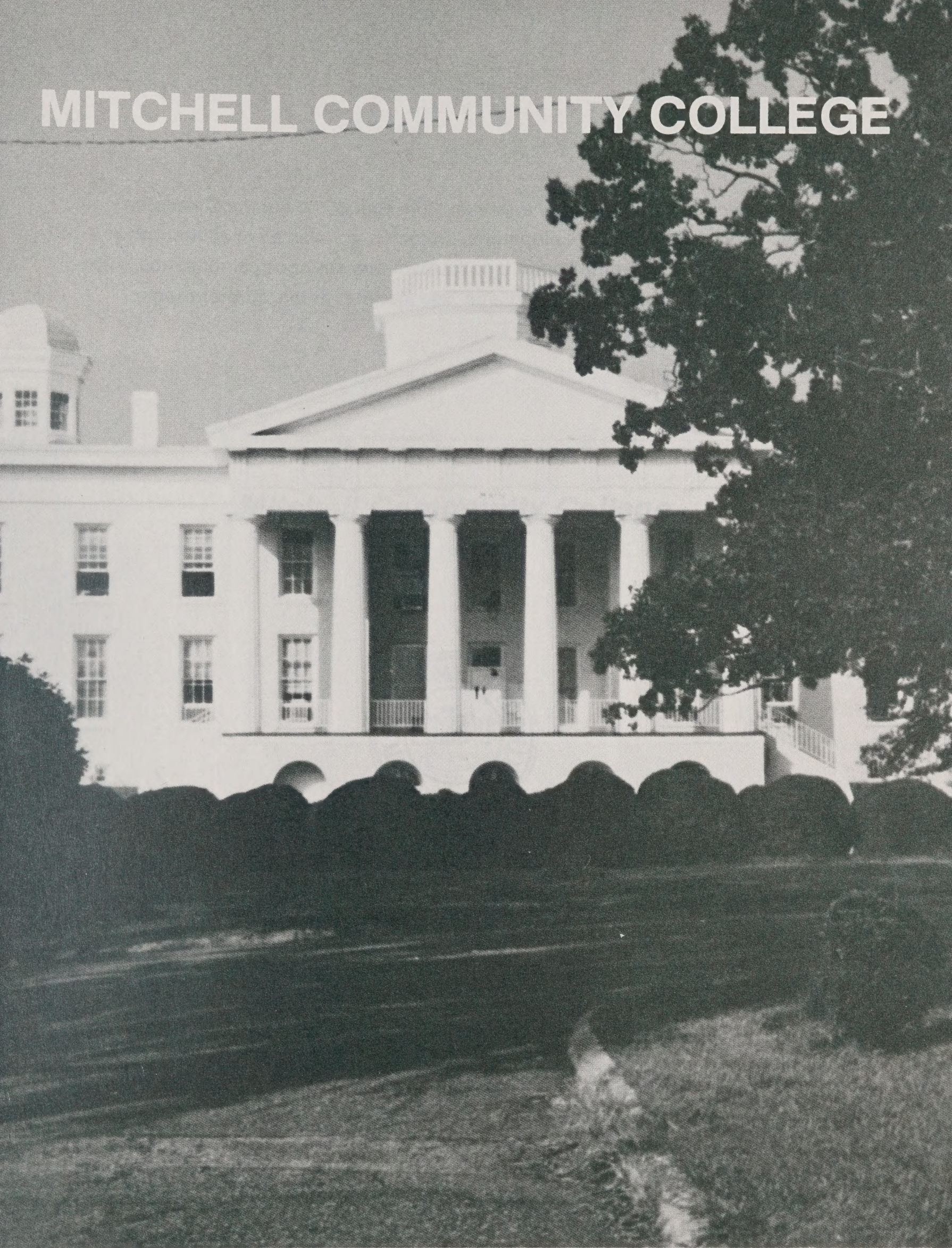


# MITCHELL COMMUNITY COLLEGE



PART I  
GENERAL CATALOG  
1983-1984



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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

## ***Mitchell Community College***



*Accredited By*  
**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

**STATESVILLE, N. C.**  
**28677**  
**Phone: 704-873-2201**



- 1852 — Chartered by Concord Presbytery
- 1856 — Began operations as Concord Female Seminary
- 1932 — Became coeducational
- 1959 — Became private independent junior college
- 1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA  
FOR OVER ONE HUNDRED & TWENTY-SIX YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Wherever the terms "man," "men," or related pronouns appear in this catalog, they have been used in their generic sense to include all humankind — both female and male sexes.

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## ACADEMIC CALENDAR FOR 1983-84

### FALL QUARTER 1983

August	30	Tuesday	1:30 p.m.	Student Orientation
	31, Sept. 1	Wed.-Thur.	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
September	2	Friday	9:00 a.m.-4:00 p.m.	Faculty Workshop
	5	Monday		Holiday
	6	Tuesday	9:00 a.m.-4:00 p.m.	Faculty Workshop
	7	Wednesday	8:00 a.m.	Classes begin
	9	Friday	4:00 p.m.	Last day to register or add classes
October	14	Friday		Midterm
	18	Tuesday	4:00 p.m.	Last day to drop
November	7	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	22	Tuesday	10:00 p.m.	Fall Quarter ends
	23	Wednesday		Faculty records day
	24, 25	Thur.-Fri.		Holidays

### WINTER QUARTER 1983-84

November	29	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	30	Wednesday		Faculty Workday
December	1	Thursday	8:00 a.m.	Classes begin
	5	Monday	8:00 p.m.	Last day to register or add classes
	16	Friday	5:00 p.m.	Holidays begin
January	2	Monday	8:00 a.m.	Classes resume
	20	Friday		Midterm
	24	Tuesday	4:00 p.m.	Last day to drop
February	13	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	29	Wednesday	10:00 a.m.	Winter Quarter ends

### SPRING QUARTER 1984

March	5	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	6	Tuesday		Faculty Workday
	7	Wednesday	8:00 a.m.	Classes begin
	9	Friday	4:00 p.m.	Last day to register or add classes
April	13	Friday		Midterm
	17	Tuesday	4:00 p.m.	Last day to drop
	20	Friday	5:00 p.m.	Holidays begin
	30	Monday	8:00 a.m.	Classes resume
May	7	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	29	Tuesday	10:00 p.m.	Spring Quarter ends
	31	Thursday	8:00 p.m.	Graduation

**SUMMER QUARTER 1984**

June	4	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	5	Tuesday	8:00 a.m.	Classes begin
	7	Thursday	8:00 p.m.	Last day to register or add classes
July	12	Thursday		Midterm
	17	Tuesday	4:00 p.m.	Last day to drop
August	6, 7	Monday-Tuesday	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	20	Monday	10:00 p.m.	Summer Quarter ends
	21	Tuesday	8:00 p.m.	Graduation

**FIRST SUMMER SESSION 1984**

June	4	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	5	Tuesday	8:00 a.m.	Classes begin
	6	Wednesday	4:00 p.m.	Last day to register or add classes
	21	Thursday		Midterm
	25	Monday	4:00 p.m.	Last day to drop
July	11	Wednesday	5:00 p.m.	First session ends

**SECOND SUMMER SESSION 1984**

July	12	Thursday	9:00 a.m.-12:00 Noon	Registration
	13	Friday	8:00 a.m.	Classes begin
	19	Thursday	4:00 p.m.	Last day to register or add classes
	31	Tuesday		Midterm
August	2	Thursday	4:00 p.m.	Last day to drop
	6, 7	Monday-Tuesday	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	20	Monday	10:00 p.m.	Second session ends
	21	Tuesday	8:00 p.m.	Graduation



# General Information

## EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be informed with specific regard to:

- (A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
- (B) Executive Order No. 11246 (as amended)
- (C) Equal Pay Act of 1964
- (D) Title IX, Educational Amendments of 1972
- (E) The Rehabilitation Act of 1973

## LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 82,500.

## HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education Division is located in the renovated Kirkman House on North Mulberry Street. Some of the classes and labs are located in the Main Building, third floor; in the ABE Center directly behind the Main Building; Statesville Senior High School; South Iredell High School; Mooresville Junior High School; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

## PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

## MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

- American Association of Community and Junior Colleges
- North Carolina Department of Community Colleges
- Southern Association of Colleges and Schools
- National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

- North Carolina Department of Public Instruction
- Division of Vocational Rehabilitation
- Southern Association of Colleges and Schools
- North Carolina State Board of Community Colleges

## VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.



# **Admissions, Expenses, Veterans Information, and Financial Aid**

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of placement tests or counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

### **ADMISSION PROCEDURE**

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview
5. Medical and dental examination forms and personal recommendations (Nursing applicants only).

Nursing students are selected on the basis of application test scores and interview. Students applying to the Nursing programs, please see Nursing Handbook.

### **SPECIAL CREDIT STUDENTS**

Those persons not enrolled in a degree or diploma program must complete an application.

### **ADMISSION TO CONTINUING EDUCATION PROGRAMS**

Any person who is 18 years old, 16 by special permission, or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

### **PROVISIONAL ADMISSION**

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

### **SPECIAL ADMISSION**

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

## **VISITING STUDENTS**

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

## **TRANSFER APPLICANTS**

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

## **TRANSFER OF CREDITS**

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit must be earned at Mitchell to be eligible for graduation.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

## **SERVICE EXPERIENCE**

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

## **U. S. ARMY RESERVE OFFICERS TRAINING PROGRAM**

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to \$1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.

# EXPENSES

## STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
4. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a \$5.00 late registration fee.

## GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

### CURRICULUM COURSES

**Tuition:** Current tuition charges are \$4.25 for in-state and \$21.25 for out-of-state per quarter hour with a maximum charge of \$51.00 and \$255.00 per quarter respectively. Charges are shown below.

Quarter Hours	In-State	Out-of-State
1	\$ 4.25	\$ 21.25
2	8.50	42.50
3	12.75	63.75
4	17.00	85.00
5	21.25	106.25
6	25.50	127.50
7	29.75	148.75
8	34.00	170.00
9	38.25	191.25
10	42.50	212.50
11	46.75	233.75
12+	51.00	255.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which he is transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed \$51.00 or \$255.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, the student is compelled to withdraw for unavoidable reasons. The student is required to make his request in writing to the Dean of Student Personnel. If the request is approved, two-thirds of the tuition is refunded if the student withdraws within ten calendar days after the first day of classes for the quarter. Refunds of \$5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If a student withdraws before the end of the quarter for reasons excusable by the institution, the student may be allowed credit for the unrefunded tuition and fees if he enrolls during any of the next four calendar quarters and petitions in writing for such credit.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.

**Library Fines:** A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

**Graduate Fees:** The following graduation fees are charged: Cap & Gown, \$9.00; Diploma or certificate, \$10.00.

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the \$9.00 charge is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a \$3.75 charge is made for registered mail.

**Audit Fee:** Tuition for auditing classes must be paid except in case of full-time students who may audit with no additional charge.

**Credit By Examination:** Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

**Parking:** Parking stickers are distributed at registration at no charge. A \$1.00 fine is charged for each parking violation after the first violation.

**Physical Education Fees:** The following physical education activity courses have fees as shown:

Golf	\$15.00
Bowling	10.00

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

**Insurance:** A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the student pays for the remaining quarters when he enrolls. Charges are as follows:

4 quarters	\$ 6.00
3 quarters	\$ 4.50
2 quarters	\$ 3.00
1 quarter	\$ 1.50

There is no refund of insurance charges.

**Registration Fee:** There is no registration fee; however, students registering after the day of registration are charged a late fee of \$5.00.

**Student Activity Fee:** All students who take eight or more quarter hours are charged a \$9.00 student fee for the fall, winter, and spring quarters. A student pays a total of \$27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government	\$ 5.00
Athletics	\$ 2.00
Circle	\$ 2.00

All expenditures from these funds are related directly to student activities.

**Exceptions:** Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

**Refunds:** Rules governing student activity fee refund are the same as those for tuition refund.

**Transcripts:** No transcript is released without the written permission of the student. One official transcript is prepared without charge. A \$1.00 fee is charged for each additional transcript.

**Books:** Cost of books will vary some from program to program; however, most students pay an estimated \$225.00 for books for the academic year. The College does not rent books nor buy used books.

**Special Fees:** Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated cost for these items. The student is responsible for securing these items and monies are not handled by the institution.

Practical Nurse	\$350.00
Air Conditioning	150.00
Electronic Engineering	60.00
Electrical Installation	100.00
Automotive Mechanics	150.00
Drafting	50.00
Art	350.00
Machine Operations	20.00
Industrial Maintenance-	
Electromechanical	90.00
Welding	30.00
Associate Degree	
Nursing	1,000.00

## NON-CURRICULUM EXTENSION COURSES

**Tuition:** A non-refundable \$10.00 or \$.75 per contact hour registration fee is charged for each extension class.

Exceptions: Students who are prison inmates are charged no registration fee.

Volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, and local law enforcement officers are offered job-related training extension courses with no registration fee.

Patients of state alcoholic rehabilitation centers are charged no registration fee.

Clients of sheltered workshops and Adult Development Centers are charged no registration fee.

Students of courses supported by grants and funds derived from sources other than state appropriations are charged no registration fee.

Exceptions: Persons enrolled in the Adult High School Diploma class or GED prep class, are charged no registration fee.

Persons 65 years of age, or older, are charged no registration fee.

Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.

