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PITT COMMUNITY COLLEGE



LEARNING RESOURCES CENTER
Pitt Community College
P. O. Drawer 7007
Greenville, NC 27835-7007

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GENERAL CATALOG - 1986-1988



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PITT COMMUNITY COLLEGE

**Greenville
North Carolina**

Recognized and Approved By
North Carolina State Board of Community College
North Carolina State Board of Nursing
Radiologic Technology Joint Review Committee
of the American Medical Association

Accredited by
Southern Association of Colleges and Schools

CATALOG OF COURSES DAY AND EVENING PROGRAMS

Volume XIII
1986-88

LEARNING RESOURCES CENTER
Pitt Community College
P. O. Drawer 7007
Greenville, NC 27635-7007



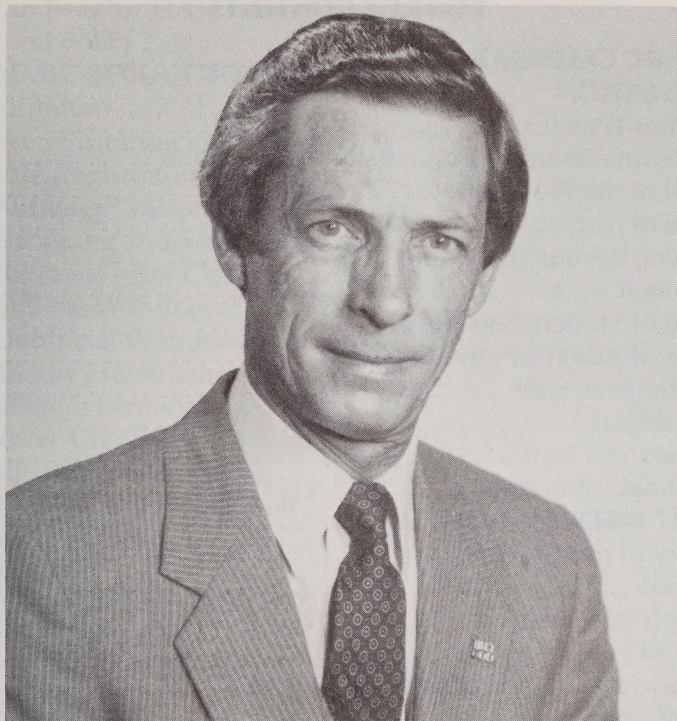
Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs.

2 The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Dean of Students, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone: (919)756-3130.

It is the policy of Pitt Community not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations.

Pitt Community College is an equal opportunity/affirmative action institution.



PRESIDENT'S MESSAGE

Welcome to Pitt Community College. We are delighted that you are interested in our College and look forward to serving you. Our wide range of programs and courses, designed with learning experiences to provide a practical education, and support services, will assist you in achieving success in your chosen career.

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This catalog provides you with a detailed description of the College's requirements, procedures, and offerings. What it cannot convey, however, is the satisfaction that comes from attending Pitt Community College where the staff and faculty have a genuine concern for the welfare and future success of its students. The opportunity is here for you. I urge you to take full advantage of the College's total resources in the development of your skills and in your chosen field.

Dr. Charles E. Russell
President

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PITT COMMUNITY COLLEGE ACADEMIC CALENDAR 1986-87

FALL QUARTER

Registration: Day and Evening and
Faculty Orientation Thursday, September 4
Registration: Day Classes Friday, September 5
Day and Evening Classes and Drop/Add Begin Monday, September 8
Last Day and Evening to Drop/Add Wednesday, September 10
Preregistration and Prepayment for Winter Quarter:
Day Classes Wednesday thru Friday, October 29 thru October 31
Preregistration and Prepayment for Winter Quarter:
Evening Classes Wednesday & Thursday, October 29 & 30
Last Day to Remove Incompletes Friday, October 31
Last Day to Officially Withdraw Friday, October 31
Last Evening of Classes Thursday, November 20
Last Day of Classes Friday, November 21

