business 101; 120-121 17
Economics 201-202-203 9
Mathematics 10
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 57-64

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 school 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 74

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 57-64

Suggested Curriculum Courses

Art 101 5

Education 201 5

Geography 101-102 8

Health 101 5

History 210-211 10

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 57-64

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 74

Suggested Curriculum Courses

Chemistry 101-102-103 12

Mathematics 161-162-261-263-264 15-30

Physics 101-102-103 or 201-202-203 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 74

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 57-64

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 74

Suggested Curriculum Courses

Chemistry 101-102-103 12
Mathematics 161-162-250-261-262-263 15-30
Physics 101-102-103 or 201-202-203 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 57-64

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 74

Suggested Curriculum Courses

Economics 201-202-203 9

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96

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 57-64

Suggested Curriculum Courses
- Political Science 201; 205-206 15
- Geography 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 or careers in mass media.

General Education 57-64

Suggested Curriculum Courses
- English 210 5
- 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 57-64

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, part management, and therapeutic recreation.

General Education 57-64

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 74

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 advanced degree work in order to seek employment with agencies that concern themselves with the welfare of disadvantaged groups in society.

General Education 57-64

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 74

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 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 74

Suggested Curriculum Courses

Biology 101-102-103 12
Chemistry 101-102-103 12
Mathematics 261 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, pre-credit 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, 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.

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 extracollegiate 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 or 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 a 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 (are)" 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

CURRICULUM DESCRIPTION

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

CURRICULUM OBJECTIVES

The specific objectives of the two-year accounting curriculum are for each student to development 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

FALL QUARTER	Hours Per Week Class	Lab	Quarter Hours 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 I	5	2	6
ECO 202—Principles of Economics	3	0	3
ENG 122—Grammar and Composition II	3	0	3
Social Science Elective	3	0	3
	19	2	20
SPRING QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting II	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 I**	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
Social Science Elective	3	0	3
	19	2	20
WINTER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 223—Intermediate Accounting II	5	0	5
BUS 229—Taxes I	5	0	5
EDP 205—BASIC Programming for Business	3	2	4
	18	2	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: 119

*Students may receive credit by successfully passing an examination.

**The Accounting major must have at least a 2.5 average in his Principles courses (BUS 120 and BUS 121) in order to continue in the curriculum.

ASSOCIATE DEGREE NURSING

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS

Applicants must be a high school graduate or equivalent.

1. Be a high school graduate or equivalent.
2. 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. Have satisfactory scores on Placement tests required by the college.
4. Demonstrate physical and emotional health by having a physical and dental exam.
5. Have high school chemistry or equivalent. High school Algebra I and II and Biology are recommended.

Having completed the above requirements applicants will be called for an interview.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy "Quality Point Average to Determine Continuance in School" for two year curricula.

If a student makes a "D" or less on a nursing course or an "F" on a general education 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.

READMISSIONS 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.

ADDITIONAL REQUIREMENTS

Once enrolled in the ADNursing program, students will be required to:

1. Purchase liability insurance annually.
2. Maintain membership and participate in the CCCC Association of Nursing Students.
3. Demonstrate physical health as evidenced by the results of an annual physical and emotional health as evidenced by appropriate behavior.
4. Adhere to the student guidelines specific to the Associate Degree Nursing Program.

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	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—Introduction to Nursing of Adults in Health and Illness	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 of Adults in Health and 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 of Adults in Health and Illness II	6	18	12
	9	18	15
SPRING QUARTER			
ENG 103—English Composition	3	0	3
NUR 208—Nursing of Adults in Health and Illness III	6	18	12
NUR 209—Nursing Seminar	3	0	3
	12	18	18
General Education	38	9	41
Nursing	52	106	80
TOTAL	90	115	121

Off-campus training sites for the Associate Degree Nursing Program are:
Cherry Hospital, Goldsboro, NC
Naval Regional Medical Center, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC

BASIC LAW ENFORCEMENT TRAINING

CURRICULUM DESCRIPTION

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certification program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail and private security.

COURSE DESCRIPTION

	Hours Per Week		Quarter
	Class	Lab	Credit
PSC 251—Basic Law Enforcement Training (BLET)	14	26	23

This course contains all required studies for certification as a Law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

BUSINESS ADMINISTRATION

CURRICULUM DESCRIPTION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

GRADUATE PROSPECTS

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

FALL QUARTER	Hours Per Week Class	Lab	Quarter Hours 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 I	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 II	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.

BUSINESS COMPUTER PROGRAMMING

CURRICULUM DESCRIPTION

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

BUSINESS COMPUTER PROGRAMMING

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
EDP 104—Introduction to Data Processing	4	2	5
EDP 106—Programming Concepts I	4	2	5
MAT 100—Intermediate Algebra	5	0	5
	13	4	15
WINTER QUARTER			
BUS 120—Principles of Accounting I	5	2	6
EDP 107—Programming Concepts II	4	2	5
MAT 107—Electronic Data Processing Mathematics	5	0	5
	14	4	16
SPRING QUARTER			
BUS 121—Principles of Accounting II	5	2	6
EDP 206—Introduction to Cobol	4	2	5
EDP 215—Operating Systems	4	2	5
	13	6	16
SUMMER QUARTER			
BUS 226—Cost Accounting	5	0	5
EDP 207—Intermediate Cobol	4	2	5
EDP 216—Microcomputer Application	4	2	5
ENG 121—Grammar and Composition II	3	0	3
	16	4	18
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
EDP 208—Advanced Cobol	4	2	5
EDP 218—Microcomputer Programming	3	4	5
ENG 122—Grammar and Composition II	3	0	3
	15	6	18
WINTER QUARTER			
EDP 219—Database Management	4	2	5
EDP 224—Report Program Generator	4	2	5
ENG 123—Technical Writing	3	0	3
MAT 250—Introductory Statistics	4	2	5
	15	6	18
SPRING QUARTER			
ECO 201—Principles of Economics	3	0	3
EDP 220—Introduction to Systems Analysis	3	4	5
EDP 225—Report Program Generator	4	2	5
ENG 224—Oral Communications	3	0	3
	13	6	16

TOTAL QUARTER HOURS: 117

CRIMINAL JUSTICE TECHNOLOGY

CURRICULUM DESCRIPTION

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private 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 225—Criminal Procedures	3	0	3
MAT 151—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—Criminal Justice 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—Criminal Justice and the Community	3	0	3
CJC 221—Criminal Justice Supervision	3	0	3
POL 202—State and Local Government	5	0	5
Elective (Criminal Justice)	3	0	3
	17	2	18
WINTER QUARTER			
CJC 210—Criminal Investigation I	3	2	4
CJC 222—Police Operations	5	0	5
CJC 110—Juvenile Delinquency	3	0	3
ENG 224—Oral Communication	3	0	3
SOC 202—Social Problems	5	0	5
	19	2	20
SPRING QUARTER			
CJC 103—Introduction to Corrections	5	0	5
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
	17	4	19

TOTAL QUARTER HOURS: 113

*Students may receive credit by successfully passing an examination.

CRIMINAL JUSTICE

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
BUS 272	Principles of Supervision	CJC 221
CHE 101	General Chemistry I	CHE 100
ENG 101	English Composition	ENG 121
ENG 102	English Composition	ENG 122
ENG 103	English Composition	ENG 123
MAT 100	Intermediate Algebra	MAT 151
PSY 201	Introduction to Psychology	PSY 206
SOC 201	Introduction to Sociology	SOC 202
SPH 201	Fundamentals of Speech	ENG 224

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

CJC 104 Introduction to Security.....	3	0	3
CJC 250 Criminal Justice Internship.....	0	9	3

DENTAL HYGIENE

CURRICULUM DESCRIPTION

The Dental Hygiene curriculum prepares graduates to take patient histories, teach oral hygiene, clean teeth, take x-rays and apply preventive agents under the supervision of a dentist. Dental hygienists may be employed in dentists' offices, clinics, schools, public health agencies, industry and educational institutions.

Graduates are eligible to take the National Board Dental Hygiene examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the State Board Clinical Examination, which is administered by the North Carolina Board of Dental Examiners. A passing grade on both examinations is required for practice as a Registered Dental Hygienist in North Carolina.

Individuals desiring a career in dental hygiene should take biology, algebra, and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS

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). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

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 I	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 215—Clinical Dental Hygiene III	3	12	7
DEN 222—Periodontology	2	0	2
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	2	12	6
DEN 225—Dental Specialties	3	3	4
DEN 226—Community Dentistry I	4	0	4
ENG 102—English Composition	3	0	3
	12	15	17
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:			121

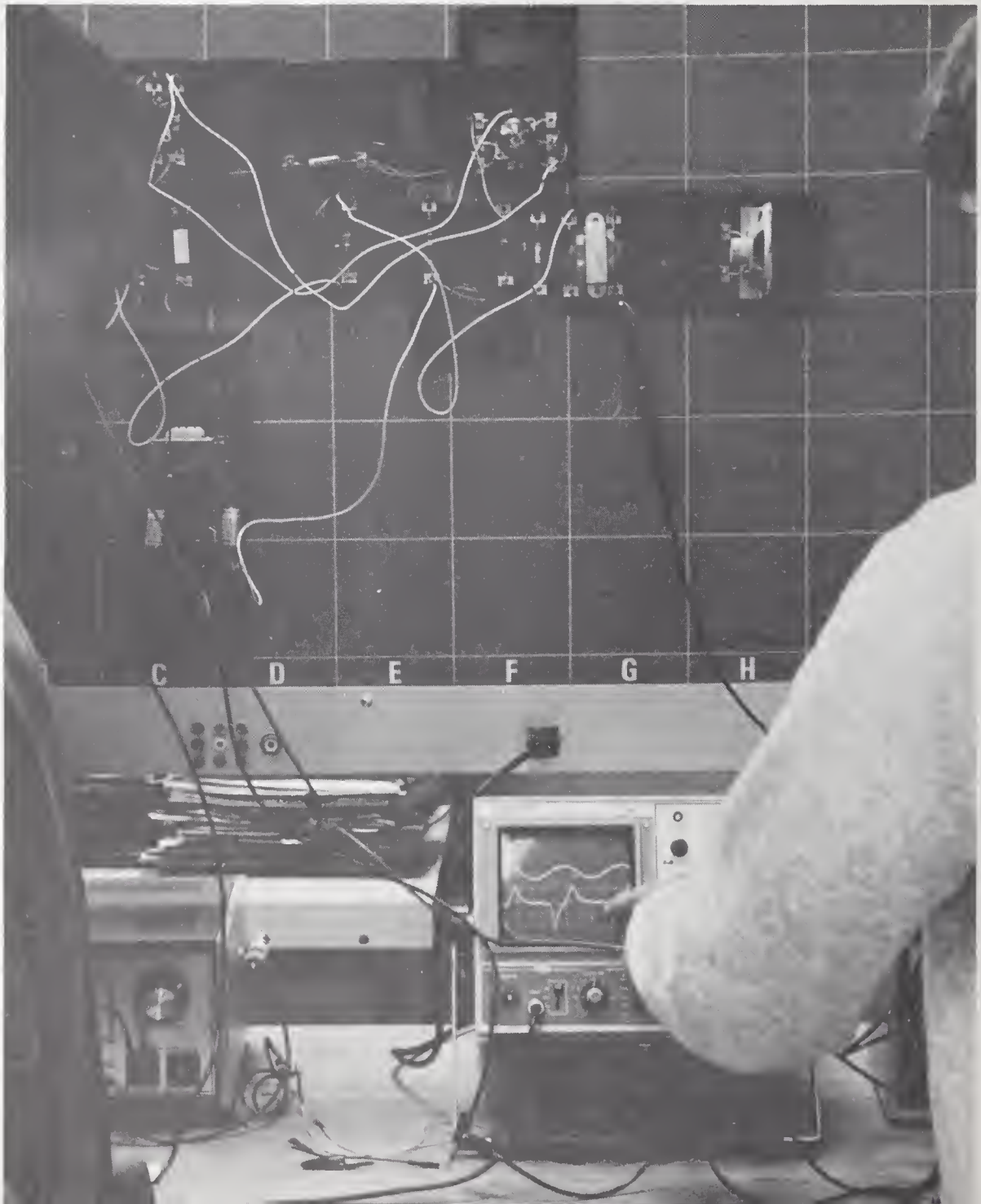
Off-campus training site for the Dental Hygiene Program is:
Naval Regional Dental Center, Camp Lejeune, NC

ELECTRONICS ENGINEERING TECHNOLOGY

CURRICULUM DESCRIPTION

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

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



ELECTRONICS ENGINEERING TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
ELC 111—Introduction to Electric Circuits	13	6	5
ENG 121—Grammar and Composition I	3	0	3
MAT 121—Introduction to Technical Mathematics	5	0	5
	13	12	17
WINTER QUARTER			
EDP 102—Programming (for Electronics)	3	2	4
ELC 112—Electrical Fundamentals I (DC)	3	6	5
ENG 122—Grammar and Composition II	3	0	3
MAT 122—Technical Mathematics I	5	0	5
	14	8	17
SPRING QUARTER			
ELC 113—Electrical Fundamentals II (AC)	3	6	5
ELN 121—Electronics I (Devices)	3	6	5
ENG 123—Technical Writing	3	0	3
MAT 123—Technical Mathematics II	5	0	5
	14	12	18
SUMMER QUARTER			
ELC 114—Electrical Fundamentals III (Network Analysis)	3	3	4
ELN 122—Electronics II (Circuits)	5	6	7
MAT 124—Technical Mathematics III	5	0	5
	13	9	16
FALL QUARTER			
DFT 113—Electronic Drafting	2	6	4
ELN 123—Electronics III (Active Circuit Analysis)	3	4	5
ELN 218—Pulse, Logic, and Digital Circuits	3	4	5
PHY 121—Measurements and Mechanics	3	2	4
	11	16	18
WINTER QUARTER			
ELN 219—Digital Fundamentals	3	6	5
ELN 223—Electronic Instruments & Measurements	3	6	5
PHY 122—Properties of Matter, Temperature, and Heat	3	2	4
Social Science Elective	3	0	3
	12	14	17
SPRING QUARTER			
ELN 224—Computer and Microprocessor Fundamentals	3	6	5
ELN 242—Communications	5	4	7
PHY 123—Thermodynamics, Waves and Optics	3	2	4
	11	12	16
SUMMER QUARTER			
ELN 225—Microprocessor Interfacing	3	6	5
ELN 246—Electronics Design Project	0	6	2
ENG 224—Oral Communication	3	0	3
Social Science Elective	3	0	3
	9	12	13

TOTAL QUARTER HOURS: 128

EXECUTIVE SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial—Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

GRADUATE PROSPECTS

The graduate of the Executive Secretary curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking 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 office 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
BUS 110—Office Machines	2	2	3
ENG 100—Secretarial Grammar	3	0	3
	16	6	19
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 183E—Terminology and Vocabulary	3	0	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	17	4	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 Communication	3	0	3
	15	6	18
FALL QUARTER			
BUS 191—Basic Word Processing	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 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 204E—Technical Typewriting I	2	2	3
BUS 212—Transcription Machines I and Word Processing	2	2	3
ECO 108—Consumer Economics	3	0	3
	17	6	20
SPRING QUARTER			
BUS 112—Records Management	4	0	4
BUS 205E—Technical Typewriting II	2	2	3
BUS 213—Transcription Machines II and Word Processing	2	2	3
BUS 214—Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	14	6	17
TOTAL QUARTER HOURS:			110

*Students may receive credit by successfully passing an examination.

FIRE PROTECTION TECHNOLOGY

CURRICULUM DESCRIPTION

The Fire Protection curriculum is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire protection. Through technical education, the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Opportunities are excellent for the individual with adequate training and ability. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence.