## 1982-83 ESTIMATED STUDENT EXPENSES

	9 months	12 months
<i>Dependent Living At Home:</i>		
Room & Board	\$ 1100	\$ 1320
Transportation	700	935
Clothing	330	440
Personal	251	334
Health	<u>132</u>	<u>176</u>
Subtotal	<u>\$ 2513</u>	<u>\$ 3205</u>
Tuition & Fees (in-state)	180	231
Books & Supplies	<u>232</u>	<u>310</u>
TOTAL	\$ 2925	\$ 3746
 <i>Independent Self-Supporting:</i>		
Room & Board	\$ 2541	\$ 3388
Transportation	700	935
Clothing	330	440
Personal	660	880
Health	<u>132</u>	<u>176</u>
Subtotal	<u>\$ 4363</u>	<u>\$ 5819</u>
Tuition & Fees (in-state)	180	231
Books & Supplies	<u>232</u>	<u>310</u>
TOTAL	\$ 4775	\$ 6360
 <i>Independent Married:</i>		
Room & Board	\$ 3762	\$ 5016
Transportation	1000	1300
Clothing	660	880
Personal	660	880
Health	<u>264</u>	<u>352</u>
Subtotal	<u>\$ 6346</u>	<u>\$ 8428</u>
Tuition & Fees	180	231
Books & Supplies	<u>232</u>	<u>310</u>
TOTAL	\$ 6758	\$ 8969

*Additional Factors:*

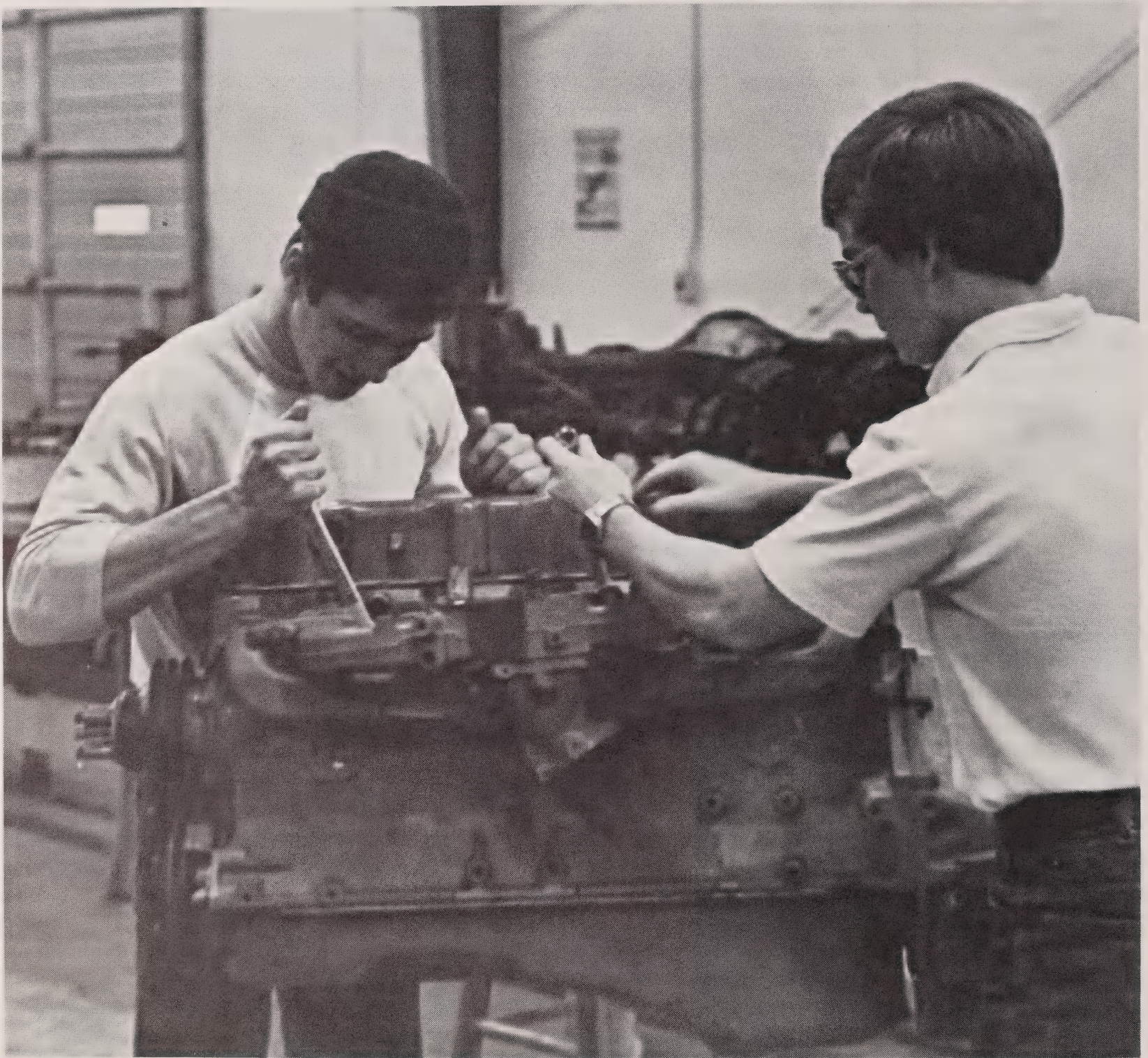
Students with dependent children add:

First Child	\$ 903	\$ 1210
Second Child	825	1100
Third Child & additional	660	880

*Out-of-State Student:*

Tuition & Fees: \$ 792 \$ 1047

The budget of a handicapped student may include extra costs associated with the handicap. Budgets will be considered on an individual basis according to available funds.





# VETERANS INFORMATION

The maximum period of entitlement for Educational Benefits is 45 months. These benefits must be completed within 10 years from date of discharge from active duty.

All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

**85 to 15% Ratio Requirements . . .** Effective December 1, 1976, the enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirement, benefits may not be terminated because the 85 to 15% requirement is subsequently not met as long as the student's enrollment remains continuous.

**Standards of Progress . . .** All veteran students must meet the requirements for academic progress as set forth in the Catalog and the Student Handbook. Our procedure is to check each veteran's overall QPA at the end of each quarter. If the student's overall QPA is below the school standards, he is placed on probation for one quarter. If, at the end of this time, his QPA is still below the school's standard, he will be terminated with the Veterans Administration for unsatisfactory progress. If a veteran's academic status falls into the category mentioned above, he will be referred to a counselor to be placed on Conditional Status at the end of the quarter during which unsatisfactory progress has occurred. The Dean of Student Personnel Services will conduct the initial screening interview. If student is a veteran, it will be required he be placed on Conditional Status. The assigned counselor will develop and implement a plan with the student which will include minimum QPA he may attain for that conditional quarter. The counselor will meet with the student on a scheduled basis. At the end of the conditional status quarter, the counselor will review the student's academic progress. If progress is satisfactory according to the plan, the veteran will be removed from Conditional Status and be re-certified to the Veterans Administration.

Vocational veterans must turn in time sheets to the Assistant Financial Aid Officer at the end of each month. Delay in turning time sheets in may hold up checks. Also, approximately every two to three months vocational veterans will receive time cards in with their checks. These must also be turned in immediately to the Assistant Financial Aid Officer to avoid delaying checks.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time,  $\frac{3}{4}$  time, or  $\frac{1}{2}$  time. If the reason for dropping in credits is not due to mitigating circumstances, the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veteran Affairs Office of a withdrawal.

**Mitigating Circumstances . . .** Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control, illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. No certification will be mailed until students complete their files including high school transcripts, GED scores, and college transcripts where applicable. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 30 days from the date of certification before the first check is received).

Certain documents are required by the Veterans Administration for certification purposes. They are: a certified copy (from the courthouse) or member #4 of the DD 214 (discharge papers), and when applicable, certified copies of marriage certificates, certified copies of children's birth certificates, and xerox copies of divorce papers of the veteran and spouse. These dependency evidence requirements must be submitted by all veterans before being paid for dependents.

Benefits are determined by the academic course load as indicated in the table below:

College Transfer & Technical —

Full: 12 credit hours & above

$\frac{3}{4}$ : 9 to 11 credit hours

$\frac{1}{2}$ : 6 to 8 credit hours

Vocational —

Full: 22 contact hours & above

$\frac{3}{4}$ : 16 to 21 contact hours

$\frac{1}{2}$ : 11 to 15 contact hours

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N. C. 27102. The toll free number is 1-800-642-0841.

The telephone number for Veterans Affairs at Mitchell is 704-873-2201. Call or visit this office any time for further information.



# FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid an ACT Family Financial Statement must be completed and the Pell Grant must be applied for by checking the appropriate box on the form.

## APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the Pell, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT and from Pell Grant.
4. Complete applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for those decisions.

For more information contact the Financial Aid Office, Main Building, Room 215 or call 873-2201, extension 232 or 219.

## DEADLINES

The ACT forms should be mailed by the student at least two months prior to enrollment. Completed reports should be on file in the Financial Aid Office by:

July 1 for Fall Quarter

November 1 for Winter Quarter

February 1 for Spring Quarter

May 1 for Summer Quarter

To be considered for the N. C. Student Incentive Grant, the ACT form must be completed by March 15, prior to September enrollment.

## TYPES OF AID AVAILABLE

Pell Grant (formerly known as Basic Grant)

Supplemental Educational Opportunity Grant (SEOG)

North Carolina Student Incentive Grant (NCSIG)

College Work Study (CWS)

Scholarships

North Carolina Insured Student Loans (NCISL)

Veteran's Educational Aid (See Veteran's Officer)

After completing an ACT form and having a report sent to Mitchell, a student is considered for financial aid. The available funds are then distributed among eligible students according to need. Need is the difference between cost of education (expenses such as tuition, fees, room, books, supplies) and the amount the student and family can afford to pay. A student may receive several different awards. Grants are not repaid. Work Study awards must be earned as hourly wages for part-time work on campus. Loans must be repaid, after the student's education is completed. The interest rate on Insured Loans is 9% with repayment beginning 6 months after leaving school.

Students denied financial aid are entitled to an explanation as to the basis for denial. Appeals must be made in writing to the Financial Aid Appeals Committee and addressed to the Financial Aid Officer within 10 days of receiving notification of denial of aid. The Financial Aid Appeals Committee shall convene for the purpose of hearing the appeal and notify the student as to the committee's decision.

## CHECK DISBURSEMENT

Financial aid checks may be picked up at the Business Office upon presentation of the student's valid MCC identification card. Check disbursement dates are as follows: Scholarships, SEOG, NCSIG and NCISL checks are available on registration days; Pell checks are distributed twice a quarter at registration and pre-registration; College Work Study checks will be distributed on the 15th of each month.

## **RIGHTS AND RESPONSIBILITIES**

All aid applicants and recipients are entitled to know the following information:

Cost of attendance and refund policies.

Types of aid available, application procedures, and deadlines.

Criteria used in selection of financial aid recipients.

How financial need is determined and how much of the student's need has been met.

Each type and amount included in the financial aid package; how and when the student will be paid.

May request an alteration of their award at any time.

Satisfactory progress guidelines.

About Mitchell's programs and physical facilities.

Names of its accrediting organizations.

Special facilities and services available to the handicapped.

Borrowers of educational loans have the right to know the interest rate on account owed, repayment schedule, and cancellation and deferment provisions.

Work-Study participants have the right to know the type of job, hours, and rate of pay.

All aid applicants are responsible for:

Completing the financial aid application accurately, and submitting it on time to the right place.

Providing necessary information for verification, corrections, etc., when requested by the Financial Aid Office.

Informing the Financial Aid Office of any changes in their financial situation, mailing address, marital status, number of dependents, employment status, or academic program.

Accepting responsibility for reading and understanding all forms signed by student.

Borrowers of educational loans should notify the lender of any changes in name, address, or school status.

## **TRANSFER STUDENTS**

If a student transfers from one school to another, his/her financial aid does not automatically accompany. The student must take the necessary action to continue receiving financial assistance.

If a student is transferring and has received financial aid from that school, a financial aid transcript must be submitted from the previous school at the student's request.

If a student had a Pell Grant, he/she must get a copy of the Student Aid Report (SAR) to submit to the financial aid officer.

A borrower from the Guaranteed Student Loan Program should check with the lender to be sure the loan can continue at the new school.

## **SCHOLARSHIPS**

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The scholarship will be awarded annually to a child or grandchild of an alumni, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship

will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE FRED B. BUNCH, JR. SCHOLARSHIP was established in 1981 by his family and friends in memory of Fred's contributions to the community and his support of Mitchell. He served as a member of the Board of Trustees for a number of years and as Chairman from 1967-1970. Applications should be submitted to the Scholarship Committee. The scholarship will be awarded from fund earnings and priority will be given to a student having academic potential and needing assistance in achieving educational goals at the college.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. and Mrs. Joe Carter and will be awarded as funds are available.

THE RUTH GAIL CONGER SCHOLARSHIP was established in 1982 by the Quota Club of Charlotte in loving memory of their charter president and honorary member, the late Ruth Gail Conyer, for her outstanding leadership and contributions of service to the work of the Quota Club and for her concern for and interest in the education of young people.