WINTER QUARTER

Registration: Day and Evening Monday, December 1
Day and Evening Classes and Drop/Add Begin Tuesday, December 2
Lasy Day and Evening to Drop/Add Thursday, December 4
First Day of Christmas Holidays Tuesday, December 23
Classes Begin After Christmas Holidays Monday, January 5
Preregistration and Prepayment for Spring Quarter:
Day Classes Wednesday thru Friday, February 4 thru February 6
Preregistration and Prepayment for Spring Quarter:
Evening Classes Wednesday & Thursday, February 4 & 5
Last Day to Remove Incompletes Friday, February 6
Last Day to Officially Withdraw Friday, February 6
Last Evening of Classes Thursday, February 26
Last Day of Classes Friday, February 27

SPRING QUARTER

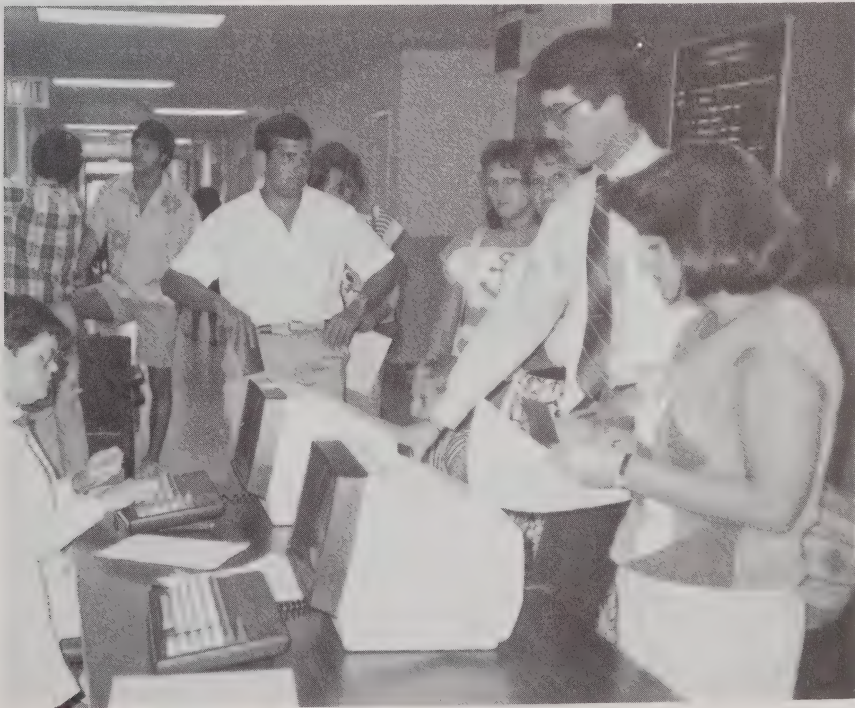
Registration: Day and Evening Wednesday, March 4
Day and Evening Classes and Drop/Add Begin Thursday, March 5
Last Day and Evening to Drop/Add Monday, March 9
Easter Holiday Friday, April 17
Easter Holiday Monday, April 20
Preregistration and Prepayment for Summer Quarter:
Day Classes Wednesday thru Friday, April 29 thru May 1
Preregistration and Prepayment for Summer Quarter:
Evening Classes Wednesday & Thursday, April 29 & 30
Last Day to Remove Incompletes Friday, May 1
Last Day to Officially Withdraw Friday, May 1
*Last Evening of Classes Thursday, May 21
Last Day of Classes Friday, May 22
Graduation Friday, May 22

*Note — Monday evening classes and Monday-Wednesday evening classes meet on Thursday, May 21.