FIRE PROTECTION TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	Class	Lab	Credit
CHE 100—General Chemistry	3	3	4
ENG 121—Grammar and Composition I	3	0	3
FIP 101—Introduction to Fire Protection	3	0	3
MAT 151—Contemporary College Math I	5	0	5
	14	3	15
WINTER QUARTER			
ENG 122—Grammar and Composition II	3	0	3
FIP 104—Fire Protection Codes and Standards	2	3	3
FIP 115—Fire Prevention Programs	3	0	3
PHY 122—Properties of Matter, Temperature, and Heat	3	2	4
Elective	3	0	3
	14	5	16
SPRING QUARTER			
DFT 118—Drafting & Blueprint Interpretation	2	4	4
ENG 123—Technical Writing	3	0	3
FIP 205—Industrial Fire Hazards	3	3	4
FIP 211—Insurance Grading Schedules	3	0	3
Electives	3	0	3
	14	7	17
SUMMER QUARTER			
ELC 102—Electrical Standard for Fire Protection	3	2	4
FIP 102—Municipal Fire Protection	3	0	3
FIP 230—Hydraulics & Water Distribution Systems	3	2	4
FIP 246—Portable & Fixed Extinguishing Systems	3	2	4
	12	6	15
FALL QUARTER			
FIP 218—Hazardous Materials	3	2	4
FIP 231—Sprinkler & Standpipe Systems	3	3	4
FIP 235—Inspection Principles & Practices	3	4	5
POL 202—State and Local Government	5	0	5
	14	9	18
WINTER QUARTER			
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
FIP 220—Fire Fighting Strategy	2	3	3
FIP 225—Fire Protection Law	3	0	3
FIP 244—Fire Alarm Systems	3	0	3
SPH 201—Fundamentals of Speech	3	0	3
	14	5	16
SPRING QUARTER			
BUS 272—Principles of Supervision	3	0	3
FIP 135—Training Programs & Methods of Instruction	4	0	4
FIP 201—Arson Detection and Investigation	3	3	4
FIP 216—Chemical and Radiation Hazards	3	2	4
Electives	3	0	3
	16	5	18

TOTAL QUARTER HOURS: 115

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
MAT 161	College Algebra	MAT 151
ENG 102	English Composition	ENG 122
CHE 101	General Chemistry I	CHE 100
ENG 103	English Composition	ENG 123
CJC 221	Criminal Justice Supervision	BUS 272

Electives may be selected from the following: Economics, Psychology, Sociology, Social Science, Humanities, Fine Arts, Government, History, or Physical Education. In addition, the Criminal Justice curriculum offers courses which are of relevance to fire protection students. Students should obtain the guidance of a counselor or a Fire Protection faculty advisor prior to registering for elective courses.

GENERAL OFFICE TECHNOLOGY

CURRICULUM DESCRIPTION

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

GRADUATE PROSPECTS

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	4	0	4
BUS 134—Personal Development	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	16	4	18
FALL QUARTER			
BUS 191—Basic Word Processing	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
Social Science Elective	3	0	3
	14	4	16
WINTER QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
BUS 115—Business Law	5	0	5
BUS 212—Transcription Machines I and Word Processing	2	2	3
BUS 220—Recordkeeping I	5	2	6
	14	6	17
SPRING QUARTER			
BUS 205E—Technical Typewriting II	2	2	3
BUS 213—Transcription Machines II and Word Processing	2	2	3
BUS 216—Office Practicum	3	12	7
BUS 221—Recordkeeping II	5	2	6
	12	18	19

TOTAL QUARTER HOURS: 103

*Students may receive credit by successfully completing an examination.

LEGAL SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial—Legal curriculum are to: (1) prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another) or retraining (moving from present position to legal secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

GRADUATE PROSPECTS

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 and Vocabulary	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	18	6	21
FALL QUARTER			
BUS 191—Basic Word Processing	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 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 204L—Technical Typewriting I	2	2	3
BUS 212L—Legal Transcription Machines I and Word Processing	2	2	3
	14	6	17
SPRING QUARTER			
BUS 112—Records Managements	4	0	4
BUS 116—Business Law	5	0	5
BUS 205L—Technical Typewriting II	2	2	3
BUS 213L—Legal Transcription Machines II and Word Processing	2	2	3
BUS 214L—Legal Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	19	6	22

TOTAL QUARTER HOURS: 112

*Students may receive credit by successfully passing an examination.

MARKETING AND RETAILING

CURRICULUM DESCRIPTION

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing and credit and collection procedures.

Through knowledge and skills the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

GRADUATE PROSPECTS

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: Hotel and Motel, Transportation, Finance, Insurance, and various retailing, wholesaling, and manufacturing institutions that are performing the market functions such as buying and selling, management, and marketing: comsumer and industrial; credit operations, and sales promotion.

MARKETING AND RETAILING

FALL QUARTER	Hours Per Week Class	Lab	Quarter Hours 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 I	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 II	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 I	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 235—Business Management	5	0	5
BUS 268—Marketing and Retailing Internship	1	9	4
BUS 272—Principles of Supervision	3	0	3
PSY 206—Applied Psychology	3	0	3
	15	9	18

TOTAL QUARTER HOURS: 110

MEDICAL LABORATORY TECHNOLOGY

CURRICULUM DESCRIPTION

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatments.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician or the examination given by the National Certifying Agency as a clinical laboratory technician.

Individuals desiring a career in medical laboratory technology should, if possible, take algebra, biology and chemistry courses prior to entering the program.

ACADEMIC REGULATIONS

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

If a student makes a grade of "D" or lower on any MLT course, that student will be placed on academic probation. A second grade of "D" or lower on any concurrent or subsequent MLT course will result in the release of that student from the Medical Laboratory Technology Program.

READMISSION POLICY

A student requesting readmission to the Medical Laboratory Technology program must complete the admission process; i.e. new references and physical and dental forms. All MLT courses for which a "D" or less was received must be repeated. Audit requirements for courses successfully completed will be determined individually, based upon previous academic achievement.

MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
BIO 121—Human Anatomy and Physiology I	3	3	4
CHE 101—General Chemistry I	3	3	4
ENG 101—English Composition	3	0	3
MAT 100—Intermediate Algebra**	5	0	5
MLT 100—Orientation to Medical Technology	2	0	2
	16	6	18

	Hours Per Week		Quarter Hours
	Class	Lab	Credit
WINTER QUARTER			
BIO 122—Human Anatomy and Physiology II	3	3	4
CHE 102—General Chemistry II	3	3	4
MLT 101—Introduction to Clinical Laboratory	3	2	4
MLT 207—Clinical Microbiology I	5	6	7
	14	14	19
SPRING QUARTER			
ENG 102—English Composition	3	0	3
MLT 102—Hematology I	5	6	7
MLT 104—Prin. of Organic & Biochemistry	3	3	4
MLT 210—Immunohematology	2	3	3
ECO 108—Consumer Economics	3	0	3
	16	12	20
FIRST SPLIT SUMMER SESSION			
MLT 202—Clinical Chemistry I	6	6	4
PSY 206—Applied Psychology***	6	0	3
SPH 201—Fundamentals of Speech	6	0	3
	18	6	10
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
EDP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4
	12	14	18
WINTER QUARTER			
MLT 218—Clinical Practice*	0	40	13
	0	40	13
SPRING QUARTER			
MLT 220—Clinical Practice*	0	40	13
	0	40	13
SUMMER QUARTER (First Split Session)			
MLT 222—Clinical Practice*	0	40	7
	0	40	7

TOTAL QUARTER HOURS: 118

*Clinical Practice consists of rotating through the laboratory departments of Blood Bank, Coagulation, Chemistry, Hematology, Microbiology, Serology, and Urinalysis at one of the following hospitals:

Cape Fear Memorial Hospital, Wilmington, NC
Carteret General Hospital, Morehead City, NC
Lenoir Memorial Hospital, Kinston, NC
Naval Hospital, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC

Professional liability insurance must be procured prior to clinical practice.
**College Alegbra, MAT 161, may be substituted for Intermediate Algebra, MAT 100.
***Introduction to Psychology, PSY 201, may be substituted for Applied Psychology, PSY 206.

MEDICAL SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial—Medical curriculum are to: (1) prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

GRADUATE PROSPECTS

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

FALL QUARTER	Hours Per Week Class	Lab	Quarter Hours 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 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 191—Basic Word Processing	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 Communications	3	0	3
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 204M—Technical Typewriting I	2	2	3
BUS 212M—Medical Transcription Machines I and Word Processing	2	2	3
ECO 108—Consumer Economics	3	0	3
	17	6	20
SPRING QUARTER			
BUS 112—Records Management	4	0	4
BUS 205M—Medical Insurance Billing	2	2	3
BUS 213M—Medical Transcription Machines II and Word Processing	2	2	3
BUS 214M—Medical Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
Social Science Elective	3	0	3
	17	6	20

TOTAL QUARTER HOURS: 113

*Students may receive credit by successfully passing an examination.

SURVEYING TECHNOLOGY

CURRICULUM DESCRIPTION

This program is designed to provide training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, photogrammetry, mapping, and other areas of land description and measurements. Nearly all construction of buildings, bridges, dams, highways, airfields and other engineered projects requires one or more types of surveying.

Students will be trained as technicians to work with skilled professionals as instrument men, party chiefs, surveying aides, highway surveyors, mappers, and in many other surveying activities. Graduates of this program will be prepared to pursue the requirements necessary to become a registered land surveyor.

GRADUATE PROSPECTS

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	9	5
CIV 121—Computations I	0	6	2
DFT 101—Technical Drafting	2	6	4
ENG 121—Grammar and Composition I	3	0	3
	7	21	14
WINTER QUARTER			
CIV 102—Surveying II	2	6	4
CIV 123—Computations II	0	6	2
EDP 204—Introduction to Data Processing—Microcomputer Applications	3	2	4
ENG 122—Grammar and Composition II	3	0	3
MAT 122—Technical Mathematics I	5	0	5
	13	14	18
SPRING QUARTER			
CIV 103—Surveying III	2	6	4
DFT 102—Civil Drafting	2	6	4
MAT 123—Technical Mathematics II	5	0	5
POL 221—U. S. Government	3	0	3
	12	12	16
SUMMER QUARTER			
CIV 104—Surveying IV	2	6	4
CIV 109—Surveying Law	5	0	5
MAT 124—Technical Mathematics III	5	0	5
PSY 206—Applied Psychology	3	0	3
	15	6	17
FALL QUARTER			
CIV 211—Topographic Surveying	2	6	4
CIV 218—Construction Surveying	2	9	5
CIV 223—Codes, Contracts, and Specifications	2	0	2
CIV 228—Introduction to Drainage	2	3	3
ENG 123—Technical Writing	3	0	3
	11	18	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 and 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: 118

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	
Auto-Body Repair	Tools/Uniforms	Fall
Auto Mechanics	Tools/Uniforms	Fall
Air Cond., Heating & Refrig.	Tools	Fall/Winter/Spring
Diesel Vehicle Maintenance	Tools/Uniforms	Fall
Drafting	Tools	Fall
Electrical	Tools	Fall
Electronics	Tools	Fall/Winter/Spring
Machinist	Tools/Uniforms	Fall
Welding	Tools/Uniforms	Fall

AIR CONDITIONING, HEATING AND REFRIGERATION

CURRICULUM DESCRIPTION

The Air conditioning, heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

SPECIAL REQUIREMENTS

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
DFT 1181—Mechanical/Electrical Blueprints and Layouts	2	0	3	3
ELC 1102—Basic Electricity	3	0	3	4
MAT1101—Fundamentals of Mathematics	5	0	0	5
	15	0	12	19
Winter Quarter				
AHR 1122—Fundamentals of Refrigeration II	2	0	6	4
ELC 1113—Electric Motors and Controls	7	0	12	11
PHY 1105—Shop Sciences I	3	2	0	4
	12	2	18	19
SPRING QUARTER				
AHR 1125—Principles of Environmental Control	8	0	6	10
AHR 1126—Sheet Metal I	2	0	3	3
ENG 1102—Professional Communication I	3	0	0	3
	13	0	9	16
SUMMER QUARTER				
AHR 1134—Sheet Metal II	2	0	6	4
AHR 1135—Control Systems	1	0	6	3
ENG 1103—Professional Communication I	3	0	0	3
WLD1180—Basic Welding	2	0	4	3
	8	0	16	13
FALL QUARTER				
AHR 1127—Environmental Systems Shop Practice I	5	0	9	8
ELC 1137—National Electrical Code for Limited Restricted License	3	0	3	4
PSY 1101—Human Relations	3	0	0	3
	11	0	12	15
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 and Standards	2	0	3	3
	11	0	18	17
SPRING QUARTER				
AHR 1132—Estimating and Contracting	3	0	3	4
AHR 1133—Environmentals Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
Elective	3	0	3	4
	12	0	12	16

TOTAL QUARTER HOURS: 115

RECOMMENDED ELECTIVE:
AHR 1110 — Funda. of Solar Heating
AHR 1125A — Heat Load Estimating
AHR 1135A — Funda. of Automatic Control
AHR 1135B — Heat Pump Controls

ARCHITECTURAL DRAFTING

CURRICULUM DESCRIPTION

The Architectural Drafting curriculum prepares individuals to do drafting for the building industry. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The drafter associates with many levels of personnel - administrators, architects, engineers, and skilled workers - and must be able to communicate effectively with them.

The architectural drafter performs the general duties of a drafter and is also specialized in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. The graduate utilizes knowledge of various machines, engineering practices, mathematics, building materials and other physical sciences to complete the drawings.

SPECIAL REQUIREMENTS

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 Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	15	0	12	19
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 Communication II	3	0	0	3
MAT 1102—Applied 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 1103—Geometry	3	0	0	3
	11	0	21	18
SUMMER QUARTER				
DFT 1101—Introduction to CAD	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

CURRICULUM DESCRIPTION

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SPECIAL REQUIREMENTS

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	3	0	9	6
AUT 1115—Trim, Glass & Upholstery	1	0	6	3
ENG 1102—Professional Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
WLD 1101—Basic Gas Welding	1	0	3	2
	13	0	18	19
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: 65

AUTOMOTIVE MECHANICS

CURRICULUM DESCRIPTION

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SPECIAL REQUIREMENTS

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**
ENG 1102—Professional Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
PME 1101—Internal Combustion Engines	3	0	15	8
	11	2	15	16
WINTER QUARTER				
PHY 1105—Shop Sciences I	3	2	0	4
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9
PME 1121—Braking systems	3	0	3	4
	11	2	15	17
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				
ENG 1103—Professional Communication II	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 Chasis and Suspension	3	0	9	6
PME 1202—Auto Electrical/Electronics	3	0	6	5
PSY 1101—Human Relations	3	0	0	3
WLD1180—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 Transmissions	3	0	12	7
PME 1226—Automotive Servicing II	2	0	6	4
	6	0	24	14

TOTAL QUARTER HOURS: 110

DENTAL ASSISTING

CURRICULUM DESCRIPTION

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health teaching, preparing dental materials to be used, preparing the patient, taking dental x-rays, caring for dental supplies and equipment, passing instruments and materials to the dentist, making appointments, maintaining patient records and other office management procedures. Graduates may practice in dental settings such as dentists' offices, dental clinics, public health clinics, federal service clinics, dental schools, and state health departments.

This curriculum prepares the graduate for certification as a Certified Dental Assistant by the Certifying Board of the Dental Assisting National Board, Incorporated.

Individuals desiring a career in dental assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

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). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

DENTAL ASSISTING

FALL QUARTER	Hours Per Week Class	Lab	Clinic	Quarter Hours 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	5	0	0	5
DEN 1006—Clinical Procedures I	3	6	0	5
	14	14	0	19
WINTER QUARTER				
DEN 1004—Preclinical Science (Pharmacology & Dental Office emergencies	3	0	0	3
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 Communication I (or optional ENG 101)	3	0	0	3
	13	18	0	19
SPRING QUARTER				
DEN 1005—Dental Office Management	4	0	0	4
DEN 1009—Dental Office Practice I (CPR)	1	0	12	5
DEN 1013—Preventive Dental Health Education	2	3	0	3
DEN 1014—Oral Pathology	2	0	0	2
PSY 1101—Human Relations (or optional PSY 201)	3	0	0	3
	12	3	12	17
SUMMER QUARTER				
DEN 1010—Dental Office Practice II	0	0	24	8
DEN 1015—Professional Development Seminar	2	0	0	2
ENG 1103—Professional Communication II (or optional SPH 201)	3	0	0	3
	5	0	24	13

TOTAL QUARTER HOURS: 68

Off-campus training sites for the Dental Assistant Program are:
Naval Regional Dental Center, Camp Lejeune, NC
Private Dental Practices in Jacksonville, NC and surrounding areas as needed.