THE WILLARD GOUGE CARITHERS SCHOLARSHIP was established by a gift from Mrs. Carithers' Estate and donations from her friends and family. Because of her interest in young people, fine arts, and the college, the earnings of the scholarship fund will be awarded annually with priority given to Iredell County residents demonstrating talent in fine arts, having financial need, and interested in pursuing their studies at the college. Applications should be made to the Scholarship Committee.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE ANABEL EAGLE FOSTER MEMORIAL SCHOLARSHIP was established in 1979 through the will of Ms. Foster. It is to be awarded to a sophomore, female resident of the Cool Springs Township considered deserving by the Scholarship Committee.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to outstanding sophomore music students at Mitchell Community College.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE PHILLIP FEIMSTER MEMORIAL SCHOLARSHIP was established in 1981 in memory of Phillip Feimster, an outstanding student athlete. The scholarship is awarded on the basis of leadership, athletic ability, and financial need.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

MISS ELIZABETH HILL NURSING SCHOLARSHIP established in 1983 in honor of Miss Elizabeth Hill who established the nursing school at Davis Hospital and spent most of her adult life educating and supervising professional nurses. The endowed program is funded from earnings of the Macie Reagan Freeze Estate by trustees Jack R. Harris and T. C. Homesley, Jr. Awards will be made to promising students or applicants from the earnings of the endowment based on selections by the scholarship committee.

MITTIE HUSKINS CALDWELL NURSING SCHOLARSHIP FUND established in 1982 by J. P. Huskins in memory of his sister Mittie Huskins Caldwell who spent most of her adult life nursing young minds. Awards will be made from the earnings of the endowment to promising students or applicants of the Associate Degree Nursing Program based on selection by the scholarship committee.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fund-raising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, applicants from employee families, it may be awarded to other deserving Iredell County students.

THE BILL SHERRILL ATHLETIC SCHOLARSHIP was established in 1978 by the Statesville Area Athletic Officials Clinic in memory of the late Bill Sherrill for his contributions to area high school athletics and his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident interested in athletics and having financial need.

THE SPANN, MANGUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Mangum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a monthly student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE E. B. STIMPSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as head of the Mitchell College Music Department. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE HENRIETTA WALLACE SCHOLARSHIP was established in 1982 by Constance and Julius Aronson in memory of their sister, the late Henrietta Wallace, who studied music at Mitchell and had a deep love for the arts. The scholarship will be awarded annually to a music major on the basis of audition and financial need.

THE WACHOVIA TECHNICAL SCHOLARSHIP was established by the Wachovia Bank and Trust Company for a second year technical student demonstrating financial need, scholastic promise, and prior successful academic performance at Mitchell.

THE BILLY WATT MEMORIAL SCHOLARSHIP was established by William N. and Hilda S. Watt in memory of their son, Billy Watt. The scholarship will be awarded annually to graduates or seniors of Alexander Central High School. Applications for the scholarship should be made to the Alexander High School Scholarship Committee.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested in library science, have financial need, and demonstrate academic talent.



# **Student Life**

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

## **STUDENT RESPONSIBILITY**

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

## **PRIVACY RIGHTS**

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

## **VEHICLE REGISTRATION**

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations will result in a fine.

## **HANDICAPPED STUDENTS**

Special parking facilities are available to handicapped students. Requests for special parking permits are to be submitted to the Dean of Student Development.

All permanent instructional facilities are readily accessible by handicapped students. Art and music are taught in temporary facilities. Special arrangements will be made for handicapped students who desire to use these facilities.

The Director of Institutional Research is the person to contact for additional information concerning facilities for the handicapped. His office is in Frazier House.

## **PLACEMENT SERVICE**

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

## **COUNSELING**

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.



## **HEALTH SERVICES**

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

## **ATHLETICS**

Mitchell fields intercollegiate athletic teams in basketball (men's and women's), golf, and tennis. The institution is a member of Region X NJCAA, and the Western Tarheel Conference. Students interested in competing in these sports should see the coaches.

## **INTRAMURALS**

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

## **STUDENT ORGANIZATIONS**

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the students will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regard to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

## **PUBLICATIONS**

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

## **THE LEARNING RESOURCES CENTER**

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews — are on the main floor near the card catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, night book deposit (to left of front entrance), college catalogs, microfilm reader/printer, and coin-operated copier for hard copies.

The audiovisual center provides a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

Monday-Thursday	8 a.m.-10 p.m.
Friday	8 a.m.- 5 p.m.

During breaks between quarters:

Monday-Friday	8 a.m.- 5 p.m.
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Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor).

## COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

## STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.



# Academic Regulations

## QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

## REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

## RESIDENCE — AND — TUITION STATUS

Residence status is established for tuition purposes when a student enrolls. An application for this purpose is completed during the registration procedure.

Appeals may be made to the Dean of Student Development when a student questions the status, or when a student's status changes. If the student is not satisfied with the decision at this point, appeals may be made to the State Residence Committee.

## CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the office of the Registrar and the Business Office.

## STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V.A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Development, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular case.

## CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he/she is classified as a sophomore. For student activities purposes, the student must have been enrolled for a minimum of three quarters before he/she is classified as a sophomore.

## ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:

1. Student Withdrawal
  - A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.)
2. Administrative Withdrawal
  - A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
  - B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
  - C. He/she completes the minimum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

## GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

- |  |                |
|--|----------------|
| A — Excellent — 4 quality points per quarter hour  | *P — Pass      |
| B — Good — 3 quality points per quarter hour   | *NP — Non-Pass |
| C — Average — 2 quality points per quarter hour  |                |
| D — Passing — 1 quality point per quarter hour   |                |
| F — Failed — No quality points per quarter hour  |                |
| I — Incomplete — Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded. |                |
| W — Withdrawal — Denotes official withdrawal from school.  |                |
| AU — Audit — No grade or quality points.   |                |

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the last grade earned will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

\*Given for developmental courses only. Institutional credit only is awarded. Hours are not counted toward graduation and are not figured in the student's quality point average.

## GRADE REPORTS

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

## DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below "C" will be on the Dean's List for that period.

## CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

## COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

## SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, conditional status, and other private or public agencies requiring such information.

Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall, accumulative quality point average. This includes both courses passed and failed, unless the course has been repeated. When the course is repeated, the last grade earned will be included in the calculation of the quality point average. Students can be paid financial aid to repeat a course one time. Financial assistance can be stopped for one or more quarters until grades indicate satisfactory progress. Recipients of both federal and state financial aid will be notified at the end of the quarter of ineligibility for aid if academic standards are not met. Students receiving institutional scholarships must maintain an overall grade point average of 2.0. For financial aid purposes, a student is allowed two withdrawals from school in the same academic program. Any subsequent withdrawal indicates that satisfactory progress is not being made toward the degree. Therefore, a student will not be paid financial aid to pursue that degree after two withdrawals.

Veteran students must meet the requirements for academic progress as set forth below. If a veteran does not meet this requirement, he will be placed on academic probation for one quarter. If he does not bring his overall grade point average up to within school standards by the end of that quarter, he will be terminated with the Veterans Administration in Winston-Salem. The procedure for reinstatement of VA benefits is given on page 14.

<b>Degree Programs</b>		<b>Diploma Programs</b>		<b>Certificate Programs</b>	
<i>Hours</i>	<i>QPA</i>	<i>Hours</i>	<i>QPA</i>	<i>Hours</i>	<i>QPA</i>
0-15	1.00	0-20	1.25	0-7	1.50
16-30	1.25	21-40	1.50	8-13	1.75
31-45	1.50	41-60	1.75	14-	2.00
46-60	1.75	61-	2.00		
61-75	1.90				
76-	2.00				

Students enrolled in the Nursing Programs please see Nursing Handbook, PROGRESSION POLICY.

## CONDITIONAL STATUS

In an effort to provide more effective assistance to students enrolled at the college, the conditional status policy is re-stated. Because of the difficulty some students experience in satisfactorily meeting institutional academic standards (especially as shown in the college catalog and student handbook), conditional status for such students may be necessary. Procedure will be as follows:

1. Referral — Student's advisor, instructor, or other staff member will recommend in writing to the Dean of Student Personnel Services the review of student's academic difficulty for appropriate action. Referral may be made at the end of the student's first quarter, or at the end of any subsequent quarter.
2. Initial Screening Interview — Dean of Student Personnel Services will conduct initial screening interview to offer recommendations and assign to counselor, if applicable.
3. Counselor Interview — Counselor will meet student to determine if conditional status would be of benefit. If so, a written plan shall be developed and implemented by counselor and student. Plan should include: (1) minimum QPA for conditional quarter. (2) Regularly scheduled meetings with assigned counselor. Copies are to be distributed to advisor, Dean of Student Personnel Services, student, referral source, and to the VA, Financial Aid and CETA Offices, if appropriate.
4. Plan Reviewed — At the end of the conditional status quarter, the counselor will review student's academic progress for possible removal from conditional status or appropriate action.

### **CREDIT BY EXAMINATION**

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved. Not all courses may be challenged, and those appropriate must be determined by the Division Chairperson.

### **ADVANCED PLACEMENT**

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

Students enrolled in the Nursing Programs, please see the Nursing Handbook, Advanced Placement.

### **DEVELOPMENTAL STUDIES PROGRAM**

The goal of the Developmental Studies Program is to meet the challenge of the College's "open door" admissions policy, which brings students of varying educational needs and abilities to the campus, and to fulfill the College's purpose "to be of optimum educational and cultural service to the people within its geographical area." The College is committed, through the Developmental Studies Program, to providing ample opportunities for each student to meet his educational needs. The program offers to students course work, Learning Lab opportunities, and counseling designed to both remediate specific academic weaknesses and to develop other skills necessary to success in college. Upon completion of the developmental work prescribed as a result of placement, each student will be better prepared for the demands of his/her chosen curriculum.

### **AUDITING CLASSES**

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

## REPEATING COURSE WORK

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better on any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

## TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. The first transcript of a student's academic record is furnished without charge. For each additional transcript there is a charge of \$1.00. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

## REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Applied Science Degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
2. A student may graduate under the catalog in which he entered, or may elect to graduate under any catalog issued after entry into the College and prior to graduation provided he was enrolled in the College during the time when the catalog was in effect. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Development for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit must be earned at Mitchell Community College in order to be eligible for graduation, except in the nursing program which requires 50.
6. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell except in the nursing program which requires that the student complete the last 2½ quarters at Mitchell.

## WITHDRAWALS

Students withdrawing from the college must contact the Office of the Dean of Student Development for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.

Students who need or want to withdraw from a class must initiate an official drop in the Registrar's office. This must be done prior to the last class of the sixth week of the quarter, except during summer sessions, but exact dates are given for these. A grade of "F" will be assigned for those classes if the official withdrawal is not made.

# Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

## *College Transfer:*

- Associate in Arts Degree — minimum 96 quarter hours credit
- Associate in Fine Arts Degree — minimum 96 quarter hours credit
- Associate in Science Degree — minimum 96 quarter hours credit

### College Transfer Programs:

Pre-Art	—C-003
Pre-Business Administration	—C-004
Pre-Business Education	—C-026
Pre-Liberal Arts	—C-011
Pre-Music	—C-015
Pre-Science	—C-018
Special Credit	—G-030

## *Technical:*

- Associate in Applied Science Degree — minimum 108 quarter hours credit

### Technical Programs:

Accounting	—T-016
Associate Degree Nursing	—T-059
Business Administration	—T-018
Criminal Justice	—T-129
Electronic Data Processing	—T-022
Electronics Engineering Technology	—T-045
Executive Secretary	—T-030
General Office Technology	—T-033
Industrial Management	—T-049
Teacher Associate	—T-088

## *Vocational:*

Diploma — Completion of curriculum

Certificate — upon successful completion of a vocational specialty program which generally consists of a maximum of 12 contact hours per week for four quarters in the evenings. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

### Vocational Programs:

Air Conditioning/Refrigeration	—V-024
Automotive Mechanics	—V-003
Drafting/Mechanical	—V-017
Electrical Installation & Maintenance	—V-018
Electronic Servicing	—V-042
Industrial Maintenance	—V-028
Machine Operations	—V-032
Practical Nursing	—V-038
Welding	—V-050



## READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

*Associate in Arts, Associate in Fine Arts, Associate in Science* —

Must make satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

*Associate in Applied Science* —

Must make a satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

*Diploma Programs* —

Must make a satisfactory score on the reading test, or take Reading 1101.