SUMMER QUARTER

Registration Summer Quarter and

First Summer Session: Day and Evening	Monday, June 1
Day and Evening Classes and Drop/Add Begin	Tuesday, June 2
Last Day and Evening to Drop/Add	Thursday, June 4
Last Day to Officially Withdraw — First Session	Monday, June 29
Independence Day Holiday	Friday, July 3
First Summer Session Ends	Friday, July 10
Summer Break	Monday thru Friday, July 13 thru 17
Registration Second Summer Session	Monday, July 20
Evening Classes Begin	Monday, July 20
First Day of Classes — Second Session	Tuesday, July 21
Last Day to Drop/Add	Thursday, July 23
Last Day to Officially Withdraw — Full Session	Tuesday, August 2
Last Day to Remove Incompletes	Tuesday, August 4
Preregistration and Prepayment for Fall Quarter: Day Classes	Wednesday thru Friday, August 5 thru 7
Preregistration and Prepayment for Fall Quarter: Evening Classes	Wednesday & Thursday, August 5 & 6
Last Day to Officially Withdraw — Second Session.....	Monday, August 17
Last Evening of Classes	Monday, August 24
Last Day of Classes	Tuesday, August 25
Graduation	Tuesday, August 25



PITT COMMUNITY COLLEGE ACADEMIC CALENDAR 1987-88

FALL QUARTER

- Registration: Day and Evening and
Faculty Orientation Wednesday, September 2
- Registration: Day and Evening Classes and
Evening Drop/Add Thursday, September 3
- Day Classes and Day Drop/Add Begin Friday, September 4
- Labor Day Monday, September 7
- Last Day and Evening to Drop/Add Thursday, September 10
- Preregistration and Prepayment for Winter Quarter:
Day Classes Wednesday thru Friday, October 28 thru 30
- Preregistration and Prepayment for Winter Quarter:
Evening Classes Wednesday & Thursday, October 28 & 29
- Last Day to Remove Incompletes Monday, November 2
- Last Day to Officially Withdraw Monday, November 2
- *Last Evening of Classes Thursday, November 19
- Last Day of Classes Friday, November 20

*Note — Monday evening classes and Monday-Wednesday evening classes meet on Thursday, November 19.

WINTER QUARTER

- Registration: Day and Evening Monday, November 30
- Day and Evening Classes and Drop/Add Begin Tuesday, December 1
- Last Day and Evening to Drop/Add Thursday, December 4
- First Day of Christmas Holidays Wednesday, December 23
- Classes Begin After Christmas Holidays Monday, January 4
- Preregistration and Prepayment for Spring Quarter:
Day Classes Wednesday thru Friday, February 3 thru 5
- Preregistration and Prepayment for Spring Quarter:
Evening Classes Wednesday & Thursday, February 3 & 4
- Last Day to Remove Incompletes Thursday, February 4
- Last Day to Officially Withdraw Thursday, February 4
- Last Day and Evening of Classes Thursday, February 25

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SPRING QUARTER

- Registration: Day and Evening Wednesday, March 2
- Day and Evening Classes and Drop/Add Begin Thursday, March 3
- Last Day and Evening to Drop/Add Monday, March 7
- Easter Holiday Friday, April 1
- Easter Holiday Monday, April 4
- Preregistration and Prepayment for Summer Quarter:
Day Classes Wednesday thru Friday, April 27 thru 29
- Preregistration and Prepayment for Summer Quarter:
Evening Classes Wednesday & Thursday, April 27 & 28
- Last Day to Remove Incompletes Friday, April 29
- Last Day to Officially Withdraw Friday, April 29
- *Last Evening of Classes Thursday, May 19
- Last Day of Classes Friday, May 20
- Graduation Friday, May 20

*Note — Monday evening classes and Monday-Wednesday evening classes meet on Thursday, May 19.