DIESEL VEHICLE MAINTENANCE

CURRICULUM DESCRIPTION

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

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 Communication 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 Communication II	3	0	0	3
PHY 1105—Shop Science I	3	2	0	4
WLD1180—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

CURRICULUM DESCRIPTION

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

SPECIAL REQUIREMENTS

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

ELECTRICAL INSTALLATION AND MAINTENANCE

FALL QUARTER	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
ELC 1112—Electrical Theory	5	0	9	8
ELC 1127—Electrical Materials & Tools	0	0	3	1
ENG 1102—Professional Communication 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 Communication 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

CURRICULUM DESCRIPTION

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

SPECIAL REQUIREMENTS

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 Communication 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
MAT 1116—Electrical Mathematics II	5	0	0	5
	12	0	15	17
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: 71

HOME AND FAMILY LIVING SPECIALIST

CURRICULUM DESCRIPTION

The Home and Family Living Specialist curriculum provides training for acquiring the skills, knowlege and attitudes necessary for performing a variety of jobs in the homemaking consumer services field. The student is introduced to basic and advanced courses in clothing construction, nutrition, food purchase and preparation, home care, child care, personal care and first aid. General education courses in communication skills and human relations will also be taught.

Employment opportunities are available in the housekeeping field, retail housewares, institutional food establishments, and in the hotel-motel industry. Several specific jobs include home housekeeper, domestic cook, dressmaker, homemaker, sewing supervisor and housewares demonstrator.

HOME AND FAMILY LIVING SPECIALIST

FALL QUARTER	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
ENG 1102—Professional Communication I	3	0	0	3
HEC 1102—Clothing Construction I	1	3	0	2
HEC 1103—Introduction to Foods & Nutrition	3	0	0	3
HEC 1104—Introduction to Interior Design	3	0	0	3
HEC 1107—Home Management	1	3	0	2
SOC 203—Marriage and the Family	5	0	0	5
	16	6	0	18
WINTER QUARTER				
ECO 1105—Economics	3	0	0	3
HEC 1105—Clothing Line, Design and Selection I.	1	3	0	2
HEC 1106—Principles of Food Preparation	1	3	0	2
HEC 1109—Clothing Construction II	1	3	0	2
HEC 1110—Advanced Interior Design	1	3	0	2
MAT 1101—Fundamentals of Mathematics (or optional MAT 110)	5	0	0	5
HEA 1101—First Aid & CPR	1	3	0	2
	13	15	0	18
SPRING QUARTER				
EDU 1101—Early Childhood Development	3	0	0	3
HEC 1111—Pre-Tailoring	1	3	0	2
HEC 1113—Clothing Line, Design and Selection II	1	3	0	2
HEC 1117—Home Baking	1	3	0	2
HEC 1126—Fashion Marketing and Merchandising	1	3	0	2
HEC 1130—Clothing Construction III	1	3	0	2
PSY 1101—Human Relations	3	0	0	3
	11	15	0	16
SUMMER QUARTER				
BUS 232—Sales Development	3	0	0	3
HEC 1127—Pattern Design and Drafting	1	3	0	2
HEC 1131—Food Preparation for Entertaining	1	3	0	2
HEC 1136—Tailoring	1	3	0	2
HEC 1137—Clothing Restyling and Alteration	1	3	0	2
HEC 1138—Day Care for Young Children	3	0	0	3
Elective	3	0	0	3
	13	12	0	17

TOTAL QUARTER HOURS: 69

INDUSTRIAL MECHANICS

CURRICULUM DESCRIPTIONS

The curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.

INDUSTRIAL MECHANICS

	Hours Per Week			Quarter Hours
FALL QUARTER	Class	Lab	Shop	Credit
ELN 1112—Direct and Alternating Current	7	0	15	12
MAT 1115—Electrical Mathematics I	5	0	0	5
WLD 1180—Basic Welding	2	4	0	3
	14	4	15	20
WINTER QUARTER				
DFT 1181—Mechanical/Electrical Blueprints and Layouts	2	0	3	3
ELC 1113—Electric Motors and Controls	7	0	12	11
ENG 1102—Professional Communication I	3	0	0	3
MEC 1139—Basic Hydraulics & Pneumatics	2	0	3	3
	14	0	18	20
SPRING QUARTER				
MEC1101—Machine Shop Theory & Practice	3	0	15	8
MEC1133—Electrical & Mechanical Maintenance	3	0	6	5
PSY 1101—Human Relations	3	0	0	3
	9	0	21	16
SUMMER QUARTER				
AHR 1119—Introduction to Cooling and Heating Systems	2	0	9	5
BUS 1105—Industrial Organizations	3	0	0	3
MEC1102—Machine Shop Theory & Practice	3	0	12	7
	8	0	21	15

TOTAL QUARTER HOURS: 71

MACHINIST

CURRICULUM DESCRIPTION

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning 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
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
PSY 1101—Human Relations	3	0	0	3
	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
PHY 1105—Shop Science I	3	2	0	4
	12	4	15	19
SUMMER QUARTER				
MAT 1123—Machinist Mathematics II	3	0	0	3
MEC 1104—Machine Shop Theory & Practice	3	0	15	8
MEC 1120—Introduction to CNC Machining	2	0	3	3
WLD 1180—Basic Welding	2	0	4	3
	10	0	22	17

TOTAL QUARTER HOURS: 72

MASONRY

CURRICULUM DESCRIPTION

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

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
MAT1101—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
MAT1112—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

CURRICULUM DESCRIPTION

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

COURSE DESCRIPTION

	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
PML 1001—Nurse Assistant Education ..... 30 hr/week for 12 weeks (10 lecture hours) (20 clinical and lab hours)	10	5	15	18

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.

PRACTICAL NURSE EDUCATION

CURRICULUM DESCRIPTION

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act**, 1981: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

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	Clinic	Quarter Hours Credit
NUR 1001—Fundamentals of Nursing	9	9	0	12
NUR 1002—Anatomy & Physiology	6	0	0	6
NUR 1003—Nutrition & Diet Therapy	3	0	0	3
	18	9	0	21
WINTER QUARTER				
ENG 1102—Professional Communication 1	3	0	0	3
NUR 1005—Medical-Surgical Nursing I	10	0	0	10
NUR 1007—Medical Surgical Nursing I Practicum	0	0	15	5
NUR 1008—Pharmacology & Drug Therapy I	3	0	0	3
	16	0	15	21
SPRING QUARTER				
NUR 1006—Pediatrics Nursing	5	0	0	5
NUR 1010—Obstetrics Nursing	5	0	0	5
NUR 1011—Pediatrics & Obstetrics Nursing Practicum	0	0	15	5
PSY 1101—Human Relations	3	0	0	3
	13	0	15	18
SUMMER QUARTER				
NUR 1012—Pharmacology & Drug Therapy 11	2	0	0	2
NUR 1013—Nursing Seminar	2	0	0	2
NUR 1014—Medical Surgical Nursing 11	9	0	0	9
NUR 1015—Medical Surgical Nursing II Practicum	0	0	18	6
	13	0	18	19

SUMMARY	Hours/ Week	Total Contact Hours	Qtr. Hours Credit
First Quarter	27	297	21
Second Quarter	31	341	21
Third Quarter	28	308	18
Fourth Quarter	31	341	19
	117	1287	79

Off-campus training sites for the Practical Nurse Education Program are:
Naval Regional Medical Center, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC

SURGICAL TECHNOLOGY

CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. Assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Association of Surgical Technologists, Inc. Surgical technologists may practice in the hospital's operating, emergency, labor and delivery rooms, central sterile processing department, ambulatory surgical services and physician's offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

ACADEMIC REGULATIONS

The Surgical Technology student 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 all surgical Technology courses as well as all Anatomy and Physiology courses and no grade below a "D" on the Microbiology course.

READMISSIONS POLICY

The student must hold a 2.0 average to be considered for redmission into the program. He/she must have successfully completed prerequisites before being considered for readmission into the Surgical Technology Program. Only one academic readmission will be allowed.

SPECIAL REQUIREMENT

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.

SURGICAL TECHNOLOGY

FALL QUARTER	Hours Per Week Class	Lab	Clinic	Quarter Hours Credit
BIO 1121—Preclinical Human Anatomy and Physiology I	3	3	0	4
ENG 1102—Professional Communication I	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 1122—Preclinical Human Anatomy and Physiology II	3	3	0	4
SUR 1103—Surgical Procedures II	5	3	0	6
SUR 1104—Clinical Practice I	0	0	15	5
SUR 1106—Seminar I	2	0	0	2
	10	6	15	17
SPRING QUARTER				
BIO 1123—Introduction to Microbiology	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				
PSY 1101—Human Relations	3	0	0	3
SUR 1108—Clinical Practice III	0	0	25	8
SUR 1109—Surgical Procedures III	3	0	0	3
SUR 1110—Seminar III	2	0	0	2
	8	0	25	16

TOTAL QUARTER HOURS: 68

Off-campus training sites for the Surgical Technology Program are:
Naval Regional Medical Center, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC

WELDING

CURRICULUM DESCRIPTION

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

SPECIAL REQUIREMENTS

The welding student will be required to purchase 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 Communication 1	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	2	0	3	2
PSY 1101—Human Relations	3	0	0	3
WLD 1123—Inert Gas Welding	2	0	9	5
WLD 1124—Pipe Welding	3	0	12	7
	10	0	24	17
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: 68

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
Industrial Mechanics
Machinist
Masonry
Welding

EVENING DIVISION

COLLEGE TRANSFER (ASSOCIATE IN ARTS)

(See page 52-59 for both General Requirements and Requirements for Major fields. Students with deficiencies in English and Mathematics should also see page 60.)

	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
FRE 101—Elementary French	5	1	5
HIS 110—Western Civilization I	5	0	5
HIS 210—American History I	5	0	5
MAT 100—Intermediate Algebra	5	0	5
MAT 151—Contemporary College Math I	5	0	5
MAT 161—College Algebra	5	0	5
PED 101—Physical Conditioning I	2	0	1
PED 104—Social and Square Dance	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
FRE 102—Elementary French	5	1	5
HEA 102—First Aid and Safety	3	0	3
HIS 111—Western Civilization II	5	0	5
HIS 211—American History II	5	0	5
MAT 151—Contemporary College Math I	5	0	5
MAT 161—College Algebra	5	0	5
MAT 162—Trigonometry	5	0	5
PED 111—Physical Conditioning by Circuit Training	2	0	1
PED 126—Aerobic Dancing	2	0	1
REL 101—Introduction to Old Testament	5	0	5
SPA 101—Elementary Spanish	5	1	5
SPA 102—Elementary Spanish	5	1	5
SPRING QUARTER			
ART 111—Drawing I	0	6	3
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
FRE 101—Elementary French	5	1	5
FRE 102—Elementary French	5	1	5
HIS 110—Western Civilization	3	0	3
HIS 210—American History	3	0	3
MAT 152—Contemporary Math II	5	0	5

MAT 161—College Algebra	5	0	5
MAT 162—Trigonometry	5	0	5
PED 111—Physical Conditioning by Circuit Training	2	0	1
PED 117—Weight Training	2	0	1
REL 102—Introduction to the New Testament	5	0	5
SPA 101—Elementary Spanish	5	1	5
SPA 201—Intermediate Spanish	5	1	5

SUMMER QUARTER

BIO 103—General Biology	3	2	4
CHE 103—General Chemistry	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 110—Western Civilization I	5	0	5
MAT 151—Contemporary College Math I	5	0	5
MAT 161—College Algebra	5	0	5
MAT 250—Introductory Statistics	4	2	5
PED 115—Golf	2	0	1
PED 209—Tennis II	2	0	1
SPA 202—Intermediate Spanish	5	1	5

Sophomore courses

FALL QUARTER

ENG 203—American Literature	5	0	5
GEO 202—Cultural Geography	5	0	5
MAT 261—Calculus and Analytic Geometry I	5	0	5
MUS 101—Music Appreciation	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

ART 101—Art Appreciation	5	0	5
EDU 201—Introduction to Education	4	2	5
ENG 204—American Literature	5	0	5
ENG 212—Film Appreciation and History	5	0	5
MAT 262—Calculus and Analytic Geometry II	5	0	5
POL 202—State & Local Government	5	0	5
PSY 201—Introduction to Psychology	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

SPRING QUARTER

ENG 204—American Literature	5	0	5
MAT 263—Calculus and Analytic Geometry III	5	0	5
MUS 101—Music Appreciation	5	0	5
POL 200—Introduction to Political Science	5	0	5
POL 201—American Federal Government	5	0	5
PSY 203—Abnormal Psychology	5	0	5
SOC 201—Intro. to Sociology	5	0	5
SPH 201—Fundamentals of Speech	3	0	3

SUMMER QUARTER

MAT 264—Calculus and Analytic Geometry IV	5	0	5
POL 205—World Politics and International Relations	5	0	5
PSY 201—Introduction to Psychology	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. The College Transfer Division attempts to offer courses whenever twelve (12) or more students indicate an interest.

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 I	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 II	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—Txes 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 225—Criminal Procedures	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—Criminal Justice 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 113—Identification Techniques	3	2	4
CJC 202—Criminal Justice and the Community	3	0	3
MAT 151—Contemporary College Math I	5	0	5
Elective	3	0	3
	14	2	15
WINTER QUARTER			
CJC 211—Criminal Investigation II	3	2	4
CJC 110—Juvenile Delinquency	3	0	3
ENG 224—Oral Communication	3	0	3
SOC 202—Social Problems	5	0	5
	14	2	15
SPRING QUARTER			
CJC 103—Introduction to Corrections	5	0	5
CJC 221—Criminal Justice Supervision	3	0	3
ENG 123—Technical Writing	3	3	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 183—Terminology and Vocabulary	3	0	3
BUS 211—Office Procedures	3	2	4
	12	6	15

*Students may receive credit by successfully passing an examination.

The college will attempt to offer second year courses on a periodic basis according to student demand.

EVENING DIVISION
FIRE PROTECTION TECHNOLOGY

The part-time Fire Protection curriculum is offered on a continuing basis with two courses available per quarter.

All part-time courses are offered on a "flip-flop" basis: each class session is repeated twice a week, day and night, and students fulfill attendance requirements by meeting two of the four weekly class sessions. This arrangement allows students with varied work schedules the opportunity to attend school while working full-time.

	Hours Per Week		Quarter Hours
FALL QUARTER	**Class**	**Lab**	**Credit**
FIP 101—Introduction to Fire Protection	3	0	3
MAT 151—Contemporary College Math I	5	0	5
	8	0	8
WINTER QUARTER			
ENG 121—Grammar and Composition I	3	0	3
FIP 115—Fire Prevention	3	0	3
	6	0	6
SPRING QUARTER			
ENG 122—Grammar and Composition II	3	0	3
FIP 205—Industrial Fire Hazards	3	3	4
	6	3	7
SUMMER QUARTER			
ENG 123—Technical Writing	3	0	3
FIP 230—Hydraulics and Water Distribution Systems	3	2	4
	6	2	7
FALL QUARTER			
CHE 100—General Chemistry	3	3	4
Elective	3	0	3
	6	3	7
WINTER QUARTER			
FIP 104—Fire Protection Codes and Standards	2	3	3
FIP 225—Fire Protection Law	3	0	3
	5	3	6
SPRING QUARTER			
DFT 118—Drafting and Blueprint Interpretation	2	4	4
FIP 211—Insurance Grading Schedules	3	0	3
	5	4	7
SUMMER QUARTER			
ELC 102—Applied Electricity	3	2	4
FIP 102—Municipal Fire Protection	3	0	3
	6	2	7

	Hours Per Week		Quarter Hours
	Class	Lab	Credit
FALL QUARTER			
FIP 218—Hazardous Materials	3	2	4
POL 202—State & Local Government	5	0	5
	8	2	9
WINTER QUARTER			
FIP 244—Fire Alarm Systems	3	0	3
PHY 122—Properties of Matters, Temp. and Heat.	3	2	4
	6	2	7
SPRING QUARTER			
BUS 272—Principles of Supervision	3	0	3
FIP 216—Chemical and Radiation Hazards	3	2	4
	6	2	7
SUMMER QUARTER			
FIP 246—Portable and Fixed Extinguishing	3	2	4
Elective	3	0	3
	6	2	7
FALL QUARTER			
FIP 235—Inspection Principles and Practices	3	4	5
Elective	5	0	5
	8	4	10
WINTER QUARTER			
EDP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4
FIP 220—Fire Fighting Strategy	2	3	3
	5	5	7
SPRING QUARTER			
FIP 135—Training Programs and Methods	4	0	4
FIP 201—Arson Detection and Investigation	3	3	4
	7	3	8
SUMMER QUARTER			
FIP 231—Sprinklers & Standpipe	3	3	4
SPH 201—Fundamentals of Speech	3	0	3
	6	3	7

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 Communication	3	0	3
	12	2	13
SUMMER QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 183E—Terminology & Vocabulary	3	0	3
BUS 191—Basic Word Processing	2	2	3
BUS 211—Office Procedures	3	2	4
	11	6	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	2	2	3
	9	4	11

The College will attempt to offer second year courses on a periodic basis according to student demand.