## COLLEGE TRANSFER PROGRAMS

### PRE-ART (C-003)

#### ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

#### CURRICULUM

		<i>Qtr. Hrs.</i>			<i>Qtr. Hrs.</i>
<i>Course Title</i>		<i>Credit</i>		<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>			<b>FOURTH QUARTER</b>		
ENG 150	Resource Material	1	ENG	From Eng Lit sequence	5
ENG 151	Composition I	3	ART	Major Sequence I	3
HIS 151	History of Western Civilization I	5	ART	Minor Sequence I	3
or 251	U. S. History I		BIO 151	General Biology or	4
ART 150	Basic Design	3	CHM 161	General Chemistry or	
PED	Physical Education	1	PHY 271	General Physics	
	Elective other than Art	5	PED	Physical Education	1
<b>SECOND QUARTER</b>			<b>FIFTH QUARTER</b>		
ENG 152	Composition II	3	BIO 152	General Biology or	4
HIS 152	History of Western Civilization II	5	CHM 162	General Chemistry or	
or 252	U. S. History II		PHY 272	General Physics	
ART 151	Drawing I	3	ART	Art History	5
PED	Physical Education	1	ART	Major Sequence II	3
	Elective other than Art	5	ART	Minor Sequence II	3
<b>THIRD QUARTER</b>			<b>SIXTH QUARTER</b>		
ENG 153	Composition III	3	ART	Art History	5
MAT	151 or 161 suggested	5	ART	Major Sequence III	3
ART	Elective in Art	3	ART	Minor Sequence III	3
PED	Physical Education	1		Elective other than Art	3
	Elective other than Art	4			

## PRE-BUSINESS ADMINISTRATION (C-004)

### ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

### CURRICULUM

		<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>	
<i>Course Title</i>		<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>	
<b>FIRST QUARTER</b>			<b>FOURTH QUARTER</b>		
ENG 150	Intro. to Resource Material	1	BUS 161	Accounting Principles	4
ENG 151	Composition I	3	ECO 251	Macroeconomics	5
HIS 151	History of Western Civilization	5	ENG	Literature	5
or 251	U. S. History			(American or English)	
BIO 151	General Biology or	4	PED	Physical Education	1
CHM 161	General Chemistry or				
PHY 271	General Physics				
EDP 151	Intro. to Data Processing	4			
PED	Physical Education	1			
<b>SECOND QUARTER</b>			<b>FIFTH QUARTER</b>		
ENG 152	Composition II	3	BUS 162	Accounting Principles	4
HIS 152	History of Western Civilization	5	ECO 252	Microeconomics	5
or 252	U. S. History			Electives (Humanities)	2
BIO 152	General Biology or	4	MAT 191	Concepts & Techniques of	
CHM 162	General Chemistry or			Calculus	5
PHY 272	General Physics				
PED	Physical Education	1			
<b>THIRD QUARTER</b>			<b>SIXTH QUARTER</b>		
ENG 153	Composition III	3	BUS 163	Accounting Principles	4
	Electives	8		Electives (Humanities)	8
PED	Physical Education	1	MAT 171	Introductory Statistics	5
MAT 151	Fundamentals of Mathematics	5			
or 161	College Algebra				

## PRE-BUSINESS EDUCATION (C-026)

### ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

#### CURRICULUM

		<i>Qtr. Hrs.</i> <i>Credit</i>			<i>Qtr. Hrs.</i> <i>Credit</i>	
<b>FIRST QUARTER</b>			<b>FOURTH QUARTER</b>			
ENG	150	Intro. to Resource Material	1	BUS	161 Accounting Principles	4
ENG	151	Composition I	3	ECO	251 Macroeconomics	5
HIS	151	History of Western Civilization	5	ENG	Literature	5
or	251	U. S. History			(American or English)	
BIO	151	General Biology or	4	BUS	156 Shorthand	4
CHM	161	General Chemistry or		PED	Physical Education	1
PHY	271	General Physics				
BUS	153	Typewriting	3			
PED		Physical Education	1			
<b>SECOND QUARTER</b>			<b>FIFTH QUARTER</b>			
ENG	152	Composition II	3	BUS	162 Accounting Principles	4
HIS	152	History of Western Civilization	5	ECO	252 Microeconomics	5
or	252	U. S. History		MAT	151 Fundamentals of Mathematics	5
BIO	152	General Biology or	4	or	161 College Algebra	
CHM	162	General Chemistry or		BUS	157 Shorthand	4
PHY	272	General Physics				
BUS	154	Typewriting	3			
		Elective	2			
PED		Physical Education	1			
<b>THIRD QUARTER</b>			<b>SIXTH QUARTER</b>			
ENG	153	Composition III	3	BUS	163 Accounting Principles	4
BUS	155	Typewriting	3	BUS	158 Shorthand	4
EDP	151	Intro. to Data Processing	4		Elective (Humanities)	5
		Elective (Humanities)	3			
PED		Physical Education	1			

## COLLEGE TRANSFER

### ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science Degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

#### ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

English .....	15 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h.	
ENG 150 — 1 q.h., Literature — 5 q.h.	
Health and Physical Education .....	4 qtr. hrs. credit
Humanities and Fine Arts .....	10 qtr. hrs. credit
Courses must be selected from:	
Art, Foreign Language,	
Literature, Music, Philosophy, Religion and Speech.	
Science and Mathematics .....	13 qtr. hrs. credit
Minimum of 8 q.h. in an introductory science sequence	
Math 151 or 161 (5 q.h.) recommended	
Social Science .....	10 qtr. hrs. credit
American History or Western Civilization sequence	
Electives .....	44 qtr. hrs. credit
Students should select electives which correspond with their major and the institution to which they wish to transfer.	

#### ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

English .....	15 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h.	
ENG 150 — 1 q.h., Literature — 5 q.h.	
Health and Physical Education .....	4 qtr. hrs. credit
Math .....	20 qtr. hrs. credit
Completion of Math 253 (Calculus III) is minimum requirement	
Science .....	24 qtr. hrs. credit
Two complete three course sequences minimum requirement	
Social Science .....	10 qtr. hrs. credit
Two quarter sequence of Western Civilization or American History minimum requirement	
Electives .....	23 qtr. hrs. credit
May include math, foreign language, or other courses suggested by program at senior institution.	

## PRE-MUSIC (C-015)

### ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

#### PIANO AND VOICE CURRICULUM

		<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>			<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FIRST QUARTER</b>				<b>FOURTH QUARTER</b>			
ENG	150	Intro. to Resource Material	1	BIO	151	General Biology or	4
ENG	151	Composition I	3	CHM	161	General Chemistry or	
MUS	151	Music Theory	3	PHY	271	General Physics	
MUS	154	Sight Singing	2	MUS	251	Music Theory	3
MUS		Applied Organ, Piano, Voice (major)	2	MUS	254	Sight Singing	2
MUS		Applied Organ, Piano, Voice (minor)	1	MUS		Applied Organ, Piano, Voice (major)	2
MUS	160	Choir	1	MUS		Applied Organ, Piano, Voice (minor)	1
HIS	151	History of Western Civilization	5	MUS	260	Choir	1
or	251	U. S. History		PED		Physical Education	1
<b>SECOND QUARTER</b>				<b>FIFTH QUARTER</b>			
ENG	152	Composition II	3	MUS	252	Music Theory	3
MUS	152	Music Theory	3	MUS	255	Sight Singing	2
MUS	155	Sight Singing	2	MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (major)	2	MUS		Applied Organ, Piano, Voice (minor)	1
MUS		Applied Organ, Piano, Voice (minor)	1	MUS	261	Choir	1
MUS	161	Choir	1	PED		Physical Education	1
HIS	152	History of Western Civilization	5	BIO	152	General Biology or	4
or	252	U. S. History		CHM	162	General Chemistry or	
PED		Physical Education	1	PHY	272	General Physics	
<b>THIRD QUARTER</b>				<b>SIXTH QUARTER</b>			
ENG	153	Composition III	3	MUS	253	Music Theory	3
MUS	153	Music Theory	3	MUS	256	Sight Singing	2
MUS	156	Sight Singing	2	MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (major)	2	MUS		Applied Organ, Piano, Voice (minor)	1
MUS		Applied Organ, Piano, Voice (minor)	1	MUS	262	Choir	1
MUS	162	Choir	1	ENG		Literature (American or English)	5
MAT	151	Fundamentals of Mathematics	5				
or	161	College Algebra					
PED		Physical Education	1				

## SPECIAL CREDIT (G-030)

This program is designed for those students who have no desire to work toward a degree, but want to take college transfer courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.



# TECHNICAL PROGRAMS

## ACCOUNTING (T-016)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Accounting curriculum is designed to teach students the necessary skills for entry into the accounting profession. The student learns the following duties: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost data, and summarizing tax information.

A graduate of the Accounting curriculum may be employed in a variety of fields depending on availability, personal preferences, skills, etc. The accountant is necessary wherever there is money to be used from government to small private businesses. Positions are available in general accounting, auditing, payroll accounting, credit, collections, and other areas.

### CURRICULUM

<i>Core Courses</i>	59
<i>English &amp; Speech</i>	12
<i>Major Requirements</i>	30
<i>Electives</i>	7
Total	108

*Major Requirements:*

BUS 241 Intermediate Accounting	4
BUS 242 Intermediate Accounting	4
BUS 243 Intermediate Accounting	4
BUS 246 Taxes	4
BUS 244 Cost Accounting	4
BUS 248 Auditing	4
BUS 228 Consumer Finance	3
BUS 229 Business Finance	3

*Core Courses:*

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Machine Calculations	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

*English & Speech:*

English 101, 102, 103	9
Public Speaking 251	3

*Qtr. Hrs.  
Credit*

*Qtr. Hrs.  
Credit*

**FIRST QUARTER**

ENG 101	Grammar I	3
BUS 152	Intro. to Business	5
BUS 123	Business Mathematics	4
BUS 161	Accounting Principles	4
BUS 150	Business Law	3

**SECOND QUARTER**

ENG 102	Composition	3
BUS 151	Business Law	3
BUS 120	Machine Calculations	4
BUS 162	Accounting Principles	4
ECO 251	Macroeconomics	5

**THIRD QUARTER**

ENG 103	Technical Writing	3
BUS 163	Accounting Principles	4
ECO 252	Microeconomics	5
BUS 153	Typewriting (waived for 30 wpm)	3
	Elective	3

**FOURTH QUARTER**

BUS 241	Intermediate Accounting	4
BUS 244	Cost Accounting	4
BUS 228	Consumer Finance	3
BUS 224	Business Management	5

**FIFTH QUARTER**

BUS 242	Intermediate Accounting	4
BUS 248	Auditing	4
BUS 136	Personal Development	3
EDP 151	Intro. to Data Processing	4
BUS 229	Business Finance	3

**SIXTH QUARTER**

BUS 243	Intermediate Accounting	4
BUS 246	Taxes	4
SPH 251	Public Speaking	3
BUS 220	Business Communications	3
	Elective	4

## ASSOCIATE DEGREE NURSING (T-059)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Mitchell Community College Associate Degree Nursing Program has as its purpose the development of a graduate nurse who is capable of functioning at the beginning level of nursing competency in giving direct patient care in acute and long term care facilities. It is further the aim of the Nursing Department to strive for excellence in preparing graduate nurses who are capable of providing quality nursing care, advancing the practice of nursing, and functioning as integral members of the health care team. Students are provided the opportunity to utilize educational experience for the enhancement of personal growth in striving for self-actualization. Candidates who successfully complete seven quarters of the curriculum receive an Associate of Applied Science Degree with a major in nursing and are eligible to write the National Council Licensure Examination required to become a registered nurse. Licensed Practical Nurses who have completed an LPN program accredited by the North Carolina Board of Nursing or its equivalent may take a challenge examination for advanced placement in the ADN program.

Students will rotate through selected hospitals and other health care facilities for clinical experience. The clinical rotation will include the scheduling of day, evening, and night hours. Each student is responsible for providing his/her own transportation to each clinical facility.

Job opportunities are not limited. Graduates may secure employment in hospitals, clinics, physician's offices, nursing and convalescent homes, industry and private duty. They are also eligible to take the Federal Civil Service Exam which entitles them to seek employment in government hospitals.

### CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>		<b>FIFTH QUARTER</b>	
PSY 151	5	ENG 152	3
ENG 151	3	SOC 261	5
BIO 252	4	Family	
NUR 101	8	NUR 212	OR
		NUR 113	10
<b>SECOND QUARTER</b>		<b>SIXTH QUARTER</b>	
NUR 111	12	ENG 153	3
NUT 151	3	PSY 264	5
BIO 253	4	NUR 212	OR
		NUR 113	10
<b>THIRD QUARTER</b>		<b>SEVENTH QUARTER</b>	
BIO 254	4	NUR 215	6
NUR 112	OR	NUR 214	7
NUR 213	10		
PSY 262	5		
Development			
<b>FOURTH QUARTER</b>			
BIO 255	5		
NUR 112	OR		
NUR 213	10		



# BUSINESS ADMINISTRATION (T-018)

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to provide the student with a broad background in the major areas of business. Prime emphasis is given to the many phases of administrative office work encountered in the average business.