SUMMER QUARTER

Registration Summer Quarter and

First Summer Session: Day and Evening Monday, May 30
Day and Evening Classes and Drop/Add Begin Tuesday, May 31
Last Day and Evening to Drop/Add Thursday, June 2
Last Day to Officially Withdraw — First Session Monday, June 27
Independence Day Holiday Monday, July 4
First Summer Session Ends Friday, July 8
Summer Break Monday thru Friday, July 11 thru 15
Registration Second Summer Session Monday, July 18
Evening Classes Begin Monday, July 18
First Day of Classes — Second Session Tuesday, July 19
Last Day to Drop/Add Thursday, July 21
Last Day to Officially Withdraw — Full Session Tuesday, August 2
Last Day to Remove Incompletes Tuesday, August 2

Preregistration and Prepayment for Fall Quarter:

Day Classes Wednesday thru Friday, August 3 thru 5

Preregistration and Prepayment for Fall Quarter:

Evening Classes Wednesday & Thursday, August 3 & 4

Last Day to Officially Withdraw — Second Session Monday, August 15

Last Day of Classes Tuesday, August 23

*Last Evening of Classes Tuesday, August 23

Graduation Tuesday, August 23

*Note — Monday evening classes and Monday-Wednesday evening classes meet on Tuesday, August 23.



ORGANIZATION

BOARD OF TRUSTEES

C. W. Everett, Sr.
Chairman
Mrs. Kay V. Whichard
Vice Chairman

R. E. Davenport, Jr.
G. Henry Leslie
Richard J. McKee
Raymond Reddrick
Ephraigm H. Smith

Joseph M. Taft
William F. Tyson
Joan B. Warren
Vernon E. White
A. B. Whitley, Jr.

PITT COUNTY BOARD OF COMMISSIONERS

Kelly Barnhill
Charles P. Gaskins
Eugene James

Charles L. McLawhorn
Bruce Strickland
Burney L. Tucker

OFFICE OF THE PRESIDENT

Charles E. Russell, Ed.D. President
Mary K. Langston Administrative Assistant
to the President
Eleanor S. Fulford Secretary
Frances D. Elks Switchboard Operator
James H. Young, Ed.D. Director of
Institutional Development
Earl L. Keel, A.A.S. Chief Security Officer
Debra P. McGowan, M.A. Director of Personnel
Rachel B. Davis Personnel Assistant
Earl L. Aiken, A.B. Public Information Officer
William D. Lewis, M.A. Computer Systems Administrator
Susan D. Counterman, A.A.S. Computer Programmer

OFFICE OF INSTRUCTION

Edward B. Bright, Ed.D. Dean of Instruction
Willard C. Finch, M.A. Assistant Dean of Instruction
Ola L. Porter, M.A. Assistant Dean of Instruction for
Continuing Education

OFFICE OF STUDENT SERVICES

Edgar L. Boyd, Ed.D.	Dean of Students
Norma S. Barrett, M.S.	Director of Counseling
Sylvia Corey, A.A.S.	Director of Admissions and Records
James O. Deans, M.A.	Counselor
Yvonne George, M.S.	Counselor
Kathy Kinlaw, B.S.	Assistant Registrar
Leslie Rogers, M.A.Ed.	Placement Officer
Nancy Taylor	Financial Aid Officer
Linda Wall, M.A.Ed.	Counselor
Hal Smith, M.A.Ed.	Recruiter/Counselor
Donna A. Wilson, A.A.S.	Financial Aid Assistant
Marietta Cannon, A.A.S.	Data Processing Technician
Carlettie Campbell, A.A.S.	Secretary, Counselors
Jean King	Secretary, Dean of Students
Sandra B. Mayo, Diploma	Secretary, Director of Admissions and Records
Phyllis Townsend, A.A.S.	Secretary, Student Services
Rudy Lloyd, A.A.S.	Veterans Affairs Officer and Asst. Placement Officer
Charles Coburn, A.A.S.	Coordinator of Student Athletics