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 I	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 II	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 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 249—Retail Merchandising Management	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 I	2	2	3
BUS 268—Marketing and Retailing Internship	1	9	4
PSY 206—Applied Psychology	3	0	3
	11	11	15

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 equal 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 a $10.00 to $19.00 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.

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. - 2:00 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

This 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 and 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 alegbra.

THE ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Adult High School Diploma Program provides the adult with the opportunity to earn a North Carolina Adult High School Diploma by completing 20 units, 11 required and 9 electives, and by successfully completing the North Carolina Competency Test.

The program is administered by the General Studies Center through the Division of Continuing Education with the approval and cooperation of the Onslow County Board of Education.

Credit is given for any requirements previously completed in high school. An official transcript must be sent directly to the Division of Continuing Education. Other credits may be granted upon approved evaluation by the Adult High School Counselor for military schools, work experience courses, or any equivalent course work.

Required courses are:
English - 4 units
Social Studies - 2 units (one must be U.S. History and one unit of government / economics)
Science - 2 units (one unit of life science or biology and one unit of physical science)
Mathematics - 2 units
Health / Physical Education - 1 unit
Electives - 9 units

Students may earn credits through AHS classes in English, reading, and math offered on campus both day and evening. No registration fee is charged for the classes and the books are provided. Other courses are offered through independent study in the General Studies Center. For more information, students should 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. Classes are offered each quarter during the day and evening based on demand. For further information contact the General Studies Center, Ragsdale 114 or call 455-1221, ext. 259.

SATELLITE CENTER
CAMP LEJEUNE, NORTH CAROLINA

For the convenience of the military personnel based in Onslow County, Coastal Carolina Community College offers courses at Camp Lejeune, where college employees are available to counsel, test, and register students for curriculum and extension programs.

Curriculum course offerings include both Occupational and Introductory College Transfer courses, which are offered on a demand basis. A coordinator of Curriculum Programs assists students and works with the Base Education Services Coordinator, Camp Lejeune, to assess the need for various classes.

Extension programs offered on the Base and coordinated through the center are the Basic Skills Education Program, Adult High School, General Education Development (GED), and various special interest courses offered on a demand basis. A coordinator of Continuing Education Programs tailors the programs and assists students. Other extension programs offered include Practical Skills, Avocational, Occupational, and Academic Extension. Costs are minimal, with some programs free.

For further information on course offerings at Camp Lejeune, call 451-2391 or 353-1087, or write: Coastal Carolina Community College Office, 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 shown in parentheses to indicate these hours used in calculating tuition charges, not to imply degree credit.
   Example: MAT 98
2. All freshman transfer and technical courses are indicated by a three-letter prefix and are numbered 100-199.
   Example: MAT 151
3. All sophomore transfer and technical courses are indicated by a three-letter prefix and are numbered 200-299.
   MAT 261
4. All vocational courses are indicated by a prefix and are numbered 1000-1299.
5. All adult education courses beyond the high school level are indicated by a three letter 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			Quarter Hours
	Class	Lab	Shop	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 1119—Introduction to Cooling and Heating Systems 2 0 9 5

Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.

Prerequisite: None

AHR 1119A—Introduction to Cooling and Heating Systems II 1 0 2 2

An introduction to the operating principles of refrigeration systems, including component identification and function, refrigerant flow theory and component organization. Industry-common tools, materials and terminology as well as proper use of testing meters and gages are demonstrated during shop periods. Safe handling of all materials is emphasized throughout the course.

Prerequisite: None

AHR 1119B—Introduction to Cooling and Heating Systems II 1 0 2 2

A continuation and utilization of information contained in AHR 1119A, progressing into refrigerant flow and control devices, electrical controls, flow reversal and resistance heating devices and system design. Course will conclude with system trouble-shooting procedures and malfunction diagnosis.

Prerequisite: AHR 1119A

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.

Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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 2 0 6 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. 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 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.

Prerequisite: AHR 1122, AHR 1135

AHR 1125—Principles of Environmental Control 8 0 6 10

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 1125A—Heat Load Estimating 3 0 3 4

Residential heating and cooling heat load calculations, heat loss and gain surveys and equipment selection will be presented in this course.

AHR 1126—Sheet Metal I 2 0 3 3

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 5 0 9 8

Stress is placed upon the burner mechanism of the bioler 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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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 1127B—Gas Appliance Servicing 3 0 3 4

Maintenance and servicing of residential gas appliance, with emphasis on troubleshooting of both electrical and gas delivery systems. Fundamentals of electricity through use of electric meters and their use in component testing. Gas delivery systems to include piping, pip sizing, pressure regulators, gas values, and other fuel system components.

Prerequisite: None

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 3 0 3 4

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 2 0 6 4

All popular types of sheet metal duct-fittings are laid out, cut, formed, and fabricated. Shop procedures are learned and all sheet metal equipment is utilized. The trainee becomes proficient in the use of many hand tools and operations such as seaming, riveting, soldering, shearing, crimping, and measuring are mastered.

Prerequisite: AHR 1126

AHR 1135—Control Systems 1 0 6 3

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 1135A—Fundamentals of Automatic Control 3 0 3 4

A review of basic electricity for control systems, followed by an introduction to automatic control for heating and cooling equipment will be presented.

AHR 1135B—Heat Pump Control 3 0 3 4

A review of heating and cooling control systems will be presented followed by heat pump control systems.

AHR 1138—N. C. Codes and Standards 2 0 3 3

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.

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. Information on the basic principles of lines, views, dimensioning procedures and blueprint interpretation. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and cam shafts, fuel and exhaust systems, cooling systems; proper lubrication, and methods of testing, diagnosing and repair.

Prerequisite: None

PME 1102—Engine Electrical and Fuel Systems 5 0 12 9

A thorough study of the operation of automotive engine electrical and fuel systems, with emphasis placed on servicing and reading schematics and wiring diagrams, charts, instructional and service manuals on the battery, starting, charging, ignition, and accessory systems, carburetors, fuel pumps, and fuel injection. Also, a study of fuel characteristics, special tools, and testing equipment.

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			Quarter Hours
	Class	Lab	Shop	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 typewriting techniques, mastery of the keyboard, copy placement upon the page, business letters, and formatting/typing outlines, reports, and data sheets. Upon completion of the course the student will be able to type 30 words per minute for 5 minutes with no more than 5 errors.

Prerequisite: None

***BUS 103—Intermediate Typewriting** 3 2 0 4

Instruction emphasizes the development of speed and accuracy with further mastery of correct typwriting techniques and production skills. These skills and techniques are applied in styles of reports, business letters, including letters on odd-size stationery and two-page letters; open, ruled, and boxed tabulation; telegrams, interoffice memorandums; and other business forms. Upon completion of this course, the student will type at least 40 words per minute on straight copy material for five minutes with a maximum of 5 errors.
Prerequisite: BUS 102 (Student must have received at least a "C" in BUS 102.)

***BUS 104—Advanced Typewriting** 3 2 0 4

Emphasis on typing business forms, tables with special problems, employment testing, preparing material for duplication, and typing 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 5 errors.
Prerequisite: BUS 103 (Student must have received at least a "C" 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 two minutes at a minimum of 60 words a minute with 95 percent accuracy.
Prerequisites: BUS 106, BUS 102 (Students must have received at least a "C" 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 two minutes at a minimum of 70 words a minute with 97 percent accuracy.
Prerequisite: BUS 107 (Student must have received at least a "C" in BUS 107.)

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

BUS 110—Office Machines 2 2 0 3

This course is designed to give students training in performing basic business math functions on the electronic printing calculator. Mastery of the touch system of calculator operation is stressed.
Prerequisite: None

BUS 112—Records Management 4 0 0 4

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, commercial paper.
Prerequisite: None

BUS 116—Business Law 5 0 0 5

Includes the study of laws pertaining to bailments, agency, partnerships, corporations, risk-bearing devices, real property and bankruptcy.
Prerequisite: BUS 115

BUS 118—Secretarial Accounting 5 2 0 6

Secretarial Accounting is a course designed to give career secretaries proficient accounting skills necessary to perform the accounting cycle as encountered within personal service organizations. The course will include chapters and workbook exercises dealing with the accounting procedures, cash accounting, payroll accounting, and the entire accounting cycle as it applies to lawyers, doctors, and other personal services.
Prerequisite: None

***BUS 120— Principles of Accounting I** 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, plant assets and depreciation, and payroll.
Prerequisite: MAT 110 or MAT 100, or equivalent

***BUS 121—Principles of Accounting II** 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, statement of changes in financial position, 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

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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 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

BUS 183E—Terminology and Vocabulary 3 0 0 3

Develops an understanding of the terminology and vocabulary used in business, technical, and professionnal offices through the process of proofreading. In addition to detecting and marking basic typographical errors, the student will detect and correct errors in spelling, word division, capitalization, punctuation, number expression, word choice and format.
Prerequisite: None

BUS 183L, 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 2 2 0 3

This course is designed to provide students with training in keyboarding, editing, and printing various types of business correspondence on the IBM Displaywriter and/or Prime Minicomputer word processor.
Prerequisite: BUS 103 or equivalent

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 received at least a "C" 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 proper preparation, increased speed, improved proofreading and a review of legal terminology. Included are litigations, family law and auto negligence. Special emphasis is placed on procedures followed in North Carolina.
Prerequisite: BUS 104, BUS 183L (Student must have received at least a "C" 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, BUS 284M (Student must have maintained at least a "C" average in BUS 104, BUS 183M, and BUS 284M.)

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

BUS 205E—Technical Typewriting II 2 2 0 3

Emphasis is placed on increasing an individual's production rates, accuracy, proofreading skills and mailability of complete work. Techniques needed in planning and in typing projects that closely resemble the work appropriate to the field of study will be stressed. The projects include a review of letter format, interoffice memos, statistical tabulations, legal documents, composing and designing.
Prerequisites: BUS 204E

BUS 205L—Technical Typewriting II 2 2 0 3

This is a continuation of BUS 204L. Emphasis is placed on using legal terminology, speed and accuracy in completing legal documents. The documents included are those dealing with wills and probate, real estate, bankruptcy and business organizations. 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 medical secretarial students in that it develops knowledge relating to health insurance preparation and typing. Topics such as the following are covered: insurance terminology; handling insurance forms and claims involving Blue Cross Blue Shield, Worker's Compensation, the Universal Health Claim, Medicare Medicaid, and CHAMPUS; using the CPT-4, ICDM-9-CM, and Worker's Compensation Code Books.
Prerequisites: BUS 183M, BUS 284M

BUS 206E,L,M—Dictation, Transcription and Word Processing 3 2 0 4

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.
Prerequisites: BUS 108, BUS 183L, BUS 183M, (Student must have received at least a "C" in BUS 108, BUS 183L, and BUS 183M.

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; reprographics; word processing concepts; and ergonomics.
Prerequisite: BUS 103 (Student must have received at least a "C" in BUS 103.)

BUS 212—Transcription Machines I and Word Processing 2 2 0 3

Student will receive training in efficiently operating the transcribing and word processing equipment. Students will also develop skills in understanding dictation and applying language arts to transcription techniques by transcribing documents in proper format.
Prerequisite: BUS 104 (Student must have received at least a "C" in BUS 104.)

BUS 212L—Legal Transcription Machines I and Word Processing 2 2 0 3

Students will receive training in the operation of the transcription and word processing equipment. Legal documents and letters will be transcribed on the IBM Displaywriter, PRIME minicomputer, and the typewriter. The areas covered this quarter will include general law, corporate law and litigations. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm.
Prerequisites: BUS 183L, BUS 205L (Student must have received at least a "C" in BUS 183L and BUS 205L.)

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
BUS 212M—Medical Transcription Machines I and Word Processing	2	2	0	3

Students will receive training in the operation of transcription and word processing equipment. Various types of medical material including case histories, admission and discharge reports, radiology reports, lab reports and autopsy reports, will be transcribed on the typewriter, IBM Displaywriter, and the PRIME minicomputer. The areas of medicine covered this quarter are pediatrics, cardiology, pathology, radiology, endocrinology, dermatology, gastroenterology and general surgery. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm.

Prerequisites: BUS 284M, BUS 205M (Student must have received at least a "C" in BUS 284M and BUS 205M.)

BUS 213—Transcription Machines II and Word Processing	2	2	0	3

Students receive intermediate level training in the operation of transcription and word processing equipment. This is a continuation of BUS 212. Emphasis is placed on mastering Language Arts, analyzing words, refining transcription, originating documents, arranging special communications, organizing financial reports, transcribing for meetings, presenting information, and communicating for travel.

Prerequisite: BUS 212 (Student must have received at least a "C" in BUS 212L.)

BUS 213L—Legal Transcription Machines II and Word Processing	2	2	0	3

This is a continuation of BUS 212M. Students will continue their training on the transcription and word processing equipment. Areas covered this quarter consist of real estate, wills and probate, criminal law and family law. Upon completion of this course, students will transcribe at a minimum rate of 30 words per minute.

Prerequisites: BUS 212L (Student must have received at lease a "C" in BUS 212L.)

BUS 213M—Medical Transcription Machines II and Word Processing	2	2	0	3

This is a continuation of BUS 212M. The students will continue their training of the transcribing and word processing equipment. Medical material to be transcribed include case histories, operative reports, and patient profiles. Upon completion of the course, students will transcribe at a minimum rate of 30 wpm.

Prerequisites: BUS 212M (Student must have received at least a "C" in BUS 212M.)

BUS 214M — Medical Office Simulation	3	2	0	4

The administrative role of a medical secretary is stressed through topics such as the following: medical ethics; malpractice; scheduling appointments; handling patients' keeping appropriate patient records, including pegboard billing and collection procedures; and management responsibilities. Emphasis is on organizing materials, making decisions, setting priorities, communication skills, and human relations.

Prerequisites: BUS 211, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 211, BUS 204, BUS 206.)

BUS 214E, L—Office Simulation	3	2	0	4

Office Simulation is designed to incorporate varied stenographic and academic skills in a simulated environment conductive to modern office practices and procedures. High-level skills will be emphasized, but primary attention will be given to the development of such qualities as initiative, judgment, and the ability to organize and plan work in order to meet deadlines. A series of projects will be given in which facts must be located and decisions made on how best to utilize them. Resumes, job application letters and interview techniques will be taught.

Prerequisites: BUS 211, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 211, BUS 204, and BUS 206.)

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
BUS 216—Office Practicum	3	12	0	7

Students are required to work in a business, technical, or professional office for a minimum of 12 hours per week. Three weekly lectures consisting of human relations in the office, dress and grooming for the office, completing job application forms, and composing and typing job application letters and resumes will be taught. (Limited to sixth quarter students with the approval of the Secretarial Science Department Head).
Prerequisites: BUS 205E, BUS 211 (Student must have received at least a "C" 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

BUS 220—Recordkeeping I	5	2	0	6

Recordkeeping I is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within personal service organizations. This includes journalizing, posting, preparing financial reports, recording petty cash transactions and preparing payroll records.
Prerequisite: None

BUS 221—Recordkeeping II	5	2	0	6

Recordkeeping II is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within merchandising organizations. This includes the use of the combination journal, purchases journal, sales journal, accounts payable and receivable, inventory adjustment, the work sheet, and adjusting and closing entries.
Prerequisite: BUS 220

BUS 222—Intermediate Accounting I	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 II	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 branch home-office accounting, and accounting for consolidations, generally accepted accounting principles as they apply to pension costs, price-level adjustments, financial statements analysis and disclosure.
Prerequisite: BUS 223.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 the taxation of sole proprietorships, partnerships, and corporations; and special tax problems.