### CURRICULUM

<i>Core Courses</i>	59
<i>English and Speech</i>	12
<i>Major Requirements</i>	31
<i>Electives</i>	6
<b>Total</b>	<b>108</b>

<i>English and Speech:</i>	
English 101, 102, 103	9
Public Speaking 251	3

<i>Core Courses:</i>	
Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Machine Calculations	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

<i>Major Requirements:</i>	
BUS 226 Office Management	5
BUS 234 Personnel Management	3
BUS 225 Principles of Marketing	5
BUS 238 Business Insurance	5
BUS 246 Taxes	4
BUS 228 Consumer Finance	3
BUS 229 Business Finance	3
BUS 223 Principles of Selling	3

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FIRST QUARTER</b>	
ENG 101 Grammar I	3
BUS 161 Accounting	4
BUS 152 Intro. to Business	5
BUS 123 Business Mathematics	4
Elective	3
<b>SECOND QUARTER</b>	
ENG 102 Composition	3
BUS 162 Accounting	4
EDP 151 Intro. to Data Processing	4
BUS 120 Machine Calculations	4
BUS 136 Personal Development	3
<b>THIRD QUARTER</b>	
ENG 103 Technical Writing	3
BUS 163 Accounting	4
SPH 251 Public Speaking	3
BUS 220 Business Communications	3
BUS 153 Typewriting (waived for 30 wpm)	3

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FOURTH QUARTER</b>	
ECO 251 Macroeconomics	5
BUS 150 Business Law	3
BUS 224 Business Management	5
BUS 228 Consumer Finance	3
Elective	3
<b>FIFTH QUARTER</b>	
ECO 252 Microeconomics	5
BUS 151 Business Law	3
BUS 225 Principles of Marketing	5
BUS 229 Business Finance	3
BUS 234 Personnel Management	3
<b>SIXTH QUARTER</b>	
BUS 226 Office Management	5
BUS 223 Principles of Selling	3
BUS 238 Business Insurance	5
BUS 246 Taxes	4

# CRIMINAL JUSTICE — PROTECTIVE SERVICE TECHNOLOGY (T-129)

## ASSOCIATE IN APPLIED SCIENCE DEGREE

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

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

### CURRICULUM

		<i>Qtr. Hrs.</i>			<i>Qtr. Hrs.</i>
<i>Course Title</i>		<i>Credit</i>	<i>Course Title</i>		<i>Credit</i>
<b>FIRST QUARTER</b>			<b>THIRD QUARTER</b>		
ENG 101	Grammar I	3	POL 261	State/Local Government	5
BUS 123	Business Math	4	CJC 125	Criminal Procedure	5
CJC 101	Intro. to Criminal Justice	5	CJC 110	Juvenile Delinquency	5
PSY 151	Intro. to Psychology	5	ENG 103	Technical Writing	3
<b>SECOND QUARTER</b>					
ENG 102	Composition	3			
POL 251	American National Government	5			
CJC 102	Criminology	5			
CJC 115	Criminal Law	3			
HEA 251	First Aid	3			

### LAW ENFORCEMENT

<b>FOURTH QUARTER</b>			<b>SIXTH QUARTER</b>		
SPH 251	Public Speaking	3	CJC 212	Criminalistics II	5
CJC 205	Criminal Evidence	5	CJC 220	Police Organization & Administration	5
CJC 206	Community Relations	3		Elective	6
CJC 216	Advanced Criminal Law	3			
CJC 210	Criminal Investigation	5			
<b>FIFTH QUARTER</b>					
CJC 211	Criminalistics I	5			
CJC 202	Traffic Enforcement	5			
CJC 217	Patrol Administration	3			
CJC 203	Corrections	3			
SOC 271	Social Problems	3			

## CORRECTIONS

### FOURTH QUARTER

SPH	251	Public Speaking	3
PSY	264	Abnormal Psychology	5
CJC	224	Rehabilitation	3
CJC	206	Community Relations	3
SOC	151	Intro. to Sociology	5

### FIFTH QUARTER

CJC	203	Corrections	3
PSY	203	Adolescent Psychology	3
CJC	230	Counseling	3
CJC	234	Community-Based Corrections	3
CJC	221	Correction Administration	3
SOC	271	Social Problems	3

### SIXTH QUARTER

CJC	223	Correction Counseling	4
CJC	204	Paroles, Probation & Pardons	3
CJC	201	N. C. Juvenile Detention and Corrections	3
CJC	207	Confinement Facility Administration	3
SOC	272	Social Problems	3
CJC	209	Correction Law	3

## SECURITY SERVICES

### FOURTH QUARTER

SPH	251	Public Speaking	3
PSY	264	Abnormal Psychology	5
CJC	206	Community Relations	3
CJC	216	Advanced Criminal Law	3
CJC	241	Property Control	3
		Electives	3

### FIFTH QUARTER

CJC	240	Security Systems	5
CJC	242	Common Carrier Protection	3
CJC	243	Industrial Accident Investigation and Reporting	3
CJC	244	Civil & Criminal Legal Responsibility	3
SOC	271	Social Problems	3

### SIXTH QUARTER

CJC	245	Electronic Detection & Polygraph	5
CJC	246	Security Investigation	3
CJC	247	Retail Security	3
CJC	248	Fire Prevention and Security	3
CJC	249	Surveillance Techniques	3

## ELECTRONIC DATA PROCESSING (T-022)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide a theoretical foundation sufficient for advancement in the data processing profession.

The graduate of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a data entry operator, computer operator, programmer, systems analyst, and supervisor trainee.

#### CURRICULUM

<i>Core Courses</i>	55
<i>English and Speech</i>	12
<i>Major Requirements</i>	44
Total	111

<i>English and Speech:</i>	
English 101, 102, 103	9
Public Speaking 251	3

<i>Core Courses:</i>	
Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

<i>Major Requirements:</i>	
EDP 101 Logic and Decision Making	3
EDP 103 Utilities	3
EDP 104 Advanced Utilities	3
EDP 107 RPG II	4
EDP 108 Advanced RPG II	4
EDP 203 Systems Analysis and Design	3
EDP 204 Advanced Systems Analysis and Design	3
EDP 207 COBOL	4
BUS 244 Cost Accounting	4
BUS 246 Taxes	4
EDP 208 Advanced COBOL	4
EDP 210 Final Project	5

*Qtr. Hrs.  
Credit*

*Qtr. Hrs.  
Credit*

<i>Course Title</i>			<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>			
ENG 101	Grammar I		3
BUS 161	Accounting Principles		4
EDP 151	Intro. to Data Processing		4
EDP 101	Logic and Decision Making		3
BUS 153	Typewriting (waived for 30 wpm) or elective		3

<i>Course Title</i>			<i>Qtr. Hrs. Credit</i>
<b>FOURTH QUARTER</b>			
BUS 244	Cost Accounting		4
EDP 207	COBOL		4
BUS 224	Business Management		5
BUS 150	Business Law		3
EDP 203	Systems Analysis and Design		3

<b>SECOND QUARTER</b>			
ENG 102	Composition		3
BUS 162	Accounting Principles		4
EDP 103	Utilities		3
EDP 107	RPG II		4
BUS 123	Business Mathematics		4

<b>FIFTH QUARTER</b>			
EDP 208	Advanced COBOL		4
BUS 151	Business Law		3
EDP 204	Advanced Systems Analysis and Design		3
ECO 251	Macroeconomics		5
BUS 136	Personal Development		3

<b>THIRD QUARTER</b>			
ENG 103	Technical Writing		3
BUS 163	Accounting Principles		4
EDP 104	Advanced Utilities		3
EDP 108	Advanced RPG II		4
BUS 152	Intro. to Business		5

<b>SIXTH QUARTER</b>			
EDP 210	Final Project		5
SPH 251	Public Speaking		3
BUS 246	Taxes		4
ECO 252	Microeconomics		5
BUS 220	Business Communications		3

## ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics Engineering Technology curriculum provides a basic background in practical applications of electronics and in electronics-related theory. Courses are designed to present content in an order that will provide the student with progressive levels of job-related skills and knowledge. Courses are sequentially structured to proceed from a qualitative approach with basic concepts to a quantitative approach with advanced electronic systems. The curriculum is designed to develop competent electronics technicians who may serve as an assistant to an engineer, or as a liaison between the engineer and skilled craftsman.

The electronics technician may be employed in one or more of the following areas: research, design, development, production, maintenance, or sales. He may be an assistant to an engineer, a laboratory technician, supervisor, customer service representative, or equipment specialist.

### CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>		<b>FIFTH QUARTER</b>	
ENG 101	3	SPH 251	3
MAT 121	5	PHY 271	4
DFT 113	4	ELN 219	5
ELC 112	8	ELN 208	6
<b>SECOND QUARTER</b>		<b>SIXTH QUARTER</b>	
ENG 102	3	— —	3
MAT 122	5	PHY 272	4
ELC 113	6	ELC 222	4
ELN 121	5	ELN 203	7
<b>THIRD QUARTER</b>		<b>SEVENTH QUARTER</b>	
ENG 103	3	— —	3
MAT 123	5	PHY 273	4
ELC 211	4	ELN 220	6
ELN 122	7	ELN 246	3
<b>FOURTH QUARTER—SUMMER QUARTER*</b>		EDP 155	3
ELN 104	8		
ELN 202	7		

Students may complete the summer quarter either the first or second year of the program.

## EXECUTIVE SECRETARY (T-030)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Executive Secretary curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The graduate of the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

Executive secretaries are expected to possess high-level skills, which include the ability to perform the following tasks: type, take dictation, transcribe from shorthand notes and from dictating machines, compose communications, handle telephone calls, greet visitors, plan and organize the work of employers as well as their own work, supervise office workers, conduct research, arrange meetings, take minutes, arrange for travel, keep office records, set up and maintain files, process mail, maintain inventory of supplies, place orders, use equipment, etc.

### CURRICULUM

<i>Core Courses</i>	40	<i>English and Speech:</i>	
<i>English and Speech</i>	12	English 101, 102, 103	9
<i>Major Requirements</i>	52	Public Speaking 251	3
<i>Electives</i>	4		
Total	108	<i>Major Requirements:</i>	
		BUS 154, 155, 201, 202, 203	15
<i>Core Courses:</i>		Typewriting	
Accounting Principles	8	BUS 156, 157, 158, 211, 212, 213	24
Office Management	5	Shorthand	
Business Law	6	BUS 221, 222 Office Procedures	6
Intro. to Data Processing	4	BUS 122 Filing	3
Business Math	4	BUS 121 Machine Transcription	4
Machine Calculations	4		
Typewriting	3		
Personal Development	3		
Business Communications	3		
	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
	<i>Credit</i>		<i>Credit</i>
<b>FIRST QUARTER</b>		<b>FOURTH QUARTER</b>	
ENG 101 Grammar I	3	BUS 201 Typewriting	3
BUS 153 Typewriting	3	BUS 211 Shorthand Dictation and Transcription	4
BUS 156 Shorthand	4	BUS 150 Business Law	3
BUS 122 Filing	3	BUS 161 Principles of Accounting	4
BUS 123 Business Math	4	BUS 120 Machine Calculations	4
<b>SECOND QUARTER</b>		<b>FIFTH QUARTER</b>	
ENG 102 Composition	3	BUS 162 Principles of Accounting	4
BUS 154 Typewriting	3	BUS 202 Typewriting	3
BUS 157 Shorthand	4	BUS 212 Shorthand Dictation and Transc.	4
BUS 221 Office Procedures	3	BUS 151 Business Law	3
EDP 151 Intro. to Data Processing	4	BUS 121 Machine Transcription	4
Elective	1		
<b>THIRD QUARTER</b>		<b>SIXTH QUARTER</b>	
ENG 103 Technical Writing	3	BUS 220 Business Communications	3
BUS 158 Shorthand	4	BUS 203 Typewriting	3
BUS 155 Typewriting	3	BUS 213 Shorthand Dictation and Transc.	4
SPH 251 Public Speaking	3	BUS 226 Office Management	5
BUS 222 Office Procedures	3	BUS 136 Personal Development	3
Elective	3		

# GENERAL OFFICE TECHNOLOGY (T-033)

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial office work of a general nature. The students should also develop an understanding of office organization and office routines which will enable them to adapt to the diversified opportunities available in office employment.

A graduate of the General Office Technology curriculum may be employed in a variety of office positions such as clerk-typists, file clerks, mail clerks, receptionists, and machine transcribers.

### CURRICULUM

<i>Core Courses</i>	53
<i>English and Speech</i>	12
<i>Major Requirement</i>	37
<i>Electives</i>	6
Total	108

<i>English and Speech:</i>	
English 101, 102, 103	9
Public Speaking 251	3

<i>Core Courses:</i>	
Accounting	8
Intro. to Business	5
Business Law	6
Intro. to Data Processing	4
Business Math	4
Machine Calculations	4
Typewriting	3
Personal Development	3
Business Communications	3
Principles of Supervision	3
Economics	10

<i>Major Requirements:</i>	
Office Procedures	6
Machine Transcription	4
Filing	3
Typewriting	15
Office Management	5
Taxes	4

	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
<i>Course Title</i>	<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>		<b>FOURTH QUARTER</b>	
ENG 101 Grammar I	3	BUS 201 Typewriting	3
BUS 153 Typewriting	3	BUS 161 Accounting Principles	4
BUS 122 Filing	3	BUS 150 Business Law	3
BUS 123 Business Mathematics	4	BUS 152 Intro. to Business	5
Elective	3	ECO 251 Macroeconomics	5
<b>SECOND QUARTER</b>		<b>FIFTH QUARTER</b>	
ENG 102 Composition	3	BUS 202 Typewriting	3
BUS 154 Typewriting	3	ECO 252 Microeconomics	5
BUS 221 Office Procedures	3	BUS 151 Business Law	3
BUS 120 Machine Calculations	4	BUS 162 Accounting Principles	4
EDP 151 Intro. to Data Processing	4	BUS 121 Machine Transcription	4
<b>THIRD QUARTER</b>		<b>SIXTH QUARTER</b>	
ENG 103 Technical Writing	3	BUS 203 Typewriting	3
BUS 155 Typewriting	3	BUS 220 Business Communications	3
BUS 136 Personal Development	3	BUS 246 Taxes	4
BUS 222 Office Procedures	3	BUS 134 Principles of Supervision	3
SPH 251 Public Speaking	3	BUS 226 Office Management	5
Elective	3		

## INDUSTRIAL MANAGEMENT (T-049)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and management training responsibilities in industry. The student should acquire human relations and communication skills as well as an understanding of proper production methods.

The graduate of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or management training program.