OFFICE OF ADMINISTRATIVE SERVICES

Joseph W. Hunnicutt, B.S.	Dean of Administrative Services
Connie S. Harrell, A.A.S.	Comptroller
Doris D. Baker, A.A.S.	Purchasing Officer
Hazel Clift	Clerk, College Store
Bryon Dickens, B.S.	College Store Manager
Renee Daw, A.A.S.	Accounts Receivable
Lisa Carroll	Clerk, Graphic Arts
Jenny B. Edwards, A.A.S.	Cashier/Travel
Terry E. Green	Mail Clerk
Judy Harris	Secretary, College Store
Marvin B. Lewis	Equipment and Inventory Control
Jewel L. Lloyd, A.A.S.	Receiving Clerk
Janice B. McGowan, B.S.	Payroll
Alberta M. Moyer	Secretary, Dean of Administrative Services
Brenda I. Smith, A.A.S.	Graphic Arts Technician
Paul Suggs, Diploma	Graphic Arts Technician
Helen J. Vandiford	Accounts Payable

MAINTENANCE STAFF

WilliM Dinkins, A.A.S. ...	Superintendent of Buildings and Grounds
Ella Mae Barnhill	Housekeeping
Owen Burney	Maintenance

Tommy BowenMaintenance
 Dennis Camp, B.S.Grounds Keeper
 Douglas Jobes, A.A.S.Maintenance
 Wade JohnsonMaintenance

SPECIAL STAFF

Hazel S. BarrowInstructor, Human Resources
 Development Program
 Charles M. Dickens, M.A.Coordinator of Human Resources
 Development Program
 AJ Tyson, B.A.Instructor, Human Resources
 Development Program

INSTRUCTIONAL STAFF

*J. Kelly Adams, M.F.A.Commercial Art and Graphic Design
 J. Sam Arnett, M.A.Architectural Drafting
 Gregory P. Baldwin, M.A.....Arts and Sciences
 *William Roy Boyd, DiplomaAir Conditioning, Heating,
 and Refrigeration
 Michael L. Bridgers, M.S.TRIO
 Lanny Joe Brittain, CertificateIndustrial Maintenance:
 Electromechanical
 Timothy J. Broadwell, M.B.A.Business and Secretarial Education
 *James T. Brooks, DiplomaCarpentry and Cabinetmaking
 Sherry M. Broussard, M.M.Electronic Data Processing: Business
 Angela T. Buck, B.S.N.....Nursing Education
 *Catherine S. Bullock, M.Ed.English and Social Sciences
 *Ann B. Byrd, M.A.Accounting and Business Administration
 Sally A. Byrd, B.S.N.Nursing Education
 Glenda H. Carawan, M.A.Ed.Business and Secretarial Education
 John M. Cayton, M.A.TRIO
 *Dale Chalmers, Licensed CosmetologistCosmetology
 Melinda E. Christerin, M.F.A. ...Commercial Art and Graphic Design
 Gayle O. Cobb, B.S.N.....Nursing Education
 Louise R. Cox, R.T.-R.Radiologic Technology
 *Lyman C. Craft, CertificateDiesel Engine and Farm Machinery
 Mechanics
 James A. Creech, M.S.Business and Secretarial Education
 Mary M. Daughtry, A.A.S.Business and Secretarial Education
 Jessica M. Davis, B.S.Radiologic Technology
 Faye H. Dempsey, M.A.Ed.Business and Secretarial Education
 Charles M. Dettor, Ph.D.Arts and Sciences
 Patricia S. Earnhardt, B.S.N.Nursing Education
 Brenda H. Ernest, M.S.Director of Preschool Laboratory
 Robert L. Everett, M.A.....Criminal Justice and Paralegal