Prerequisites: BUS 121 and BUS 229

BUS 232—Sales Development	3	0	0	3

A practical and theoretical study of the techniques of making a sale. Emphasis is placed on planning, presenting, and closing the sale. Role playing and simulations are integral parts of this course.

Prerequisite: None

BUS 235—Business Management	5	0	0	5

A study of the principles of business management, including the major functions of planning, organizing, staffing, directing and controlling. Students apply the decision making process in analyzing and resolving management problems. Case studies and computer simulations are used.

Prerequisite: Sophomore standing or permission of the 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: BUS 101, ECO 201

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 and producing a TV ad.

Prerequisites: BUS 239 or 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 249—Retail Merchandising Management	3	0	0	3

A study of the merchandising function with emphasis on what-to-buy, when-to-buy, and how-much-to-buy. The psychology of dealing with customers, vendor relations, planning the merchandise assortment, stock control and pricing are also studied.

Prerequisites: BUS 245 or BUS 239 or the instructor's permission.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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, and various offices, specifying equipment and fixtures required.

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

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 syles, fashion trends, coordination, application of color and design analysis, and management problems. Case studies are used.

Prerequisites: BUS 245 or BUS 239 or permission of instructor

BUS 268—Marketing and Retailing Internship 1 9 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, BUS 260, BUS 262 or permission of instructor

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 responsiblities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None

BUS 284M—Medical Terminology and Vocabulary 3 0 0 3

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

Prerequisite: BUS 183M or permission of instructor.

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 1105—Industrial Organizations 3 0 0 3

Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
ECO 108—Consumer Economics	3	0	0	3

This course is designed to help students become more informed about buying goods and services in the American marketplace. Money management and consumer rights, responsibilities, and issues are discussed.
Prerequisite: None

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

This course is a study of our market oriented economic system. Primary emphasis is placed on market theory, supply and demand analysis, price determination, and production costs.
Prerequisite: None

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

A continuation of ECO 201 with emphasis on the theory of the individual firm, including perfect and imperfect completion, resource allocation and capital decisions.
Prerequisite: ECO 201

***ECO 203—Principles of Economics**	3	0	0	3

This course is a study of national income determination, fiscal and monetary policies, and the role of our central banking system.
Prerequisite: ECO 201 and 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 sting operations. The techniques of file storage and numerical analysis will be studies 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**	4	2	0	5

This course will develop an understanding of what computers can and cannot do, how they are used, and their impact on society. Some in-depth instruction will be given in how a computer stores and retrieves data and the use of various input and output media and devices. Several computer systems will be discussed. No programming will be covered.
Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
EDP 106—Programming Concepts I	4	2	0	5

A beginning course in the use of computers. Topics will include problem definition, formulation of algorithms, and the coding of the solutions. Instruction includes: input and output statements, assignment and control statements, and arrays.
Prerequisite: None

EDP 107—Programming Concepts II	4	2	0	5

An advanced course in understanding algorithms, programs and computers. Topics will include: program specification, design, coding, and testing. Instruction includes: multidementional arrays, function and subroutines.
Prerequisites: EDP 104, EDP 106

EDP 204—Introduction to Data Processing Microcomputer Applications	3	2	0	4

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 disk 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 NEXT, GOSUB. In addition, handling of arrays and menus will be covered.
Prerequisites: EDP 204 or permission of the instructor.

EDP 206—Introduction to COBOL	4	2	0	5

A detailed study of structured program design using COBOL. Topics include: input / output, addition, subtraction, division, multiplication, the Compute verb, report editing, alternative statements (IF, nested IF, case structure). Single and multiple level control breaks, and table lookup and searching.
Prerequisite: EDP 107

EDP 207—Intermediate COBOL	4	2	0	5

A continuation of Introduction to COBOL, this course provided instruction in table handling, sorting and searching techniques, and the sort feature. Multiple level controls breaks, Data Manipulator and Sequential files.
Prerequisite: EDP 206

EDP 208—Advanced COBOL	4	2	0	5

A continuation of Intermediate COBOL, this course provides instruction in file processing, the REPORT WRITER feature and MIDAPLUS. Programming emphasis is on a major project.
Prerequisite: EDP 207

EDP 215—Operating Systems	4	2	0	5

A generalized study of operating systems including the evolution of operating systems, methods of process management, methods of internal storage management, and methods of device and file management. CPL (Control Processor Language) for the PRIME 450 is taught as an example of an operating system language.
Prerequisite: EDP 107

EDP 216—Microcomputer Applications	4	2	0	5

An introduction to the use of microcomputers and business-oriented microcomputer software. Topics include: hardware components, operating system, commands word processing, electronic spreadsheets, database management, and graphics packages.
Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

EDP 218—Microcomputer Programming 3 4 0 5

An introduction to BASIC programming, with emphasis on interactive business applications. Topics include: input/output statements (FOR-NEXT, IF THEN, GOTO), subprograms, arrays, file processing (sequential, random access), graphics.

Prerequisites: EDP 107, EDP 216

EDP 219—Database Management 4 2 0 5

An introduction to file processing and the structure of databases. Topics include: basic concepts of (1) file storage and organization (sequential, direct and indexed sequential files); (2) the (3) major database structures: CODASYL - tree and network; relational; and (3) DML's - SQL (relational) and DL/1 (tree).

Prerequisite: EDP 208

EDP 220—Introduction to Systems Analysis 3 4 0 5

This course introduces the student to who a system analyst is and what he does. Topics covered include tools of system analysis, file design, controls and security, and feasibility studies. Management information systems, system implementation, and application packages also will be covered.

Prerequisite: None

EDP 224—Introduction to RPG II 4 2 0 5

This course introduces the student to the RPG II Programming language. Topics covered include Report Headings, all calculations, multiple record concepts, MOVE operation, Control breaks, compare, looping, exception, and Internal Subroutines.

Prerequisite: EDP 107, EDP 215

EDP 225—Advanced RPG II 4 2 0 5

Extensive programming practice in advanced RPG Programming introducing the student to Sequential, ISAM, and Direct file processing. Array processing and interactive processing and interactive processing are also covered.

Prerequisite: EDP 224

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 begween 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 jevenile 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 historical development, philosophy, nature, societal purpose, and principles of substantive criminal law. A basic concept of law as a social

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

force and an appreciation of the parameters of criminal justice response, with emphasis on criminal capacity; inchoate crimes; justification and defenses.
Prerequisite: None

CJC 116—Criminal Law II 3 0 0 3
A continuation of Criminal Law I focusing on classification of crime, substantive crime; elements of crime; and punitive sanctions.
Prerequisite: CJC 115

CJC 202—Criminal Justice and the Community 3 0 0 3
The study of the problems the criminal justice system has in its relationship with the community they serve. The course will survey existing programs and explore methods of developing successful criminal justice-community relationships.
Prerequisite: None

CJC 205—Criminal Evidence 3 0 0 3
A study and analysis of the theory and rules governing the presentation of evidence in criminal trials, including the function of judge and jury, the concepts of relevancy, judicial notice, character evidence, presumption and influence, competency, hearsay and the exceptions to its exclusion. The best evidence rule, impeachment and rehabilitation of witnesses, real and demonstrative evidence, expert and opinion evidence and privileged communications.
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—Criminal Justice Organization and Administration 3 0 0 3
A study of the principles of administration and management and their application in the criminal justice agencies. Emphasis is placed on budgeting and fiscal control, recruitment, staff development, public relations and critical aspects of the decision-making process.
Prerequisite: None.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
CJC 221—Criminal Justice Supervision	3	0	0	3

Introduces the basic responsibilities and duties of the supervisor in a criminal justice agency. The relationship with subordinates and superiors are analyzed. Emphasis is placed on securing an effective work force and accomplishing organizational goals. Methods of supervision are analyzed.

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 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—Criminal Justice 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 the Criminal Justice program including CJC 101 and CJC 115.

PSC 251—Basic Law Enforcement Training (BLET)	14	0	26	23

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

DENTAL EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
DEN 101—Dental Anatomy	3	0	0	3

This course is designed to familiarize the dental hygiene student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, histology, embryology, normal periodontology, and occlusion.
Prerequisite: None

DEN 102—Head and Neck Anatomy	4	0	0	4

This course is designed to familiarize the dental hygiene student with the normal structures of the head and neck. Emphasis is placed on the bones of the skull, muscles of the face, the nervous system, blood supply, salivary glands, anatomy of injections, and normal anatomical features of the oral cavity.
Prerequisite: DEN 101

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 mannequin and student partners. Proper instrumentation, fulcrum position, sterilization and storage of instruments, taking medical histories, and recognizing various deposits in the mouth will be emphasized.
Prerequisite: None

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. The principles of patient education, charting existing oral conditions, oral inspection and applying fluoride will be emphasized.
Prerequisite: DEN 111

DEN 113—Clinical Dental Hygiene I	2	0	9	5

Continuation of DEN 112 with emphasis on handling the patient with special problems. Care of dental appliances, writing a treatment plan, applying topical anesthetics and desensitizers and sharpening instruments will be taught.
Prerequisite: DEN 112

DEN 121—General and Oral Pathology	3	0	0	3

This course is designed to acquaint the dental hygiene student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary.
Prerequisite: DEN 101
Corequisite: DEN 102

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

A standard first-aid course that also emphasizes basic lifesaving techniques which is extended to include the role of the dental hygienist in prevention, recognition, and management of emergencies in the dental office.
Prerequisite: None

DEN 135—Dental Health Education	2	0	0	2

Designed to educate the student to the importance of effective communication as a dental health educator. Includes methods and materials used in teaching dental health. Class projects are done on organizing dental health programs using self-designed materials for all age levels. Group activity is experienced on campus and in public school classrooms. Table clinics will also be presented.

COURSE TITLE	Hours Per Week Class	Lab	Clinic	Quarter Hours Credit

dental health programs. Class projects include organizing dental health programs for student teaching in public school classrooms, and using self-designed audio-visual aids.
Prerequisite: None

DEN 204—Chairside Assisting 1 3 0 2
This course is designed to familiarize the student with the dental health team emphasizing those techniques of four-handed dentistry utilized in general dental practice as well as various dental specialties.
Prerequisite: DEN 234

DEN 212—Dental Radiology 3 3 0 4
The purpose of this course is to provide the first year dental hygiene student with an in-depth study of radiology. It will include exploration of theories, principles, and techniques utilized in dental radiology as they apply to exposure, processing, identification, and mounting of radiographs using the paralleling and bisecting angle techniques. Also included in this study will be patient management, extraoral radiographic techniques, radiographic interpretation, quality control techniques, and radiation safety. The laboratory sessions will provide an opportunity to apply and develop the skills necessary for satisfactory exposure, processing, mounting, and interpretation of diagnostic radiographs.
Prerequisite: DEN 101, DEN 102

DEN 214—Clinical Dental Hygiene II 2 0 12 3
Continuation of DEN 113 with emphasis on the nutritional needs of special patients.
Prerequisite: DEN 113

DEN 215—Clinical Dental Hygiene III 3 0 12 7
Further clinical experience in dental hygiene procedures with emphasis on development of self-direction in evaluation procedures. Techniques and theory of root planning, curettage, ultrasonic scaling, and the application of dental sealants will be taught along with establishing a plaque control program and nutritional counseling.
Prerequisite: DEN 214

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 suture removal, polishing amalgam restorations, testing pulp vitality and periodontal dressing placement. Intraoral photography and case presentations on selected patients will also be covered.
Prerequisite: DEN 215

DEN 217—Clinical Dental Hygiene V 3 0 12 7
Continuation of DEN 216. This course gives the student further clinical experience in dental hygiene procedures with emphasis on job procurement, resume writing, contracts, wage and hour laws, and the dental laws and regulations as they apply to the dentist, dental hygientist, and the dental assistant. Also, the legal, ethical, and moral responsibilities of the health professional will be explored.
Prerequisite: DEN 216

DEN 222—Periodontology 2 0 0 2
Study of the periodontium and peridontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of peridontal disease.
Prerequisite: DEN 101, DEN 102

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
DEN 225—Dental Specialties	3	0	3	4

This course is designed to give the dental hypiene student an introduction to procedures most commonly performed in dentistry. These include operative dentistry, oral surgery, pedodontics, endodontics, fixed and removable prosthodontics, orthdontics, and periodontics. Special emphasis is placed on how the dental hygienist can effectively explain procedures to patients. The clinical session deals with the actual clinical application of chairside assisting and manipulation of dental materials.
Prerequisite: DEN 204, DEN 234

DEN 226—Community Dentistry I 4 0 0 4

A course designed to introduce the hygienist to community dentistry and dental public health.

Prerequisite: DEN 135

DEN 227—Community Dentistry II 0 3 0 1

A continuation of DEN 226 with emphasis on implementation of a dental public health program.
Prerequisite: 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.
Prerequisite: None

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: None

DEN 255—Dental Pharmacology 4 0 0 2

This course is designed to present basic information related to the field of pharmacology, particularly those agents used in the dental office, prescribed by dentists, and commonly used by patients whose systemic or oral conditions require special procedures in the dental office. Drug terminology, legislation, standards, actions, and adverse reactions are studied. Special emphasis is placed on using the PDR, prescription writing, and treatment of emergencies in the dental office.
Prerequisite: DEN 125

DEN 1001—Introductory to Dental Assisting 2 0 0 2

An introduction to the history of dental assisting, dental terminology, the modern role of the dental assistant in practice and in relation to other members of the dental health team, 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, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials. Emphasis is placed on materials used in operative dentistry and the fabrication of study models.
Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
DEN 1003—Dental Anatomy	5	0	0	5

Designed to familiarize the dental assisting student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, occulusion, normal periodontology, head and neck anatomy, histology, and embryology. Students will gain experience in identifying natural teeth, observing normal intraoral anatomy, and classifying occulusion.

Prerequisite: None

DEN 1004—Preclinical Science (Pharmacology and Dental Office Emergencies)	3	0	0	3

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.

Prerequisite: None

DEN 1005—Dental Office Management	4	0	0	4

Designed to familiarize the dental assisting student with modern business office procedures including bookkeeping, maintenance of patient records, patient communication, inventory and supply ordering. Also introduced is the use of computers in dental office management.

Prerequisite: None

DEN 1006—Clinical Procedures I	3	6	0	5

Designed to prepare the student to anticipate the needs of the dentist, to assist in basic procedures and to utilize management skills. This course provides an introduction to the principles and procedures related to 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 anethesia.

Corequisite: DEN 1002

DEN 1007—Clinical Procedures II	3	6	0	5

A continuation of Clinical Procedures I including experiences to increase level of competency in patient management and chairside assisting. Special emphasis is placed on the dental specialties and the dental assistant's role in oral surgery, endodontics, pedodontics, prosthodontics, orthodontics and periodontics. Laboratory sessions are designed to provide practical experience in chairside assisting.

Prerequisite: DEN 1006

DEN 1008—Dental Materials II	2	6	0	4

A continuation of Dental Materials I, emphasis is placed on the understanding and application of materials used in the dental office and laboratory. Students become proficient in manipulative skills, operation of equipment and gain an appreciation of the more complex techniques performed by dental laboratory technicians. Laboratory sessions provide an opportunity for students to fabricate orthodontic study models, custom impression trays and acrylic temporary crowns.

Prerequisite: DEN 1002

DEN 1009—Dental Office Practice I (CPR)	1	0	12	5

Application principles of four-handed dentistry in a clinical setting. Assignments in general and specialty dentistry 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. Time is provided to allow the student an opportunity to share clinical experiences, to determine the diversity of student's learning, and to evaluate subsequent clinical evaluation.

Prerequisite: DEN 1006, DEN 1007

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
DEN 1010—Dental Office Practice II	0	0	24	8

A continuation of Dental Office 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 1012—Dental Radiology	2	6	0	4

Principles and techniques of exposing, processing, mounting, storing, evaluating and interpreting intraoral radiographic films. 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. Communication skills, nutritional counseling, oral physiotherapy, fluorides and preliminary oral examination are included. Emphasis is placed on the dental assistant's role in preventive dentistry and patient counseling.