### CURRICULUM

<i>Core Courses</i>	47	<i>English and Speech:</i>	
<i>English and Speech</i>	12	English 101, 102, 103	9
<i>Major Requirements</i>	43	Public Speaking 251	3
<i>Electives</i>	6		
Total	108		
<i>Core Courses:</i>		<i>Major Requirements:</i>	
Business Law	6	BUS 130 Principles of Ind. Management	5
Business Management	5	BUS 135 Work Measurement	5
Business Math	4	BUS 133 Industrial Safety	5
Intro. to Business	5	BUS 134 Principles of Supervision	3
Intro. to Data Processing	4	BUS 234 Personnel Management	3
Machine Calculations	4	BUS 235 Production Planning	5
Personal Development	3	BUS 232 Labor Economics & Relations	5
Typewriting (waived for 30 wpm)	3	BUS 230 Quality Control	4
Economics	10	BUS 233 Foremanship Supervision	3
Consumer Finance	3	BUS 225 Principles of Marketing	5

	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
<i>Course Title</i>	<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>		<b>FOURTH QUARTER</b>	
ENG 101 Grammar I	3	BUS 233 Foremanship Supervision	3
BUS 123 Business Mathematics	4	BUS 136 Personal Development	3
BUS 152 Intro. to Business	5	BUS 251 Macroeconomics	5
BUS 150 Business Law	3	BUS 235 Production Planning	5
BUS 224 Business Management	5	BUS 228 Consumer Finance	3
<b>SECOND QUARTER</b>		<b>FIFTH QUARTER</b>	
ENG 102 Composition	3	BUS 252 Microeconomics	5
EDP 151 Introduction to Data Processing	4	BUS 120 Machine Calculations	4
BUS 151 Business Law	3	BUS 234 Personnel Management	3
BUS 130 Principles of Industrial Management	5	BUS 225 Principles of Marketing	5
Elective	3		
<b>THIRD QUARTER</b>		<b>SIXTH QUARTER</b>	
ENG 103 Technical Writing	3	BUS 230 Quality Control	4
BUS 135 Work Measurement	5	SPH 251 Public Speaking	3
BUS 134 Principles of Supervision	3	BUS 232 Labor Economics & Relations	5
BUS 153 Typewriting (waived for 30 wpm)	3	Electives	3
BUS 133 Industrial Safety	5		



## TEACHER ASSOCIATE (T-088)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher's aide. The program is so designed that they should have no difficulty transferring to a senior institution to complete the bachelor's degree if they choose.

#### CURRICULUM

	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
<i>Course Title</i>	<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>		<b>FOURTH QUARTER</b>	
ENG 151	3	MAT 151	5
SOC 151	5	HIS 161	5
HIS 151	5	PSY 261	5
or 251		EDU 101	1
U. S. History		Teacher's Aide Internship	
Elective	6		
<b>SECOND QUARTER</b>		<b>FIFTH QUARTER</b>	
ENG 152	3	ART 180	5
HIS 152	5	BUS 120	4
or 252		MUS 285	3
U. S. History		HEA 253	3
EDU 100	3	EDU 102	1
ENG 150	1	Teacher's Aide Internship	
PSY 151	5		
Intro. to Psychology			
<b>THIRD QUARTER</b>		<b>SIXTH QUARTER</b>	
ENG 153	3	SOC 271 or 272	3
EDU 261	3	SOC 261	5
BUS 153	3	EDU 103	1
SPH 251	3	Teacher's Aide Internship	
HEA 251	3	Elective	3
First Aid			
Elective	3		

# VOCATIONAL PROGRAMS

## AIR CONDITIONING AND REFRIGERATION (V-024)

### DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use has "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems; observes pressure and adjusts controls to insure proper operation.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
AHR 1121 Principles of Refrigeration	7	AHR 1123 Principles of Air Conditioning	6
MAT 1101 Essentials of Mathematics	5	AHR 1113 Automatic Controls III	2
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
AHR 1111 Automatic Controls I	5	AHR 1102 Steam and Hot Water Heating and Cooling Systems I	3
		BUS 123 Business Mathematics	4
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
AHR 1122 Domestic & Commercial Refrigeration	5	AHR 1124 Air Conditioning, Heating & Refrigeration Servicing	5
AHR 1112 Automatic Controls II	3	AHR 1103 Steam and Hot Water Heating and Cooling Systems II	2
AHR 1115 Fundamentals of Heating	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	AHR 1126 All Year Comfort Systems	5
DFT 1110 Blueprint Reading: Building Trades	2		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
AHR 1001 Principles of Refrigeration	6	AHR 1003 Essentials of Air Conditioning	6
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
AHR 1002 Domestic & Commercial Refrig.	6	AHR 1004 Air Cond. & Refrig. Servicing	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## AUTOMOTIVE MECHANICS (V-003)

### DIPLOMA PROGRAM

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

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had "all-round" training in general automotive repair.

### DIPLOMA CURRICULUM

	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
<i>Course Title</i>	<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
PME 1101 Internal Combustion Engines	10	PME 1123 Brakes, Chassis, and Suspension Systems	7
MAT 1101 Essentials of Mathematics	5	PME 1121 Front Suspension, Alignment and Power Steering	2
PHY 1101 Applied Science	4	AHR 1101 Automotive Air Conditioning	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
		WLD 1101 Basic Welding (Gas)	2
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
AUT 1120 Automotive Electrical Systems	4	PME 1116 Front End Alignment & Wheel Balance	2
PME 1102 Engine Ignitions and Fuel Systems	8	PME 1125 Automotive Servicing	4
ENG 1102 Communication Skills	3	PME 1124 Automotive Power Train Systems	7
PHY 1102 Applied Science	4	BUS 1103 Small Business Operations	3
(Fifth Quarter proposed to begin fall, 1983)			
<b>FIFTH QUARTER</b>		<b>SEVENTH QUARTER</b>	
PME 1205 Diesel Engine Fuel Systems	6	PME 1206 Advanced Diesel Engine Servicing	7
PME 1221 Advanced Electrical Systems	7	PME 1227 Power Accessories	5
<b>SIXTH QUARTER</b>			
PME 1203 Diesel Engine Servicing	7		
PME 1224 Advanced Automatic Transmissions	5		
PME 1232 Front-End Drive Trains, Steering and Alignment	4		

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

An advanced diploma may be awarded for the successful completion of a *Seven-Quarter Program*. The advanced diploma program will be offered only upon demand, and with sufficient enrollment.

EVENING CERTIFICATE PROGRAM

**FIRST QUARTER**

PME 1001 Internal Combustion Engine 6

**THIRD QUARTER**

PME 1003 Brakes, Chassis, Suspension 6  
Systems & Automotive Air  
Conditioning

**SECOND QUARTER**

PME 1002 Engine Electrical & Fuel Systems 6

**FOURTH QUARTER**

PME 1004 Automotive Power Train Systems 6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



## DRAFTING — MECHANICAL (V-017)

### DIPLOMA PROGRAM

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel — administrative, architects, engineers, skilled workmen — and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understanding and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; make final sketches of the proposed drawing, checking dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and trace drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
DFT 1121 Drafting I	8	DFT 1131 Mechanical Drafting I	7
MAT 1101 Essentials of Mathematics	5	MAT 1103 Trigonometry	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1110 Machine Processes	3
WLD 1102 Basic Welding (Arc)	2		
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
DFT 1122 Drafting II	6	DFT 1132 Mechanical Drafting II	7
DFT 1125 Descriptive Geometry	3	MEC 1111 Machine Processes	3
MAT 1102 Algebra	5	MEC 1115 Physical Metallurgy	4
ENG 1102 Communication Skills	3		
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
DFT 1001 Drafting I	6	DFT 1003 Mechanical Drafting I	6
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
DFT 1002 Drafting II	6	DFT 1004 Architectural Drafting	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

### DIPLOMA PROGRAM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>
<b>FIRST QUARTER</b>			<b>THIRD QUARTER</b>		
RDG 1101	Vocational Reading Improvement	3	ELC 1124	Residential Wiring	8
MAT 1115	Electrical Math	5	ELN 1118	Industrial Electronics	5
PHY 1101	Applied Science	4	PSY 1101	Human Relations	3
ELC 1112	Direct & Alternating Current	9	DFT 1113	Blueprint Reading: Electrical	1
<b>SECOND QUARTER</b>			<b>FOURTH QUARTER</b>		
ELC 1113	Alternating Current & Direct Current Machines & Controls	9	ELC 1125	Commercial & Industrial Wiring	9
DFT 1110	Blueprint Reading: Building Trades	2	ELN 1119	Industrial Electronics	5
ENG 1102	Communication Skills	3	BUS 1103	Small Business Operations	3
PHY 1102	Applied Science	4			

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>			<b>THIRD QUARTER</b>		
ELC 1001	Direct and Alternating Current	6	ELC 1003	Residential Wiring	6
<b>SECOND QUARTER</b>			<b>FOURTH QUARTER</b>		
ELC 1002	Alternating Current & Direct Current Machines & Controls	6	ELC 1004	Commercial and Industrial Wiring	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## ELECTRONIC SERVICING (V-042)

### CERTIFICATE PROGRAM

The Curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

### EVENING CERTIFICATE PROGRAM

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
ELC 1001 Direct and Alternating Current	6	ELN 1003 Television Servicing	6
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
ELN 1002 Troubleshooting Techniques	6	ELN 1004 Industrial Electronics	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

# INDUSTRIAL MAINTENANCE ELECTROMECHANICAL (V-028)

## DIPLOMA PROGRAM

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

## DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
DFT 1104	2	ELN 1118	5
ELC 1112	9	DFT 1113	1
MAT 1115	5	MEC 1140	3
RDG 1101	3	PSY 1101	3
PHY 1101	4	MEC 1110	3
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
ELC 1113	9	MEC 1111	3
WLD 1101	2	MEC 1133	7
ISC 1101	3	AHR 1110	5
ENG 1102	3	PME 1122	3
PHY 1102	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

## EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
MEC 1001	6	ELC 1005	6
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
WLD 1002	6	AHR 1005	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



## MACHINE OPERATIONS (V-032)

### DIPLOMA PROGRAM

The Machine Operations curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment in the machine-tool industry. The machinist is a skilled worker who shapes metal by using tools and hand tools.

This skilled worker must be able to set up and operate the machine tools found in a modern shop. He makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He must know the composition of metals so that he can anneal and harden tools and metal parts.

### DIPLOMA CURRICULUM

	<i>Qtr. Hrs.</i>		<i>Qtr. Hrs.</i>
<i>Course Title</i>	<i>Credit</i>	<i>Course Title</i>	<i>Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
MEC 1101	7	MEC 1103	7
Machine Shop Theory & Practice I		Machine Shop Theory & Practice III	
DFT 1104	2	WLD 1101	2
Blueprint Reading		Basic Welding (Gas)	
RDG 1101	3	PSY 1101	3
Vocational Reading Improvement		Human Relations	
MAT 1101	5	PHY 1101	4
Essentials of Mathematics		Applied Science	
		MEC 1140	3
		Hydraulics — Fundamentals	
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
MEC 1102	7	MEC 1104	7
Machine Shop Theory & Practice II		Machine Shop Theory & Practice IV	
DFT 1105	1	MEC 1126	4
Blueprint Reading—Mechanical		Heat Treatment	
ENG 1102	3	BUS 1103	3
Communications Skills		Small Business Operations	
ISC 1101	3	PHY 1102	4
Industrial Safety		Applied Science	
MAT 1102	5		
Algebra			

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
MEC 1001	6	MEC 1003	6
Machine Shop Theory & Practice I		Machine Shop Theory & Practice III	
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
MEC 1002	6	MEC 1004	6
Machine Shop Theory & Practice II		Machine Shop Theory & Practice IV	

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## PRACTICAL NURSING (V-038)

### DIPLOMA PROGRAM

The Practical Nursing Curriculum is designed to prepare selected qualified applicants for entry into nursing as general practitioners. The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the needs of the patient whose condition is unstable or complex.

The four-quarter program emphasizes the acquisition of the knowledge and skills required in the performance of simple nursing procedures. Skills needed in the performance of these duties are developed through clinical practice at local hospitals and other health agencies. Upon satisfactory completion of the program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices, nursing and convalescent homes. They are also eligible to take the Federal Civil Service Exam, which entitles them to seek employment in government hospitals.

#### RE-ENTRY POLICY:

A student may re-enter the Practical Nurse Education Program to complete the program provided the following stipulations are met:

1. There is a student vacancy in the program during the clinical quarter.
2. The student was eligible to return at the time of withdrawal.
3. Sufficient evidence is given that the original problem has been alleviated and will not occur again in the future.
4. The student is willing to complete any unfinished work. (To be determined on an individual basis.)
5. If a student has withdrawn because of grades, only the discriminating courses must be repeated; however, auditing of related courses may be required.
6. Some entry procedures must be completed again. (Physical and dental exams, re-entry application, personal interview with Director of PNE Program.)

#### CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
NUR 1101 Basic Science	5	NUR 1107 Maternal-Child Nursing	16
NUR 1102 Fundamentals of Nursing	8		
*NUT 151 Nutrition	3		
*ENG 151 English Composition	3		
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
NUR 1104 Medical-Surgical Nursing I	12	NUR 1109 Medical-Surgical Nursing II	16
NUR 1106 Pharmacology	3	NUR 1111 Vocational Adjustments	3
*PSY 151 Introduction to Psychology	5		

\*May be taken prior to entering the nursing program.