Frances T. Fisher, B.S.N.	Nursing Education
Margaret J. French, M.S.	Human Services
James E. Fulcher, Apprentice School Diploma	Machinist
Christopher J. Grill, CRTT, RRT	Respiratory Therapy
*Katherine C. Hammond, B.S.	Greenhouse and Grounds Maintenance
*James A. Harris, Diploma	Masonry
D. Gene Hemby, B.S.	Machinist
Jean R. Holley, M.A.Ed.	Business and Secretarial Education
*James N. Hoover, M.S.	Electronics Engineering
Bryon W. Horton, M.A.	Arts and Sciences
Sherry M. Horton, M.A.	Arts and Sciences
*Lloyd F. Huggins, A.B.	Criminal Justice and Paralegal
**John C. Hutchens, M.A.	Arts and Sciences
Victor E. James, M.S.	Arts and Sciences
Judith G. Kasperek, B.A., M.A.	Arts and Sciences
Jane H. Keller, M.A.	Arts and Sciences
**Judith W. Kuykendall, B.S.N., M.S.	Nursing Education
*James H. Land, A.A.S.	Electrical Data Processing: Business
*Roy C. Lanier, A.A.S.	Welding
Donald E. Lee, B.S.B.A.	Business and Secretarial Education
Carla H. Lewis, B.S.N.	Nursing Education
Tom K. Marsh, M.A.	Arts and Sciences
*Daniel C. Martin, Jr., A.A.S.	Electronic Servicing
*Edwin F. Martin, Jr., M.A.Ed.	Architectural Drafting
Robert W. May, M.S.	Agricultural Programs
R. Patsy McAllister, M.A.	Arts and Sciences
Dwight B. McGowan, Diploma	Automotive Mechanics
Jimmy C. McLamb, A.A.S.	Electronic Data Processing: Business
Carolyn E. Means, M.A.	Human Services
*Garrie W. Moore, R.T.-R., B.S.	Radiologic Technology
Shirley H. Moore, M.Ed.	Business and Secretarial Education
Kenneth D. Morey, M.S.	Criminal Justice and Paralegal
Marcia J. Moyer, M.A.	Arts and Sciences
Laverne K. Ologge, B.S.	Electronics Engineering
Kathryn W. Pacha, M.A.T.	Arts and Sciences
Helen M. Parks, M.S.	Electronic Data Processing: Business
Thomas W. Parrish, Juris Doctor	Criminal Justice and Paralegal
*Constance L. Rhem, M.A.	Math and Sciences
*Harold R. Smith, M.A.Ed.	Agricultural Programs
*Roland A. Smith, B.S.	Automotive Mechanics
Sylvia H. Smith, B.S.N.	Nursing Education
*Hugh P. Stanley, M.A., M.A.Ed.	Industrial Management
R. Bruce Steinbach, CRTT, RRT	Respiratory Therapy
Carol C. Stevens, B.S.N., M.S.	Nursing Education
Charissa F. Stroud, M.S.N.	Nursing Education

- **Frank Sutton, M.B.A., C.P.A. . . . Business and Secretarial Education
- *Jarvis E. Tripp, Diploma . . . Electrical Installation and Maintenance
- Thelma K. Turner, B.S.N. . . . Nursing Education
- Carolyn C. Tyndall, M.A.Ed. . . . Business and Secretarial Education
- Elaine F. Umphlett, M.A. . . . Business and Secretarial Education
- Charles P. White, Ph.D. . . . Arts and Sciences
- Lynda B. Wilms, M.A. . . . TRIO
- *Barbara B. Wilson, M.A.Ed. . . . Secretarial Sciences
- Linwood Woodard, M.A. . . . Arts and Sciences
- Travis M. Wooten, Certificate . . . Manufacturing Engineering
- Darlene Smith-Worthington, M.A. . . . Arts and Sciences
- *Katherine G. Yopp, M.S.H.E. . . . Teacher Assistant, Early
Childhood Associate

PRESCHOOL LABORATORY

- Brenda H. Ernest, M.S. . . . Director
- Barbara C. Carson . . . Secretary
- Lois A. Barrett, B.S.P. . . . Teacher
- Betty Lou Carson, A.A.S. . . . Teacher
- Toni Strayhorn Jawoh, B.S. . . . Teacher
- Anna A. Modlin, A.A.S. . . . Lead Teacher
- Donna D. Staton, B.S. . . . Teacher
- Ruby L. Taylor . . . Cook

- *Departmental Chairman
- **Division Director



NAEGELE

YOUR SIGN OF SUCCESS

**PITT
COMMUNITY
COLLEGE**

FALL REGISTRATION SEPT. 5th & 6th

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the State Board of Education as an Industrial Education Center. The College began its operation as Pitt Industrial Education Center during the same year. The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facilities in September, 1964, with nine curricula and 96 students.