Prerequisite: DEN 1003, DEN 1004

Corequisite: PSY 1101

DEN 1014—Oral Pathology	2	0	0	2

Designed to acquaint the dental assisting student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary.

Prerequisite: DEN 1003

DEN 1015—Professional Development Seminar	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			Quarter Hours
	Class	Lab	Shop	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 1101A—Introduction to Diesel Engines	5	0	1	5

Introduction to diesel engines through comparison of gasoline and diesel components. A thorough study of girth, construction, operating principles and internal parts, compression ignition, cycles, displacement and ratios to include use of special tools and measuring devices will be provided.

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 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 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

DSE 1150A—Fuel System, Diesel Engines	2	0	4	3

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

Prerequisite: DSE 1101A

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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.

Prerequisite: None

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

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

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

DSE 1156—Diesel Engine Servieing 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.

Prerequisite: None

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.

Prerequisite: None

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

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 118—Drafting & Blueprint Interpretation 2 4 0 4

Basic drafting techniques are covered to provide a working knowledge of drafting as a tool for communicating ideas. Reading and interpreting of blueprints is emphasized.

Prerequisite: None

DFT 1101—Introduction to Computer-aided Drafting Systems 2 2 0 3

Provides an introduction to the basic operation of computer-aided drafting systems. The historical development and socio-economic implications of CAD are also discussed.

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 suppled 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

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit

machinisms for features of fabrication, construction and assembly.
Prerequisite: DFT 1105

DFT 1109—Electrical Blueprints and Layouts 1 2 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

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.
Prerequisite: None

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.
Prerequisite: None

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.
Prerequisite: None

DFT 1118—Pattern Development 2 0 3 2
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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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.

Prerequisite: None

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, and computer aided design is introduced. Each student will produce a full set of working drawings of a small residence.

Prerequisite: DFT 1121 or equivalent, DFT 1144 or equivalent

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 light commercial construction drawings and a continuation of the fundamentals of computer aided design. Using preliminary sketches, the student as an individual or in group participation, will complete a full set of working expression and techniques will be stressed.

Prerequisite: 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-

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

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, subcontractor's estimates, overhead costs, bid, and contract procedures. Detailed inspection at the construction by comparing finished work to the specifications.
Prerequisite: DFT 1145

DFT 1147—Architectural Drafting III 3 0 12 7
The application of drafting techniques in land and topographic surveys, road work, concrete, steel and timber structural systems, shop drawings, heavy commercial construction, and computer aided design. Appropriate symbols, conventions, dimensioning practices, and notes as used by the engineering drafter will be included.
Prerequisites: DFT 1142, MAT 1102
Corequisite: 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 2 0 3 3
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.
Prerequisite: None

ELECTRICAL

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
ELC 102—Electrical Standards for Fire Protection	3	2	0	4

A study of electrical systems, circuit, control devices in over current protection. The course includes an introduction to National Electrical Codes.

ELC 111—Introduction to Electric Circuits	2	9	0	5

An introduction to basic DC electrical theory and fundamental laboratory practices. The topics include units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, Ohm's Law, resistance and basic electrical instruments. Laboratory work will teach the proper use of basic hand tools and safety practices used in working with electricity.

Prerequisite: None

ELC 112—Electrical Fundamentals I (DC)	3	6	0	5

Emphasizes electrical concepts and circuit analysis using network theorems as applied to two port networks. provides fundamental concepts in magnetic topics, capacitance, inductance, impedance and alternating current circuits.

Prerequisite: ELC 111, MAT 121

ELC 113—Electrical Fundamentals II (AC)	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, MAT 121

ELC 114—Electrical Fundamentals III (Network Analysis)	3	3	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 122

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.

Prerequisite: None

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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

ELC 1112B—Direct and Alternating Current 3 0 3 4

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potential. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

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.

Prerequisite: None

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.

Prerequisite: 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.

Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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	3	0	3	4

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 (Devices)	3	6	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.

Prerequisite: ELC 112

ELN 122—Electronics II (Circuits)	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 (Active Circuit Analysis)	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 124

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 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.

Corequisite: 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 other types of speical purpose circuits using discrete components. An introduction to Boolean algebra and its applications for the simpliication 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.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

ELN 219—Digital Fundamentals 3 6 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

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: None

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.

Prerequisite: None

ELN 224—Computer and Microprocessor Fundamentals 3 6 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-output devices, analog to digital coverters, 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 3 6 0 5

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

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit

FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.
Prerequisite: ELN 123

ELN 246—Electronics Design Project 0 6 0 2
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.
Prerequisites: DFT 113, ELN 123

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.
Prerequisite: Algebra background recommended

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.
Prerequisite: None

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 diodes, 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.
Prerequisite: ELN 1112, MAT 1115

ELN 1123—Introduction to Television 2 0 6 4
The theory and circuitry of monochrome television.
Prerequisites: ELN 1112, 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 1125

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 1112, MAT 1116

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, MAT 1116

ENGLISH, JOURNALISM, READING

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

ENG 98—Essential Grammar and Usage 5 0 0 (5)
Students study the essential principles of grammar, usage, punctuation, and sentence structure. The class will consist of lectures, class participation, and individual instruction.
Prerequisite: None

ENG 99—Fundamentals of Composition 5 0 0 (5)
Students receive extensive practice in structuring coherent paragraphs and writing short essays. Grammar, usage, punctuation, and sentence structure will be reviewed throughout the course.
Prerequisite: ENG 98 or permission of the instructor

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: None

***ENG 101—English Composition** 3 0 0 3
Introduction to library skills and the research paper. Reading, analyzing, and developing the written essay. Emphasis on developing critical thinking and writing a variety of formal essays.
Prerequisite: None

***ENG 102—English Composition** 3 0 0 3
A study of the elements of fiction in the short story and the novel. These elements of fiction will apply 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 121—Grammar and Composition I 3 0 0 3
Designed to aid the student in the improvement of self-expression and to introduce the student to the differences between academic writing and business/technical writing. The approach is functional with an emphasis on the use of proper grammar and style in business communications. The student will compose essays and a variety of business compositions (technical description, process paper, minutes, memos).
Prerequisite: None

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 style in the writing of business communications.
Prerequisite: ENG 121

ENG 123—Technical Writing 3 0 0 3
A continuation of ENG 122. Emphasis is placed on the writing of reports and proposals and creating visuals.
Prerequisite: ENG 122

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 correct diction, proper grammar, organization, and development of the written composition.

Prerequisite: ENG 100

***ENG 210—Creative Writing: Fiction**	5	0	0	5

A basic workshop course in fiction writing, geared to the needs and interests of student writers. Informal class discussion of student work and individual conferences with instructor. Selected readings of short stories and the techniques of writing fiction.

Prerequisite: ENG 103 or permission of instructor

***ENG 211—Creative Writing: Poetry**	5	0	0	5

A basic workshop course in poetry writing, geared to the needs and interests of students. Informal class discussions of student work and individual conferences with instructor. Selected readings of poems and the techniques of prosody.

Prerequisite: ENG 103 or permission of 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 exams.

Prerequisite: None

ENG 1102—Professional Communication I	3	0	0	3

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

Prerequisite: None

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.

Prerequisite: None

*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.

Prerequisite: None

*JOR 212—Introduction to Journalism	3	2	0	5

Fundamentals of news style, reporting, and ethics. Emphasis on journalistic elements, writing techniques, and story structure. Classroom discussion, laboratory writing, and seminars will cover material ranging from news, pictures, editorials, sports copy, headlines, and copy editing.

Prerequisite: ENG 103 or permission of instructor

REA 71—Basic Reading/Writing Skills I	10	0	0	(10)

This course is designed for student with very limited reading and writing skills (students scoring below 15th percentile on CGP). Emphasis is placed on the following: reading comprehension, written communications, survival study skills, library and other learning resource skills. Highly proficient students who meet the REA 71 course objectives will enroll in REA 98.

Prerequisite: None

REA 72—Basic Reading/Writing Skills II	10	0	0	(10)

A continuation and extension of the units incorporated in REA 71. This additional quarter of study gives more time to the practice and the understanding of the REA 71 skills. Some approaches are repeated while different attacks are included for the REA 71 skills that must be mastered before going to REA 98.

Prerequisite: REA 71

REA 98—Essential Reading/Study Skills I	5	0	0	(5)

This course expands the student's basic reading and study skills. Emphasis is focused on word study, vocabulary development, background in the process of reading, reading for the main idea, inference, and detail along with an introduction to effective reading/study skills.

Prerequisite: None

REA 99—Essential Reading/Study Skills II	5	0	0	(5)

This course is a continuation of REA 98 developing 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. Enhancement of effective reading/study skills includes outlining, notetaking, summarizing and reading exams for success.

Prerequisite: REA 98 or permission of the instructor

*REA 111—College Reading/Study Skills	3	0	0	3

A college reading course to provide the student with a program to improve efficiency of reading performance through increase in rate, skimming and scanning skills, critical reading, and vocabulary development. Effective college study skills are emphasized throughout the course. Emphasis is also placed on reading in the content areas.

Prerequisite: Permission of the instructor and/or REA 98-99

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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. Prerequisite: None				
***ART 111—Drawing I**	0	6	0	3
A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures. Prerequisite: None.				
***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. Prerequisite: None				
***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. Prerequisite: None				
***ART 141—Three Dimensional Design**	0	6	0	3
A basic course in the fundamentals of three dimensional design. Prerequisite: None				
***ART 151—Photography**	0	6	0	3
An Introduction to the equipment, materials, and basic techniques of photography for the art major. 35 mm adjustable camera required. Prerequisite: None				
***ART 201—Ceramics I**	0	6	0	3
A basic course in investigating handbuilt and wheel forms with an introduction to kiln firing. Prerequisite: None				
***ART 202—Ceramics II**	0	6	0	3
A continuation of wheel thrown forms emphasizing various glazing and decorating techniques. Prerequisite: ART 201				

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COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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: 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. Prerequisite: None				
*ART 250—Printmaking Survey	0	6	0	3
An advanced printmaking course with choice of medium Prerequisite: None				
*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 prehistorec times to the Renaissance. Prerequisite: None				
*ART 290—Art History Survey II	5	0	0	5
A survey in the history of art from Renaissance to modern times. Prerequisite: None				
*ART 294—Art History IV	3	4	0	5
A study of the visual arts involving travel to observe original works first hand. Prerequisite: None				
*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. Prerequisite: None				

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COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	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. Prerequisite: None				
*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, stage 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. Prerequisite: None				
*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 on 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				
*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. Prerequisite: None				
*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 111—Musicianship 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. Need not be taken in sequence. Prerequisite: None				

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COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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. 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 two times for additional credit.
Prerequisite: None

*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.
Prerequisite: None

*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.
Prerequisite: None

*MUS 111—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.
Prerequisite: None

*MUS 112—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

*MUS 113—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 Instruction 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

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

***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.

Prerequisite: None

***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.

Prerequisite: None

***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.

Prerequisite: None

***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

FIRE PROTECTION TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
FIP 101—Introduction to Fire Protection	3	0	0	3

A study of the history and development of the fire protection movement. The roles of fire service personnel in fire protection as well as the application of fire protection principles to fire hazards are studied.
Prerequisite: None

FIP 102—Municipal Fire Protection	3	0	0	3

A study of current building codes, fire protection codes and standards and their application with emphasis placed on the National Building Code, Fire Prevention Code, Life Safety Code, and other National Fire Codes. The exercises are designed to give the student experience in applying local and state codes to area businesses and industries.
Prerequisite: None

FIP 104—Fire Protection Codes & Standards	2	3	0	3

A study of current building costs, fire protection codes and standards and their application with emphasis placed on the National Building Code, Fire Prevention Code, Life Safety Code, and other National Fire Codes. The exercises are designed to give the student experience in applying local and state codes to area businesses and industries.
Prerequisite: None

FIP 115—Fire Prevention Programs	3	0	0	3

The principles and application of fire prevention related to the community and to industrial plants. The development and maintenance of fire prevention programs, educational programs, and inspection programs are included.
Prerequisite: FIP 104

FIP 135—Training Programs & Methods of Instruction	4	0	0	4

A study of the purpose of fire service drills and training programs including the development and operation of a department's training program. Methods, staff selection, training, and facilities and equipment required for teaching are included.
Prerequisite: FIP 115

FIP 201—Arson Detection & Investigation	3	3	0	4

The determination of causes of accidental and incendiary fires, fire losses, points of origin, location and preservation of physical evidence. Use of scientific equipment to determine types of accelerants. Emphasis is placed on courtroom procedure in presenting evidence.
Prerequisite: None

FIP 205—Industrial Fire Hazards	3	3	0	4

A study of hazardous processes in industries such as plastics, furniture, tobacco, metal, textiles, etc., and the fire protection and precautions needed for their personnel and property are included. Fire hazards that are related to heating plants, electrical systems, and storage in all the above industries are presented.
Prerequisite: FIP 101 or advisor approval

FIP 211—Insurance Grading Schedules	3	0	0	3

A study of methods of analyzing fire hazards and the effects of fire hazards on fire insurance rates.
Prerequisite: FIP 104

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

FIP 216—Chemical and Radiation Hazards 3 2 0 4

A study of hazards encountered in chemical and petroleum businesses and industries, radiation hazards, effects of radiation on humans, exposure control, radiological instruments, operational and decontamination procedures, uses of radioactive material, transportation and storage of radioactive materials, and chemical and radioactive inspections.

Prerequisite: None

FIP 218—Hazardous Materials 3 2 0 4

Problems and precautions associated with safe storage and use of hazardous materials.

Prerequisite: CHE 100

FIP 220—Fire Fighting Strategy 2 3 0 3

The tactics and strategies in extinguishing fires with emphasis on pre-fire plans, mutual aid problems, techniques of using available equipment and manpower, conflagrations, and techniques of predicting fires by fuel analysis are studied.

Prerequisite: FIP 102

FIP 225—Fire Protection Law 3 0 0 3

A study of law in relation to fire protection. Torts, terms, and contracts are studied by the case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, or performing other tasks are discussed.

Prerequisite: FIP 102

FIP 230—Hydraulics and Water Distribution Systems 3 2 0 4

The mechanics of flow of fluids through fire hose, nozzels, and applicants, pumps, standpipes, watermains, and other devices.

Prerequisite: MAT 100, PHY 122

FIP 231—Sprinkler and Standpipe Systems 3 3 0 4

Types of sprinkler and standpipe systems, including system devices and their operation, advantages of sprinkler systems, codes governing installation, water supply requirements, testing inspection, and maintenance are included.

Prerequisite: FIP 230

FIP 235—Inspection Principles and Practices 3 4 0 5

A study of the fundamentals of fire inspection including standards and techniques of evaluation of hazards with practical recommendations. Lab report include making maps and sketches of each building inspected for use in pre-fire planning.

Prerequisite: FIP 104 or advisor approval

FIP 244—Fire Alarm Systems 3 0 0 3

A study of difficult principles and types of alarm systems, their application, installation and maintenance.

Prerequisite: ELC 102

FIP 246—Portable and Fixed Extinguishing Systems 3 2 0 4

A study of various types of portable and fixed extinguishing systems, their operation, installation and maintenance.

Prerequisite: FIP 104

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 permisison 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: SPA 102 or permission os instructor

*Approved for fulfilling degree requirements for college transfer

HEALTH AND PHYSICAL EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	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. Prerequisite: None				
*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. Prerequisite: None				
*PED 250—Introduction and 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. Prerequisite: None				
*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. Prerequisite: None				
*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, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors. Camp practicum required. Prerequisite: None				

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. Prerequisite: None				
*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. Prerequisite: None				
*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. Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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.
Prerequisite: None

*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 uniforms required.
Prerequisite: None

*PED 106—Flag Football	2	0	0	1

Study of fundamental rules, and instruction and practice in the skills and strategy of flag football. Standard uniform required.
Prerequisite: None

*PED 107—Basketball	2	0	0	1

This course introduces the student to various rules, skills, and fundamental techniques of basketball. Standard uniform required.
Prerequisite: None

*PED 108—Archery	2	0	0	1

This course is designed to provide the student with basic techniques and knowledge on target archery.
Prerequisite: None

*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.
Prerequisite: None

*PED 110—Beginning Swimming	2	0	0	1

Beginning swimming is a basic course designed for the non-swimmer. It includes basic skills such as floating, crawl stroke, elementary back stroke, and drown proofing. Fee charged.
Prerequisite: Must be a non-swimmer

*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: None

*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 of bowling. Fee charged.
Prerequisite: None

*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. Students must provide their own golf balls.
Prerequisite: None

*Approved for fulfilling degree requirements for college transfer.