## WELDING (V-050)

### DIPLOMA PROGRAM

The welding program was developed to help fill the growing need for welders in North Carolina. Manpower Surveys indicate quite clearly that many welders will be needed annually to fill present and projected vacancies in North Carolina.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with opportunities for advancement. It offers employment in practically all metal working industry; ship-building, automotive, aircraft, railroads, construction, pipe fitting, production shop, job shop and many others.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
WLD 1118 Oxyacetylene Cutting	2	WLD 1116 Inert Gas Welding—TIG	4
DFT 1104 Blueprint Reading	2	WLD 1124 intro. to Pipe Welding	4
RDG 1101 Vocational Reading Improvement	3	DFT 1118 Pattern Development & Sketching	1
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
WLD 1121 Arc Welding	7	PHY 1101 Applied Science	4
		WLD 1112 Mechanical Testing and Inspection	2
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
WLD 1114 Inert Gas Welding—MIG	4	WLD 1122 Commercial & Industrial Practices	5
DFT 1117 Blueprint Reading: Welding	3	WLD 1125 Certification Practice	4
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	PHY 1102 Applied Science	4
WLD 1120 Oxyacetylene Welding	5		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
WLD 1001 Arc Welding and Oxyacetylene Cutting	6	WLD 1003 Inert Gas Welding and Introduction to Pipe Welding	6
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
WLD 1002 Arc Welding and Oxyacetylene Welding	6	WLD 1004 Commercial & Industrial Practices	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

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POLLY MILLSAPS ..... Food Service  
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MARIE PRATHER ..... Computer Operator  
RUBY NELL PARLIER ..... Part-time Bookkeeper  
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ROBERT JOHNSON ..... Maintenance  
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MARK GRAHAM ..... Custodian

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 Mitchell College; B.A., University of North Carolina at Charlotte; M.E.D., University of North Carolina at Charlotte; Additional Graduate Study, Western Carolina University, University of North Carolina at Chapel Hill, Appalachian State University
- APPLE, WARREN ..... *Music*  
 B.M., N.C. School of the Arts; M.M. Eastman School of Music of the University of Rochester; D.M.A., Eastman School of Music; Additional graduate studies at Vienna Academy of Music
- ARTUSO, MARTHE ..... *Music*  
 B.S., Conservatory of Fribourg (Switzerland); M.A., Conservatory of Fribourg (Switzerland); Ph.D., Conservatory of Fribourg (Switzerland)
- ASHLEY, WILLIAM ..... *Industrial Training Coordinator*  
 B.S., Azusa Pacific College, B.A., Azusa Pacific College; M.Ed., Pepperdine University; Additional studies: University of California
- BLALOCK, ROBERT D. .... *College Activities Director*  
 A.A., Mitchell College; B.S., Appalachian State University; M.A., East Carolina University
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 B.S.E.E., University of Maryland; M.E.D., University of North Carolina at Charlotte; Additional Graduate Study, North Carolina State University; Western Carolina University
- BOAN, RUDEE ..... *Electrical Installation and Maintenance*  
 Certificate, National Electrical Contractors Association; Professional Training: Catawba Valley Technical Institute; Academic Study: North Carolina State University; Western Carolina University
- BRADSHAW, M. KENNETH ..... *Dean, Student Development*  
 B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Appalachian State University, University of North Carolina at Chapel Hill, North Carolina State University, Duke University, Western Carolina University
- BRADSHAW, MARCIA ..... *Director, Learning Resources Center*  
 B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: University of North Carolina at Chapel Hill, North Carolina State University, Western Carolina University
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 B.A., University of North Carolina at Chapel Hill; M.A., University of North Carolina at Chapel Hill; Additional Graduate Study: University of North Carolina at Chapel Hill, Duke University, Appalachian State University
- BUELIN, REX ..... *Sociology*  
 A.A., Surry Community College; B.S.B., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: North Carolina State University.
- BYERS, LEONARD ..... *Business Administration*  
 B.S.C., North Carolina Central University; M.B.A., Texas Southern University; Licensed Real Estate Broker; Additional Graduate Study: East Carolina University; University of North Carolina at Charlotte; Western Carolina University
- CHEEK, SARAH B. .... *Learning Lab Director*  
 Mitchell College; diploma; B.A., Flora MacDonald College; M.Ed., University of North Carolina at Chapel Hill; Additional Study: Appalachian State University
- CLINE, CATHERINE ..... *English*  
 B.A., Catawba College; M.A., Appalachian State University; Additional Graduate Study: Duke University

- DABBS, RONALD ..... *Mathematics*  
 B.S., North Carolina State University; M.A., North Carolina State University; Additional Graduate Study: Virginia Polytechnic Institute
- DAVENPORT, JOHN RAY ..... *Air Conditioning and Refrigeration*  
 B.S., Newberry College; Additional Study: Central Piedmont Community College, Clemson University, Queens College, N.C. State University, Western Carolina University
- ELMORE, GAIL LEE ..... *Data Processing*  
 A.A.S., Catawba Valley Technical College; B.T., Appalachian State University; M.A., Appalachian State University; Additional Certification: IBM, Burroughs, and Hewlette Packard
- FULCHER, THOMAS O. .... *Dean of Instruction*  
 A.B., Marshall University; M.Div., Duke University; Ed.D., North Carolina State University
- FREEZE, HENRY C. .... *Dean of Continuing Education*  
 B.A., Lenoir Rhyne; M.A., Appalachian State University; Additional Graduate Study: Appalachian State University; Western Carolina University
- GREEN, ROBERTA ..... *General Office Technology*  
 B.A., Seattle Pacific College; M.A., Teachers College, Columbia University; Additional Graduate Study: University of Washington, Western Carolina University
- GRIFFIN, JUDY ..... *Learning Lab Coordinator*  
 A.A., Mitchell Community College; B.A., University of North Carolina at Charlotte; Additional Study: Appalachian State University
- HARDY, JANICE B. .... *Reading*  
 B.A., University of North Carolina at Greensboro; M.Ed., University of North Carolina at Greensboro; Additional Graduate Study: Florida Technological University, Boston University
- HARRIS, J. C. .... *Counselor*  
 A.B., Shaw University; M.Div., Shaw Divinity School
- HARRIS, LAVIDA ..... *Learning Lab Coordinator*  
 B.A., Winston-Salem State University; Additional Study: Western Carolina University; Appalachian State University
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 B.S., Lenoir Rhyne College; M.S.N., University of North Carolina at Greensboro; Additional Studies: Western Carolina University
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 A.B., Lenoir Rhyne College; M.A., Appalachian State University; Ed.S., Appalachian State University; Additional Graduate Study: Appalachian State University, North Carolina State University, Western Carolina University, University of California at Berkeley, University of North Carolina at Charlotte
- HEYMANN, HANS P. .... *Extension Director*  
 A.B., Lenoir Rhyne College; M.A., Appalachian State University; Ed.S., Appalachian State University; Additional Studies: University of Tennessee, Western Carolina University, North Carolina State University, Eastern Michigan University
- HEYMANN, JANE N. .... *English*  
*Chairman, Division of Fine Arts & Humanities*  
 A.B., Lenoir Rhyne College; M.A., Appalachian State University; Ed.S., Appalachian State University; Additional Studies: University of Tennessee, East Carolina University, Western Carolina University



- IDE, JOHN ..... *Chemistry*  
 B.S., Grove City College; M.S., Indiana University of Pennsylvania; Ed.S., Appalachian State University; Additional Graduate Studies: Appalachian State University; Western Carolina University; University of North Carolina at Charlotte; University of North Carolina at Greensboro
- JAMIESON, BEVERLY ..... *Art*  
 B.F.A., Wesleyan College; M.F.A., Clemson University
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 A.A., Mitchell College; B.A., University of North Carolina at Charlotte; Additional Studies: Western Carolina University, Appalachian State University
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 B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Western Carolina University, N.C. State University, UNC Charlotte
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*Chairman, Division of Science and Health*  
 B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Appalachian State University, University of North Carolina, University of South Carolina
- KLAENE, PAUL E. .... *Physics*  
 B.S., Xavier University; M.P., East Carolina University; Additional Study: Appalachian State University, Western Carolina University
- LACKEY, EDWARD J., JR. .... *Machine Operations*  
 General College Diploma, Mitchell College; Diploma, Catawba Technical Institute; Certification in Tool and Die-Making, N.C. Department of Labor
- LECROY, BETTY ..... *Mathematics*  
 B.S., University of North Carolina at Charlotte; M.A.Ed., University of North Carolina at Charlotte; Additional Graduate Study: Western Carolina University, Appalachian State University, University of California at Berkeley
- LEVAN, HARVEY L. .... *Automotive Mechanics*  
 A.A.S., Mitchell Community College; Diploma, Nashville Auto-Diesel College; Additional Study: Engineman A and Detroit C School, U.S. Navy; GM Training Center, Charlotte
- LEWALLEN, KATHY JO ..... *Data Processing*  
 A.A.S., Mitchell Community College; B.T.; Appalachian State University
- LUCAS, JUNE ..... *English*  
 B.A., Meredith College; M.A., Appalachian State University; Additional Graduate Study, North Carolina State University
- MAHER, KERRY ..... *Dramatist-Visiting Artist*  
 A.A., Reinhardt Junior College; B.A., Tennessee Wesleyan College
- MARANGOS, LAWRENCE ..... *Foreign Languages*  
 B.A., University of Richmond; M.A., University of Missouri; Additional Graduate Study; Sorbonne (Paris), University of North Carolina at Chapel Hill, Appalachian State University, Western Carolina University, North Carolina State University
- MASSOGLIA, MARY ANN ..... *Psychology*  
 B.A., University of North Carolina at Charlotte; M.A., North Carolina Central University; Additional Graduate Study: University of North Carolina at Greensboro.
- MATHESON, MARY EDNA ..... *Business Manager*  
 B.S., University of North Carolina at Greensboro; M.Ed., University of North Carolina at Greensboro; Additional Graduate Study: Western Carolina University, Appalachian State University, North Carolina State University

- MICAL, PAM C. .... *Learning Lab Coordinator*  
B.A., University of North Carolina at Charlotte
- MILLER, KAREN ..... *Associate Degree Nursing and Practical Nursing*  
B.S., Lenoir Rhyne College; Graduate Studies: M.S.N., University of North Carolina at Greensboro;  
Appalachian State University, Western Carolina University
- MILLSAPS, GARY ..... *Welding*  
A.A.S., Catawba Valley Technical College
- MONTGOMERY, JOHN ..... *President, Emeritus*  
B.A., University of South Carolina; M.A., University of South Carolina
- MOORE, DONALD ..... *Art*  
B.F.A., University of Alabama; M.A., University of Alabama; Additional Graduate Study: University  
of Georgia, Art Student's League of New York
- MOORE, SAMMY K. .... *Criminal Justice*  
A.A.S., Davidson County Community College; A.B., Pfeiffer College; M.A., University of South  
Carolina
- MOOSE, WILLIAM C. .... *Social Science*  
A.S., Mitchell College; B.A., Wake Forest University; M.A., Wake Forest University; Additional  
Graduate Studies: Exeter College (Oxford University)
- MYERS, THOMAS V. .... *Physical Education*  
B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study:  
Western Carolina University
- PFEIL, DEBRA ..... *Physical Education*  
B.S., East Carolina University; M.Ed., Northwestern State University
- POINDEXTER, CHARLES C. .... *President*  
B.S., Western Carolina University; M.Ed., University of North Carolina at Chapel Hill; Ph.D.,  
University of North Carolina at Chapel Hill; Additional Study: Western Carolina University; Institute  
for Educational Management at Harvard University; Government Executives Institute, University of  
North Carolina at Chapel Hill
- PONS, FRANK HARVEY, JR. .... *Biology*  
B.A., University of North Carolina at Chapel Hill; M.A., Appalachian State University; Additional  
Graduate Study: Western Carolina University
- PRICE, WILLIAM T. .... *Extension Director*  
A.A., Western Piedmont Community College; B.A., Appalachian State University; M.A., Appalach-  
ian State University; Diploma, Catawba Valley Technical College; Journeyman Apprentice, N.C.  
Dept. of Labor; Additional Studies: Appalachian State University
- RAY, SHIRLEY ..... *Drafting*  
B.S., Appalachian State University; M.A., Appalachian State University
- ROBERTSON, BERNARD ..... *Public Information Officer/Recruiter*  
A.A., Mitchell College; B.S., Catawba College
- SHERRILL, BETTY ..... *Executive Secretarial*  
B.S., Western Carolina University; M.A., Appalachian State University; Additional Graduate Study:  
Duke University; Western Carolina University, Appalachian State University
- SHERRILL, ELIZABETH R. .... *Audiovisual Director*  
B.S., Western Carolina University; Additional Study: Western Carolina University; Appalachian  
State University