In 1970, a second building was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County. The White Building and the Humber Building have approximately 120,000 square feet of usable space with well designed laboratories, shops, and classrooms.

In 1975, an addition was made to the White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Nursing and Electronic Data Processing curricula.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

A new Learning Resources Center (LRC) building currently under construction will provide approximately 31,200 square feet of space for Library, Audiovisual, and Media Production services and for individualized Learning Center services. Occupancy of this new facility is scheduled for Spring, 1987.

Today, Pitt Community College offers twenty-three technical programs, twelve vocational programs, three certificate programs, and three college transfer programs.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville.

MISSION STATEMENT

Established by and for the people of Pitt County, Pitt Community College is dedicated to meeting the educational needs of the local

citizenry by providing a comprehensive range of occupational, career, college level, and personal growth programs.

The institution is committed to the maximum development of the innate potential of its students in order to enhance initial employment skills, occupational advancement, discovery of new and emerging technology, pursuit of fundamental knowledge, and commitment to lifelong learning.

In pursuit of these ends, Pitt Community College seeks to provide relevant and high quality instruction, a caring and knowledgeable faculty, a variety of personal and academic support services, and a continuing responsiveness to the expressed needs and interests of business, industry, and the community at large.

Its doors shall be open to all who can benefit regardless of income; race; sex; cultural, economic, or occupational station; or previous educational preparation.

The essence of the college's efforts shall be to contribute, in cooperation with other local educational systems and institutions, to the quality of life, the growth of knowledge, and the economic development, and the building of a stronger future for the community it serves.

AREAS OF STUDY AT PITT COMMUNITY COLLEGE

ASSOCIATE IN APPLIED SCIENCE DEGREE (Two-year Programs)

Accounting
Agricultural Business Technology
Agricultural Science
Architectural Drafting Technology
Banking and Finance***
Business Administration
Commercial Art and Graphic Design
Criminal Justice: Corrections
Criminal Justice: Law Enforcement
Early Childhood Associate
Electronic Data Processing: Business
Electronics Engineering Technology
General Office Technology
Human Services Technology
Industrial Maintenance Technology**
Industrial Management Technology**
Manufacturing Engineering Technology
Medical Secretary
Nursing Education Options*

Paralegal Technology
Radiologic Technology*
Respiratory Therapy*
Secretarial Science

*Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

**Evening programs only.

***Evening programs for employees of banking institutions only.

Diploma (One-year Programs)

Air Conditioning, Heating, and Refrigeration
Automotive Mechanics (Two-year Option)
Carpentry and Cabinetmaking
Cosmetology
Diesel Engine and Farm Machinery Mechanics
Electrical Installation and Maintenance
Electronic Servicing (Two-year Option)
Industrial Maintenance: Electromechanical
Machinist
Masonry
Teacher Assistant
Welding

CERTIFICATE

Hospital Ward Secretary (Three-Month Program)
Nursing Assistant (Three-Month Program)
Surveying (Technical Specialty)

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ASSOCIATE IN ARTS DEGREE (Two-year College Transfer Programs)

Pre-Business Administration
Pre-Education (Secondary)
Pre-Liberal Arts

SPECIAL CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

ADMISSIONS

Pitt Community College operates under the open-admissions policy established by the North Carolina General Assembly. All technical institutes and community colleges maintain an open-door

admissions policy for all applicants who are high school graduates of high school leavers 18 years of age or older. The College has the right to selectively place these applicants.