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

***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.

Prerequisite: None

***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.

Prerequisite: None

***PED 118—Racquetball** 2 0 0 1

A beginning course in Racquetball covering a brief history study of the rules, basic strokes, serving, and basic strategy involved in singles and doubles play. Standard uniform required. Fee charged.

Prerequisite: None

***PED 126—Aerobic Dance** 2 0 0 1

Aerobic Dance is a physical fitness program that offers complete and effective conditioning. This method includes musically oriented exercises and dance steps.

Prerequisite: None

***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.

Prerequisite: None

***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 instructor

***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

HOME AND FAMILY LIVING

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
HEC 1102—Clothing Construction I	1	3	0	2
An introductory study of the sewing machine and simple garment construction and clothing construction procedures. Prerequisite: None				
HEC 1103—Introduction to Foods and Nutrition	3	0	0	3
Basic foundation in nutrition and its relationship to problems in the provision of adequate nutrients for the individual and the family. Basic food preparation principles included. Prerequisite: None				
HEC 1104—Introduction to Interior Design	3	0	0	3
Application of art principles to problems in furnishing and decorations, and desirable qualities in merchandise for the home. Prerequisite: None				
HEC 1105—Clothing Line Design and Selection I	1	3	0	2
Basic techniques of clothing construction. Art principles in relation to costume planning and wardrobe coordination. Clothing purchasing. Prerequisite: HEC 1102 or equivalent experience				
HEC 1106—Principles of Food Preparation	1	3	0	2
Basic principles of human nutrition with emphasis on the nutrients and factors which affect their utilization in the human body. Prerequisite: HEC 1103 or equivalent experience				
HEC 1107—Home Management	1	3	0	2
Evaluation of food values, packaged foods, grocery shopping, survival foods and wise buying of all types of home and food products. Course will cover purchasing of clothing, furniture, appliances, as well as buying maintenance for these items. Evaluation of influence of advertising on home consumption will be studied. Prerequisite: None				
HEC 1109—Clothing Construction II	1	3	0	2
Basic principles of construction, selection, care and management in clothing the family. For students desiring further experience in clothing construction methods. Prerequisite: HEC 1102 or equivalent experience				
HEC 1110—Advanced Interior Design	1	3	0	2
Advanced principles of designing interiors with emphasis on architectural styles, utilization of building materials, and landscaping in determining interiors, space use, comfort control, and cost. Prerequisite: HEC 1104 or equivalent experience				
HEC 1111—Pre-Tailoring	1	3	0	2
A course specifically designed for students who have had sewing experience but who need further experience before tailoring woolens. A tailored skirt and jacket will be constructed in this class from woven cotton or cotton blend fabrics. Prerequisite: HEC 1109 or equivalent experience				
HEC 1113—Clothing Line Design and Selection II	1	3	0	2
Factors influencing acquisition of clothing will be studied. These include selection in relation to personal attributes, aspects of textiles for the consumer, and guides				

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

for economic buying practices. Designed for those who have had broad experience in clothing construction.

Prerequisite: HEC 1109 or equivalent experience.

HEC 1117—Home Baking 1 3 0 2

An advanced course in the preparation of yeast breads. Laboratory sessions will be used to demonstrate and give practice in the baking of a variety of types of breads.

Prerequisite: HEC 1103 or equivalent experience

HEC 1126—Fashion Marketing & Merchandising 1 3 0 2

This course stresses the importance of color, line, design and balance and is designed for students who wish to go into fashion merchandising as a career. Emphasis is placed on how to assist others in selecting fabrics, fashion advertising promotion and fashion showmanship.

Prerequisite: None

HEC 1127—Pattern Design and Drafting 1 3 0 2

Students will create their own patterns using drafting techniques. Flat pattern design, pattern alterations, use of slopers to change patterns, and adaptation of purchased patterns to create original designs will be taught.

Prerequisite: HEC 1105 or equivalent experience

HEC 1130—Clothing Construction III 1 3 0 2

Designed to provide further experience in advanced clothing construction before entering tailoring classes. Unlined suits are constructed.

Prerequisite: HEC 1109 or equivalent experience

HEC 1131—Food Preparation for Entertaining 1 3 0 2

Food preparation, food serving, flower arranging, table settings, etc. for home entertainment or other special occasions.

Prerequisite: None

HEC 1136—Tailoring 1 3 0 2

Interfacings, lining of fabrics, and woolens are included as well as fitting commercial patterns. Various tailoring techniques are compared. Principles of design are studied.

Prerequisite: HEC 1130 or equivalent experience

HEC 1137—Clothing Restyling and Alteration 1 3 0 2

The purpose of this class is to learn how to alter and restyle items in your wardrobe. Basic clothing alterations will be covered as well as ideas and methods of restyling existing clothing into up-to-date fashions. A few of the areas to be covered will be replacing zippers, narrowing the legs of slacks, narrowing or removing jacket lapel, adding or removing sleeves in a garment along with special requests of the students. The course will consist of some lectures and demonstrations. A majority of class time will be spent on individual student projects. Prior sewing experience is desired.

Prerequisite: None

HEC 1138—Day Care for Young Children 3 0 0 3

Methods of meeting physical needs of pre-school children. Observation and practice with small children in the institute's child care center will be included in the courses.

Prerequisite: None

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 or permission of instructor				
*ENG 202—English Literature	5	0	0	5
A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 103 or permission of instructor				
*ENG 203—American Literature	5	0	0	5
A survey of representative American writers from the Colonial Period to 1865. Prerequisite: ENG 103 or permission of instructor				
*ENG 204—American Literature	5	0	0	5
A survey of representative American writers from 1865 until the present. Prerequisite: ENG 103 or permission of instructor				
*ENG 205—World Literature	5	0	0	5
A survey of world literature from ninth century B.C. to the Renaissance. Prerequisite: ENG 103 or permission of instructor				
*ENG 206—World Literature	5	0	0	5
A survey of world literature from the Renaissance to the present. Prerequisite: ENG 103 or permission of instructor				
*ENG 212—Film Appreciation and History	5	0	0	5
This course provides introductory film experiences and attempts to develop a visual literacy that will enable students to view films selectively and critically. The course will provide background on film terminology and history. The relationships between cinematic form and content will also be examined. Prerequisite: ENG 103 or permission of instructor				
*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. Prerequisite: None				
*REL 101—Introduction to the Old Testament	5	0	0	5
A study of religious thought and instruction in the Old Testament. Emphasis will be placed on the historical, literary and contemporary theological understanding of the Biblical text. Prerequisite: None				
*REL 102—Introduction to the New Testament	5	0	0	5
A study of the life and teachings 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. Prerequisite: None				
*SPA 212—Spanish Civilization: Spain and Latin America	5	0	0	5
Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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

*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 student's 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 student's 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 1101A 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 1101C—Machine Shop Theory and Practice	2	0	4	3

A continuation of 1101B expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines, precision grinding and cutter grinding, safety and normal procedures will be stressed.
Prerequisite: MEC 1101B

MEC 1102—Machine Shop Theory and 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

A more detailed study and practice in the use of mills, grinders, and CNC equipment. Cutter geometry, cutter grinding and precision inspection will be practiced.
Prerequisite: MEC 1101C

MEC 1102B—Machine Shop Theory and Practice	2	0	4	3

A continuation into more detailed operations and practices concerning all standard machine tools. Cutter grinding and CNC milling will be practiced also.
Prerequisite: MEC 1102A

MEC 1102C—Machine Shop Theory and Practice	2	0	4	3

Continuing detailed operations on all standard machine tools. Dividing attachments and cutter geometry will be stressed.
Prerequisite: MEC 1102B

MEC 1103—Machine Shop Theory and 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

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit

tools including the selection and use of work holding devices, feeds and speeds, special heads and tales, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.
Prerequisite: MEC 1102

MEC 1103A—Machine Shop Theory and Practice 2 0 4 3
A continuation of MEC 1102C to refine the abilities of the learner in the use of all machine tools including abrasive machining and CNC milling.
Prerequisite: MEC 1102C

MEC 1103B—Machine Shop Theory and Practice 2 0 4 3
A continuation of previously learned skills always getting more involved in the technical aspects and procedures to better enable the learner to operate all basic machine tools efficiently.
Prerequisite: MEC 1103A

MEC 1103C—Machine Shop Theory and Practice 2 0 4 3
Delving ever deeper into the techniques and quirks of various machine tools such as CNC and NC machinery and programing. Setups and safety will be stressed.
Prerequisite: MEC 1103B

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 cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisite: MEC 1103

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 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 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

MEC 1120—Introduction to CNC Machining 2 0 3 3
To introduce the learner in the history, setup, operation and programming of numerical and computer numerical controlled machine tools. Concepts, capabilities and applications of CNC are to be explored. Operator controls and indicators,

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

operations in setup, M.D.T., and automatic operation modes. Tool holders and changers will be discussed. Different machine cycles such as: Looping, drill cycles, boring, milling, pocket milling etc. will be shown. Safety and machine protection will be stressed at all times.

Prerequisite: None

MEC 1133—Electrical and Mechanical Maintenance 3 0 6 5

To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision line distances is stressed for pre-start inspection.

Prerequisite: DFT 1104, DFT 1113

MEC 1139—Basic Hydraulics and Pneumatics 2 0 3 3

The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuit and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and resevoirs. Installation and maintenance of the components will be made by the students.

Prerequisite: None

MEC 1141—Sheet Metal Fabrication 0 0 6 2

Many forms of ducts and pipe intersections formed, transitions, elbow construction, and other 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 118

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	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: 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 mansonry 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 fro bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisite: MAS 1103

MATHEMATICS

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

MAT 71—Basic Math Skills I 5 0 0 (5)

This lecture oriented math course emphasized 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 coverd 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 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 98—Beginning Algebra I 5 0 0 (5)

This course is the first of three quarter study of beginning and intermediate algebra. Topics include the fundamental operations of real numbers, linear equations and inequalities, operations on polynomials, and factoring polynomials.

(Formerly MAT 91-95 series)

Prerequisite: None

MAT 99—Beginning Algebra II 5 0 0 (5)

This course is the second of a three quarter study of beginning and intermediate algebra. Topics include fractions, graphing and systems of linear equations, roots and radicals, and quadratic equations.

(Formerly MAT 91-95 series)

Prerequisite: MAT 98 or permission from instructor

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*MAT 100—Intermediate Algebra	5	0	0	5

This course is the third of a three quarter study of beginning and intermediate algebra. Topics include nonlinear equations and inequalities, graphing linear systems of equations and inequalities, logarithms, functions and related curves, sequences, series, the binomial theorem, determinants, and Cramer's rule.

Prerequisite: MAT 99 or equivalent or permission from 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 161

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 121—Introduction to Technical Mathematics	5	0	0	5

This course offers a brief review of number systems; operations with real numbers; equations; polynomials; factoring; graphing; linear equations; systems of equations and square roots. Designed for the student who has little previous background in algebra. Calculators may be used.

Prerequisite: One (1) year of high school algebra or permission of instructor

MAT 122—Technical Mathematics I	5	0	0	5

This course offers a review of elementary algebra. Major topics include operations with algebraic expressions, solving equations, exponents, powers, roots, radicals, quadratic equations, ratio, proportion and variation.

Prerequisite: MAT 121 or permission of instructor

MAT 123—Technical Mathematics II	5	0	0	5

This course offers a review of basic geometry and and geometric applications of measurement, including the metric system. The basic figures will include triangles, quadrilaterals, and circles.

Prerequisite: MAT 122

MAT 124—Technical Mathematics III	5	0	0	5

This course offers an introduction to the trigonometric ratios and their application to solving right triangles and oblique triangles. Topics will include radian measure, composite angle formulas, trigonometric identities and vectors.

Prerequisite: MAT 123

*MAT 151—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. Major topics include an introduction to sets, logic, probability, statistics, the metric system, algebra and computers.

(Formerly MAT 100)

Prerequisite: One Unit of high school algebra or MAT 99

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*MAT 152—Contemporary College Mathematics II	5	0	0	5

This course is a continuation of MAT 100. Major topics include an introduction to permutations, combinations, abstract mathematical systems, numeration systems, the real number system, analytic geometry, plane geometry, and consumer mathematics.

(Formerly MAT 101)

Prerequisite: MAT 151

*MAT 161—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.

(Formerly MAT 102)

Prerequisites: Two units of high school algebra, MAT 100, or equivalent

*MAT 162—Trigonometry 5 0 0 5

This course offers an introduction to the unit circle approach to trigonometry. Topics include analytical and graphical study of the properties and applications of the trigonometric functions; the study of vectors, complex numbers, the polar coordinate system, inverse trigonometric functions, and the application of logarithms.

(Formerly MAT 103)

Prerequisite: MAT 161 or equivalent

*MAT 250—Introductory Statistics 4 2 0 5

This course relates general concepts and methods in statistics with applications to contemporary life. Topics include introduction to statistical thought, descriptive statistics, elementary probability, problems of sampling and inference, confidence intervals, testing of hypotheses, regression, correlation, and selected basic statistical techniques.

Prerequisite: MAT 161 or equivalent

*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 261—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 circle; functions and graphs; the unit circle approach to trigonometry; limits and continuity including the epsilon-delta approach; the derivative of algebraic and trigonometric functions; applications of the derivative to curve sketching and to problems of maxima

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COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

and minima and related rates; differentials and the applications of differentials; Rolle's Theorem; the Mean Value Theorem; an introduction to the integral; and The Fundamental Theorem of Integral Calculus.
(Formerly MAT 201)Prerequisites: MAT 161 and MAT 162 or permission of the Dean of College Transfer Education

***MAT 262—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 application of integrals to area problems, volumes of solids, arc length, work, force, moments and center of mass; differentiation, integration and applications of exponential, logarithmic, hyperbolic functions and their inverses; differentiation, integration and applications of inverse trigonometric functions; techniques of integration, indeterminate forms; improper integrals, and numerical integration.
(Formerly MAT 202)
Prerequisite: MAT 261 or equivalent

***MAT 263—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: infinite series with tests for convergence, divergence, and conditional convergence, series of functions, differentiation and integration of series, the Taylor, Maclaurin and binomial series; the analytic geometry of the ellipse, parabola and hyperbola including translation and rotation of axes; polar corrdinates and graphs including derivatives, integrals and applications; parametric equations; vectors in the plane and applications; and vectors in space, analytic geometry in space, velocity, acceleration and curvature, quadric surfaces, and cylindrical and spherical coordinates.
(Formerly MAT 203)
Prerequisite: MAT 262 or equivalent

***MAT 264—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: Functions of two or more variables, partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications; vector calculus including Green's Theorem and Stokes' Theorem; and differential equations and their applications.
(Formerly MAT 204)
Prerequisite: MAT 263 or equivalent

***MAT 265—Differential Equations** 5 0 0 5
A study of first-order differential equations and their applications; linear equations of higher order; applications of second-order equations, including simple harmonic motion, damped motion, and forced motion; equations with variable coefficients, Laplace transforms, systems of linear equations and their applications.
(Formerly MAT 205)
Prerequisite: MAT 264

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

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit

MAT 1102—Applied Mathematics 5 0 0 5

A continuation of MAT 1101. This course emphasizes basic algebra and trigonometry. Geometric formulas are reviewed with particular reference to plane figures, especially the right triangle. Also included in the course is an introduction to set theory. Topics include equations, signed numbers, polynomials and operations on polynomials, word problems, graphing, exponents and roots, ratio and proportion and solution of right triangles using the trigonometric functions.

Prerequisite: MAT 1101, for Drafting students only

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, area of plane figures, volumes of solids. Geometric principles are applied to shop operations.