- SHOEMAKER, DONALD L. .... *Administrative Assistant*  
 B.S., Western Carolina University; M.A., Western Carolina University; Additional Graduate Study:  
 Western Carolina University, Appalachian State University
- SLOAN, DENNIS ..... *Accounting*  
*Chairman, Division of Business*  
 B.A., Lenoir Rhyne College; M.A., Appalachian State University; Additional Graduate Study:  
 Appalachian State University, Duke University, North Carolina State University, IBM Educational  
 Centers, Western Carolina University
- SMITH, CLARENCE ..... *Testing Director*  
 B.S., North Carolina A & T State University; M.S., North Carolina A & T State University; Additional  
 Graduate Study: Appalachian State University, University of North Carolina at Charlotte
- SMITH, ISABELLE ..... *Associate Degree Nursing*  
 A.B., Lenoir Rhyne College; Additional study, Lenoir Rhyne College
- STAMPER, LINDA ..... *Business Administration*  
 A.A., Mitchell College; B.A., Catawba College; Graduate Study: Appalachian State University,  
 Western Carolina University
- STORIE, JAMES M. .... *Director of Admissions*  
 B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study:  
 University of North Carolina at Chapel Hill, Denver University
- STRADLEY, OSCAR ..... *Social Science*  
*Chairman, Division of Social Sciences*  
 B.S., Appalachian State University; M.S., Appalachian State University; Additional Graduate Study:  
 Duke University
- THOMPSON, PATRICIA ..... *Associate Degree Nursing*  
 B.S., Queens College; M.Ed., Winthrop College; Additional Graduate Studies: University of North  
 Carolina at Charlotte
- TRAVIS, PHYLLIS ..... *Registrar*  
 Academic Study: Statesville Business College; A.A.S., Mitchell Community College; Additional  
 Studies: Gardner-Webb College
- TUCKER, MICHAEL ..... *Electronic Technology*  
 A.A.S., Brevard Community College; B.S., East Tennessee State University; M.A., East Tennessee  
 State University; Additional Study: Navy Electronics School; Navy Electronic Test Equipment  
 School
- TURBEVILLE, DARLENE ..... *Graphics Assistant*  
 Academic Study: Mitchell Community College
- VANAUKEN, SHIRLEY J. .... *Extension Director, Health Services*  
 R.N., Cabarrus Memorial Hospital School of Nursing; Additional Studies: North Carolina State  
 University; University of North Carolina at Charlotte
- WATKINS, JOHN M. .... *Religion*  
 B.A., DePauw University; M.A., Northwestern University; M.Div., Union Theological Seminary
- WIKE, PATTY ..... *Industrial Management*  
 B.S.B.A., East Carolina University; M.B.A., East Carolina University
- WILLIFORD, DEBRA M. .... *Diagnostician*  
 B.S., Western Carolina University; M.A.Ed., East Carolina University; Additional Graduate Study:  
 Western Carolina University

WHISNANT, LINDA J. .... *English*  
B.A., Pfeiffer College; M.A., Appalachian State University

YOUNT, DAN ..... *Reading*  
A.B., Lenoir Rhyne College; M.A., Appalachian State University; C.A.S., Appalachian State University







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MITCHELL COMMUNITY COLLEGE CATALOG

ADDENDUM

For 1984 - 1985

The information contained herein represents the changes in the Mitchell Community College General Catalog, 1983-1984, Parts I and II. It is planned to publish a new catalog in January, 1985. Until that time, please continue to use the 1983-1984 edition, with the changes as given. There are ample copies of the catalog on hand.

PART I

1. Page 2, under Technical Programs, delete "Industrial Management," and under Vocational Programs, delete "Practical Nursing." After "Automotive Mechanics" under Vocational Programs, insert "Cosmetology."
2. Page 3, Academic Calendar for 1984-85 - See attached calendar.
3. Page 5, under "Equal Opportunity Policy Statement," after (E), add "(F) The Discrimination Act of 1974," and "The Title IX" contact person at Mitchell Community College is the Administrative Assistant to the President, phone 873-2201, extension 258. In the next to last paragraph, delete "Mooresville Junior High School," and insert "The Mooresville Center."
4. Page 10, under Special Fees, delete Practical Nursing \$350.00 and insert Cosmetology \$70.00.
5. Page 13, under Veterans Information, insert additional paragraph after ninth paragraph which ends "... (it takes approximately 30 days from the date of certification before the first check is received).", as follows:  
"Each month vocational veterans will receive a computer card which must be signed and turned in to the office of the Assistant Financial Aid Officer. Another check will not be mailed until this card has been processed by the Veterans Administration."
6. Page 17, following "The Louis and Charlotte Gordon Memorial Scholarship," insert "THE HUNT MANUFACTURING COMPANY SCHOLARSHIP was established in 1983 by the Hunt Manufacturing Company Foundation. The selection of the recipient is based on academic promise."
7. Page 18, delete THE BILL SHERRILL ATHLETIC SCHOLARSHIP.
8. Page 19, following "THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP" insert the following:

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Financial Aid recipients, in addition to maintaining the cumulative quality point average specified on page 25 of the College Catalog, Part I, must complete 8 credit hours per quarter if full-time,

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6 credit hours if three-quarter time, and 4 credit hours per quarter if half-time. The maximum time limitations for financial aid recipients are as follows:

	# of Quarters in College Transfer	# of Quarters in Technical	# of Quarters in Vocational
Full-time	12	13	9
Three-quarter time	16	17	12
Half-time	24	25	18

If a recipient does not meet the grade point average and minimum hours completed per quarter, the student will be placed on academic probation the proceeding quarter. If at the end of the probationary period, the qualitative and quantitative aspect of satisfactory progress has not been met, the student will be terminated from financial aid. Reinstatement can be made by meeting the satisfactory progress guidelines or by the appeal process.

Mitigating Circumstances - Due to the additional requirements set forth by the Federal Government and the importance of student notification, catalog revisions and consumer information, the policy will not be enacted retroactively, but will become effective with the 1984-85 academic year. The policy will be reviewed periodically to determine its effectiveness and purpose.

9. Page 28, under Technical Programs, delete "Industrial Management." Under Vocational Programs, delete "Practical Nursing." Under Vocational Programs, after "Automotive Mechanics," insert "Cosmetology - V-009."
10. Page 37, under Business Administration (T-018) Major Requirements, delete BUS 234 Personnel Management 3; insert BUS 134 Principles of Supervision 3. Also, under THIRD QUARTER, delete SPH 251 Public Speaking 3 and insert BUS 134 Principles of Supervision 3. Under FIFTH QUARTER, delete BUS 234 Personnel Management 2, and add SPH 251 Public Speaking 3.
11. Page 42, under Executive Secretary (T-030) Curriculum, change total Major Requirements from 52 to 55, and Electives from 4 to 1. Under the heading Major Requirements: delete BUS 221, 222 Office Procedures 6, and insert BUS 125, 126 Office Procedures 6. Also add BUS 215, 216 Word Processing 7. Under the SECOND QUARTER change BUS 221 Office Procedures 3 to BUS 125 Office Procedures 3. Under the THIRD QUARTER change BUS 222 Office Procedures 3 to BUS 126 Office Procedures 3; delete Elective 3 and insert BUS 136 Personal Development 3. Under the FIFTH QUARTER delete BUS 121 Machine Transcription 4 and insert BUS 215 Word Processing 4. Under the SIXTH QUARTER delete BUS 136 Personal Development 3 and insert BUS 216 Word Processing 3.
12. Page 43, under General Office Technology (T-033) Curriculum, change total Major Requirement from 37 to 40, and Electives from 6 to 3.

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Under the heading Major Requirements: delete Office Procedures 6; Machine Transcription 4; Filing 3; Typewriting 15; Office Management 5; Taxes 4, and insert the following:

BUS 125, 126 Office Procedures	6
BUS 215, 216 Word Processing	7
BUS 122 Filing	3
BUS 154, 155, 201, 202, 203 Typewriting	15
BUS 226 Office Management	5
BUS 246 Taxes	4

Under SECOND QUARTER delete BUS 221 Office Procedures 3 and insert BUS 125 Office Procedures 3; under THIRD QUARTER delete BUS 222 Office Procedures 3 and insert BUS 126 Office Procedures 3; delete Elective 3 and insert BUS 134 Principles of Supervision 3. Under FIFTH QUARTER delete BUS 121 Machine Transcription 4 and insert BUS 215 Word Processing 4. Under SIXTH QUARTER delete BUS 134 Principles of Supervision 3 and insert BUS 216 Word Processing 3.

13. Page 46, under Air Conditioning and Refrigeration (V-024), delete Evening from heading so that it reads Certificate Program. On the last paragraph on page, delete Available only during the evening and meeting three nights per week, so that it will read 12 contact hours per week, for 11 weeks each quarter.
14. Page 47, under Automotive Mechanics (V-003), SECOND QUARTER, delete AUT 1120 Automotive Electrical Systems 4, and insert PME 1120 Automotive Electrical Systems 4.
15. Page 48, after "Automotive Mechanics" curriculum, insert the following:

COSMETOLOGY (V-009)

Diploma Program

Cosmetology is a science based on the artful use of cosmetics and treatment and styling of the hair. The Cosmetology Program provides instruction and practice in hairstyling, hair cutting, permanent waving, facials, scalp treatments, chemical relaxing, hair pressing, and manicuring. The curriculum is approved by the North Carolina State Board of Cosmetic Art.

Beginners Department - Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during the 300 hours. Hours earned in this department shall be devoted to Scientific Study I and Mannequin Practice. Practice shall be on the students enrolled in the school.

Advanced Department - The hours earned in the Advanced Department shall be devoted to further study and live-model performance completions. Work may be done on the public and on mannequins.

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Students successfully completing the curriculum with a minimum of 1500 contact hours of instruction and work experience will be awarded a one-year vocational diploma and be eligible to sit for the State Licensing Examination.

Mitchell Community College offers this curriculum through a contractual agreement with Carolina Beauty Systems, Inc. Classes are offered at Career Beauty College in Statesville. Related courses may be taught on the Mitchell campus.

#### Diploma Curriculum

FIRST QUARTER	Course Title	Qtr.Hrs.Credit
COS 1001	Scientific Study I	10
COS 1011	Mannequin Practice	5
MAT 1104	Mathematics	3
SECOND QUARTER		
COS 1002	Scientific Study II	5
COS 1022	Clinical Applications I	10
ENG 1102	Communication Skills	3
THIRD QUARTER		
COS 1003	Scientific Study III	5
COS 1033	Clinical Applications II	10
PSY 1101	Human Relations	3
FOURTH QUARTER		
COS 1004	Scientific Study IV	5
COS 1044	Clinical Applications III	10
BUS 1103	Business Operations	3

#### Evening Diploma

FIRST QUARTER		
COS 1001A	Scientific Study I	6
COS 1011A	Mannequin Practice	2
SECOND QUARTER		
COS 1001B	Scientific Study I	4
COS 1011B	Mannequin Practice	3
	Related Course	3
THIRD QUARTER		
COS 1002A	Scientific Study II	3
COS 1022A	Clinical Application I	5
FOURTH QUARTER		
COS 1002B	Scientific Study II	2
COS 1022B	Clinical Application I	5
	Related Course	3

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FIFTH QUARTER

COS 1003A	Scientific Study III	3
COS 1033A	Clinical Application II	5

SIXTH QUARTER

COS 1003B	Scientific Study III	2
COS 1033B	Clinical Application II	5
	Related Course	3

SEVENTH QUARTER

COS 1004A	Scientific Study IV	3
COS 1044A	Clinical Application III	5

EIGHTH QUARTER

COS 1004B	Scientific Study IV	2
COS 1044B	Clinical Application III	5
	Related Course	3

16. Page 50, under Electrical Installation and Maintenance (V-018), fifth line of paragraph 1, delete - It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980.
17. Page 53, under Machine Operations (V-032), delete Evening from heading so that it reads Certificate Program. On the last paragraph on page, delete Available only during the evening, and meeting three nights per week, so that it will read 12 contact hours per week, for 11 weeks each quarter.
18. Page 54, delete entire page on Practical Nursing (V-038).
19. Page 56, delete Talmadge Blevins as SGA President, and insert Shannon Key as SGA President. Under Office of the President: delete Darlene Turbeville as Graphics Technician and insert Laura Thomas Graphics Technician. Under Office of the Dean of Instruction: delete William Ashley, Industrial Training Coordinator and Vickie Brafford, Secretary, Industrial Training.
20. Page 57, under Office of the Dean of Student Development: delete Kerry Maher as Visiting Artist and insert Bill Hearn as Visiting Artist; delete Donna Billings and insert Barbara Johnson as Secretary, Registrar. Under Office of the Dean of Continuing Education: delete Shirley J. Vanauken; add to William T. Price, Mooresville Extension Director; delete Linda Stewart and insert Freda Hanks as Secretary; add Margaret Rankin, Mooresville Extension Secretary and Alisha Summers, Secretary. Also add William Ashley, Extension Director; Rick Kimrey, State New Industry Coordinator; and Gerald White, Survey Specialist/ Job Placement Coordinator for J.T.P.A. Under Office of the Business Manager: delete Luther Campbell, Jr. and Mark Graham. Under Learning Resources Center: add Vickie Brafford Circulation Clerk. Under Office of Institutional Research: delete Donald Shoemaker, Director

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and Debra Williford, Diagnostic Counselor. Add Phyllis A. Bailey, Administrative Assistant to the President, and William Shuford, Career Center Director.

21. Page 59, under Personnel, delete Louis A. Brown and Catherine Cline.
22. Page 60, under Elmore, Gail Lee, add Additional Graduate Study: University of North Carolina at Charlotte.
23. Page 61, delete Maher, Kerry. Add Lawrence, Danny.
24. Page 62, delete Millsaps, Gary. Add to Ray, Shirley, Chairman, Engineering Division.
25. Page 63, delete Shoemaker, Donald L.; delete Smith, Isabelle; under Travis, Phyllis, change additional studies to B.S. Gardner-Webb College; delete Turbeville, Darlene; delete VanAuken, Shirley J.; and delete Williford, Debra M.

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