Prerequisite: MAT 1101 for Machinists and MAT 1102 for drafting students

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

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 notion, 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: MAT 1101, 1103

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	Clinic	Credit
MLT 100—Orientation to Medical Technology	**2**	**0**	**0**	**2**

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	**3**	**2**	**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.

Prerequisite: MLT 100

MLT 102—Hematology I	**5**	**6**	**0**	**7**

Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques. A review of the urinary system and study of the physical, chemical and microscopic elements of the urine.

Prerequisite: MLT 101

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 101, 102 and 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 hemorrahagic 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.

Prerequisite: MLT 101, 104 and CHE 101, 102

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
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 thier variation in health and disease.

Prerequisite: MLT 202

MLT 207—Clinical Microbiology I	5	6	0	7

Study of the history, classification and morphology of bacteria, introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes. Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures

Prerequisite: MLT 100

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 207

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 100 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	Clinic	Credit
NUR 101—Fundamentals of Nursing	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.

Prerequisite: Admission to ADN Program

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—Introduction to Nursing of Adults in Health and Illnesss

This course is designed to assist the student to apply the beginning concepts and basic principles of nursing practice. The student is introduced to the nature of nursing as an art and a science and her/his role in assisting the client in meeting needs. The nursing process as a problem-solving approach guides her/him in making decisions necessary to safely administer patient care. Described are the body's mechanisms for maintaining homeostatic physiologic functioning and how these processes adapt to stressors of surgical intervention, fluid/electrolyte, acid/base and hormonal imbalances; and alterations in cell growth. Introduction to pharmacology and skills of medication administration will be taught. Development of beginning skills in the performance of therapeutic measures and nursing procedures already learned will be expected.

Prerequisites: NUR 101, NUR 102, BIO 121

NUR 104—Nursing of Adults in Health and Illness I

This course is designed to assist the student to apply the nursing processs to patients requiring assistance in adapting to stressors of cerebral and peripheral vascular, gastrointestinal and genito-urinary dysfunctions. The physical, social and psychological development of the elderly client is studied from a nursing approach. concepts of rehabilitative nursing are introduced. Refinement of skills in the performance of therapeutic measures and basic nursing procedures already learned will be expected.

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 presented.

Prerequisites: NUR 104, PSY 203, BIO 123

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
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

NUR 207—Nursing Care of Adults in Health 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 of Adults in Health and 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 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 musculoskeletal, circulatory, respiratory, digestive, endocrine, nervous, urinary, and reproductive. Includes the functioning of the body; how it moves, stands erect, distributes nutrients and oxygen, removes wastes, reacts to invasion, and maintains 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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
NUR 1005—Medical Surgical Nursing I	10	0	0	10

Provides beginning knowledge of health problems necessitating medical/surgical intervention and the development of plans for nursing care management. Identification of the physiological, psychological and sociological factors that affect the health status of the adult are included as a vital part of the nursing process.

Prerequisites: Satisfactory completion of all first quarter courses

NUR 1006—Pediatrics Nursing	5	0	0	5

Presents the unique aspects of child care as influenced by the principles of growth and development. Nursing assessment and management of clients with disorders and problems as they relate to various age groups are emphasized.

Prerequisites: Satisfactory completion of all first and second quarter courses

NUR 1007—Medical Surgical Nursing I Practicum	0	0	15	5

Provides clinical experiences in the care of adult medical surgical clients by identifying and assessing the client's basic needs, planning nursing care and developing competency in performance of beginning skills in its implementation.

Prerequisites: Satisfactory completion of all first quarter courses

NUR 1008—Pharmacology and Drug Therapy I	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 used 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 first quarter courses

NUR 1010—Obstetrics Nursing	5	0	0	5

Presents aspects of 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 presented. Complications of pregnancy, labor, and delivery are included. Characteristics and care of the normal newborn are presented.

Prerequisites: Satisfactory completion of all first and second quarter courses

NUR 1011—Pediatrics and Obstetrics Nursing Practicum	0	0	15	5

Provides opportunities to apply previously developed nursing skills to the care of maternity clients and normal newborns through supervised clinical experience in the maternity department of a general hospital. Beginning skills in meeting specific needs of postpartum clients. Clients with complications of pregnancy, and normal newborns are developed through nursing care assignments of selected clients. Development of nursing 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. Provides 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 clients. Development of nursing care plans is emphasized. Experiences in well-baby clinic, immunization clinic, and pediatric clinics are provided to stress the scope of child health care.

Prerequisites: Satisfactory completion of all first and second quarter courses

NUR 1012—Pharmacology and Drug Therapy II	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

COURSE TITLE	Hours Per Week Class	Lab	Clinic	Quarter Hours Credit
NUR 1013—Nursing Seminar	2	0	0	2

A study of the Licensed Practical Nurses role in legal and ethical responsibilities, nursing organizations, career opportunities, licensure to practice and continuing education to improve competency in nursing knowledge and practice.

Prerequisites: Satisfactory completion of first, second, and third quarter course

NUR 1014—Medical Surgical Nursing II	9	0	0	9

A continuation of the study of adults with emphasis on more complex health problems, requiring a thoroughness of nursing care management. Client teaching and rehabilitation are stressed as vital aspects of the nursing process.

Prerequisites: Satisfactory completion of all first, second, and third quarter courses

NUR 1015—Medical Surgical Nursing II Practicum	0	0	18	6

Designed to provide clinical experiences in assessing, planning, implementing and evaluating nursing care for selected adult clients having implementing and evaluating nursing care for selected adult clients having more complex medical surgical conditions that result in alterations in body homeostasis. Includes the administration of medications to selected clients and continued development of competency in nursing skills performance.

Prerequisites: Satisfactory completion of all first, second, and third quarter courses

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.

Prerequisite: None

NURSE ASSISTANT EDUCATION

COURSE TITLE	Hours Per Week Class	Lab	Clinic	Quarter Hours Credit
PML 1001—Nurse Assistant Education 30 hr/week for 12 weeks (10 lecture hours) (20 clinical and lab hours)	10	5	15	18

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			Quarter Hours
	Class	Lab	Shop	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, cell division and classical genetics.

Prerequisite: None

***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, animal physiology and behavior.

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.

Prerequisite: None

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.

Prerequisite: BIO 111 or BIO 101

NOTE: This course is offered only during the Summer Session- (BIO 111 & BIO 112 are the equivalent of BIO 101, 102, 103.)

***BIO 121—Human Anatomy and Physiology I** 3 3 0 4

The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an in-depth study of the skeletal, muscular, and nervous system.

Prerequisite: None

***BIO 122—Human Anatomy and Physiology II** 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.

Prerequisite: None

***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

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week Class	Lab	Clinic	Quarter Hours Credit
BIO 201—General Ecology			3	3 4

Introduction to population and community ecology, with emphasis on the growth and distribution of populations, interations between species, and the structure, dynamics, and functions of communities and ecosystems.

Prerequisite: BIO 101, 102, 103

BIO 205— Comparative Anatomy 3 3 4

Comparative morphology and phylogenetic interrelationships of vertebrate animals, representative organisms dissected in laboratory.

Prerequisite: BIO 101, 102, 103 or BIO 212, 122

BIO 212—Ornithology 3 3 4

The systematics, distribution, physiology, behavior, and ecology of birds.

Prerequisite: BIO 101, 102, 103

BIO 231—Field Zoology 3 3 4

Explores and develops methods, principles, and application of zoological field study. Local North Carolina Fauna emphasized especially vertebrates.

Prerequisite: None

***BIO 257—Environment and Man** 3 3 0 4

A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment.

Prerequisite: None

BIO 1101—Preclinical-Microbiology, 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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

CHEMISTRY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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	3	3	0	4

A survey course of general chemical principles designed for students of criminal justice and fire protection technology. 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 99 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 equilibirum and electrochemistry. Laboratory work concentrates on the procedures and techniques of inorganic qualitative analysis.

Prerequisite: CHE 102

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.

Prerequisite: None

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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
***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 162

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
*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 111—General Physics	9	6	0	6

An introduction to the basic principles of mechanics and electricity including kinematics, dynamics, energy, orbital motion, heat, thermodynamics, electrostatics, capacitance, current, and electrical circuits.

Corequisite: MAt 162

*PHY 112—General Physics	9	6	0	6

An introduction to the basic principles of magnetism, waves, optics, and modern physics including magnetostatics, electromagnetic radiation, wave propagation, special relativity, quantum mechanics, and nuclear physics.

Prerequisite: PHY 111

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.

Prerequisite: None

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 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.

Prerequisite: None

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.

Prerequisite: None

*PHY 201—Mechanics and Waves	4	2	0	5

This course covers measurement, vector operations, Newton's laws of motion, static equilibrium, rigid body motion, work, energy, power, collisions, rotational dynamics, orbital motion, oscillatory motion, and waves.

Prerequisite: MAT 261
Corequisite:MAT 262

*PHY 202—Heat, Electricity, and Magnetism	4	2	0	5

This course covers fluid mechanics, heat, temperature, thermodynamics, electrostatics electric field, electric potential, polarization, circuit theory, magnetism, and electromagnetic induction.

Prerequisite: PHY 201
Corequisite: MAT 263

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week Class	Lab	Shop	Quarter Hours Credit
*PHY 203—Electromagnesism, Optics, and Modern Physics	4	2	0	5

This course covers alternating current, Maxwell's equations, electromagnetic waves, geometric optics, physical optics, theory of relativity, nuclear and atomic physics, and quantum mechanics.

Prerequisite: PHY 202
Corequisite: MAT 264

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)

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: None
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 Class	Lab	Shop	Quarter Hours 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-non credit)

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.

Prerequisite: None

*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.

Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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.

Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

SOCIAL SCIENCE

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	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.

Prerequisite: None

EDU 1101—Early Childhood Development	3	0	0	3

A study of the early growth and development with emphasis on child psychology and the techniques employed for promoting the physical and mental growth of the child. Consideration will also be given to the special needs of the disadvantaged child.

Prerequisite: None

*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 110—Western Civilization: From Prehistoric Time to 1650	5	0	0	5

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; the Renaissance; the Reformation; the 30 Years' War; and the Peace of Westphalia. (Formerly HIS 101 and 102)

Prerequisite: None

*HIS 111—Western Civilization: 1650 to the Present	5	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

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COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

and Germany; liberalism; imperialism; World Wars I and II; the rise and fall of Fascism; the development of communism; the Cold War; and conditions since World War II.
(Formerly HIS 102 and 103)
Prerequisite: None

*HIS 210—American History: From the Age of Discovery to the Civil War	5	0	0	5

A survey of the history of the United States from the Age of Discovery to the Civil War with emphasis on political, economic, social, and cultural developments.
(Formerly HIS 201 and 202)
Prerequisite: None

*HIS 211—American History: From the Civil War to the Present	5	0	0	5

A survey of the history of the United States from the Civil War to the present with emphasis on political, economic, social, and cultural developments.
(Formerly HIS 202 and 203)
Prerequisite: None

*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.
Prerequisite: None

*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 government.
Prerequisite: None

*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.
Prerequisite: None

*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.
Prerequisite: None

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

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*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.
Prerequisite: None

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.
Prerequisite: None

*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.
Prerequisite: None

*SOC 202—Social Problems	5	0	0	5

An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the control, treatment, and prevention of problems relating to crime, divorce, prostitution, mental illness, alcoholism, drugs, sex, race, poverty, and population.
Prerequisite: None

*SOC 203—Marriage and the Family	5	0	0	5

A critical and empirical approach to the study of marriage and family life as a social institution. A psychological and sociological approach to premarital and marital relationships and problems of the contemporary American family.
Prerequisite: None

*Approved for fulfilling degree requirements for college transfer

SURGICAL TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	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.				
Prerequisite: None				
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.				
Prerequisite: None				
SUR 1103—Surgical Proeedures 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.				
Prerequisite: Satisfactory completion of all first quarter courses				
SUR 1104—Clinical Praetiee I	0	0	15	5
The student is given an opportunity to demonstrate in an actual clinical situation his/her ability to assist a surgeon in the procedures learned in the classroom.				
Prerequisite: Satisfactory completion of all first quarter courses				
SUR 1105—Clinical Praetiee II	0	0	25	8
A continuation of Clinical Practice I.				
Prerequisite: Satisfactory completion of all first and second quarter courses				
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; and study of current moral/ethic issues and trends affecting Operating Room personnel.				
Prerequisite: Satisfactory completion of all first quarter courses				
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; and study of current moral/ethic issues and trends affecting Operating Room personnel.				
Prerequisite: Satisfactory completion of all first and second quarter courses				
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/her ability just prior to his/her graduation from the program.				
Prerequisite: Satisfactory completion of all first, second and third quarter courses				
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.				
Prerequisite: Satisfactory completion of all first, second and third quarter courses				

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
SUR 1110—Seminar III	2	0	0	2

This is a seminar for review of experiences received in SUR 1109; and review of the program's didactic phase.

Prerequisite: Satisfactory completion of all first, second and third quarter courses

SURVEYING TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

CIV 101—Surveying I 2 9 0 5

This course in intended as a course to acquaint students with the history of surveying as well as the use and care of surveying equipment such as transits levels, 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 122

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 123, 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 124, 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.

Prerequisite: None
Corequisite: CIV 104 or permission of Instructor

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 sturctures; equilibrium of forces in space, static and kinetic friction; center of gravity, centroids, and moments of inertia.

Prerequisite: MAT 124

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

CIV 121—Computations I 0 6 0 2

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 algebra.

Prerequisite: None

CIV 123—Computations II 0 6 0 2

The application of mathematics and, physics, 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 including 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 meter 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 country planning offices.

Prerequisites: CIV 212, CIV 223, CIV 229
Corequisite: CIV 230

CIV 218—Construction Surveying 2 9 0 5

Study the basic principles of construction and construction surveying to include, but not limited to: laying off buildings, construction staking of sewer lines; estimating and take-off, scheduling, and zoning and building codes. Lab will consist of actually doing each of the classroom subjects.

Prerequisite: None

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.

Prerequisite: None

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit

CIV 226—Properties of Highway Materials 5 6 0 7

Study fo the various building materials used in highway construction. Covers soil types and classification; soil stabilization; groundwater and frost action; compaction; aggregates; bituminous materials; and portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material.

Prerequisites: MAT 124, CIV 218

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 218, 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: MAT 124

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.Prerequisite: None

WELDING

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
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 sheetmetal, 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 principle 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 practices of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None

WLD 1121—Arc Welding	3	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

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
WLD 1121A—Basic Arc Welding	2	0	4	3

To develop basic entry level skills for arc welders. This course involves welding with shielded metal arc, butt, lap and "T" joints in the flat, horizontal, vertical and overhead position on medium thickness steel with mild steel electrodes. The course provides a technical understanding of the arc welding process, power sources, electrode selection, metal composition, structure and heat effect, and safety. The modified fillet weld certification test is administered in the vertical and overhead positions.

Prerequisite: None

WLD 1121B—Advanced Arc Welding and Certification 2 0 4 3

This course is a continuation of WLD 1121A. The course involves arc welding with the low hydrogen electrode on select joints and positions and the use of other electrodes. More advanced entry level skills in blueprint reading, weld symbols, joining cast iron structural shapes and pipe. The limited thickness structural steel certification tests are administered in the vertical and overhead positions with low hydrogen electrode and guided bend test. The combined WLD 1221A and WLD 1121B courses provide complete entry level skills for arc welder (DOT 810.348-014), production line welder (DOT 819.684-010), tacker (DOT 810.384-010) and the arc welding portion of combination welder (DOT 819.384-010). Safety measures are emphasized.

Prerequisite: None

WLD 1122—Commercial and Industrial Practice 3 0 9 6

Designed to build skills through practices in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121

WLD 1123—Inert Gas Welding 2 0 9 5

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation, shielding cases, filler rodes, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1120, WLD 1121

WLD 1123A—Basic Inert Gas Welding 2 0 4 3

An introduction to basic manual gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW). A study of power sources, operation, shielding gasses, wire and filler metals, applications and safety measures are made. Practical welding is done in various positions on various joints.

Prerequisite: WLD 1121B

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.

Prerequisite: None

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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 out times and help them on to maturity.

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

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