General Admissions

The basic requirements for curricular programs (Allied Health Admissions excepted) follow:

1. The College requires high school graduation or the high school equivalency diploma for all technical, college transfer, and certificate programs. For vocational programs, the College requires students to have at least eight units of high school work.
2. Each applicant must submit a completed Application for Admission.
3. All students take placement tests with the exception of those making satisfactory scores on the SAT and transfer students who have successfully completed appropriate units in mathematics and English.
4. Applicants for Electronics Engineering Technology and Architectural Drafting Technology should have completed one unit of algebra and one unit of geometry.
5. Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

Allied Health Education Admissions

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Allied Health programs have additional entrance requirements including a preadmission test. Guidelines for admission into the following programs may be obtained from an Admissions Counselor:

Nursing Education Options
Radiologic Technology
Respiratory Therapy
Hospital Ward Secretary
Nursing Assistant

The Allied Health Admissions Committee will review each completed application and consider criteria including admissions test scores, past academic achievement, references and other such factors deemed appropriate by the committee.

Transfer Admissions

Pitt Community College will accept students from other post secondary institutions provided applicants

1. Submit formal applications, and
2. Submit high school transcript and furnish transcript from each post secondary institution attended.

The dean of students may refuse admission to transfer students not in good standing at previously attended post secondary institutions.

Readmission of Curricular Students

Students re-entering after one or more quarters out of school, with the exception of summer quarter, will follow normal admission procedures. Students out of school as a result of disciplinary action must appear before the dean of students and petition for readmission to the College.

Provisional Admissions

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements should be completed within the first quarter of attendance, including mailing of official transcripts (high school and post secondary) directly to the registrar's office.

Students not completing admission requirements by the end of the quarter will be reclassified as "Special Credit". This will preclude their receiving financial aid and/or VA benefits.

High School Admissions (Dual Enrollment)

The College admits selected high school students to appropriate courses as space permits under the following conditions:

1. The student is 16 years old or older;
2. Admission is approved by the Board of Trustees of the College and the appropriate local board of education upon recommendation by the College President and the applicable school unit superintendent; and
3. The student is taking at least three courses at the high school and is making appropriate progress toward graduation as determined by the school principal.

Individual student programs are jointly approved by the principal of the secondary school and the admissions office of the College.

High school students will pay regular tuition and fees and shall be treated as all other students.

International Student Admissions

Pitt Community College has been approved by the U. S. Immigration and Naturalization Service to enroll international students from three categories: permanent residents with the Alien Registration (“green card”), refugees, or student visa holders (“F-1” Student Visa). International students present in the United States on a student visa (“F-1”) are considered nonresidents for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify international students for the status of legal residence or domicile. For further information concerning international students’ admissions, contact the office of the dean of students.

TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina State Board of Community Colleges and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Students may not attend class until tuition is paid.

Tuition

Full Time Students

All North Carolina residents enrolled for twelve (12) or more curricular credit hours are charged a maximum tuition of \$66.00 per quarter. For the school year 1987-88, the maximum tuition will be \$75.00 per quarter.

Part Time Students

The tuition charge for curricular credit students and audit students is \$5.50 times the number of credit hours for which the student is enrolled. Example: 9 credit hours x \$5.50 equals \$49.50. For the school year 1987-88, the tuition cost per credit hour will be \$6.25.

Senior Citizens

North Carolina residents 65 years of age and older shall be exempted from the payment of curricular tuition and extension registration fees.

Audit Students

Audit students must pay the same tuition rates as other students.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for nonresidents is \$504.00 per quarter for full-time enrollment. For part-time students, the fee is \$42.00 per credit hour. For the school year 1987-88, tuition will be \$702.00 per quarter for full-time students. For part-time students the fee will be \$58.50 per credit hour.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. Copies of the applicable law and of implementing regulations are available for inspection in the office of the dean of students and also in the Learning Resources Center where they may be examined upon request.

Fees and Expenses

Student Activity Fee (Day Students Only)

The student activity fee for each full time student (12 credit hours or more) is \$6.00 per quarter. Those students registered for nine through eleven credit hours are charged \$4.00 per quarter. Students registered for six through eight credit hours are charged \$2.00 per quarter and students registered for less than six credit hours are charge \$1.00 per quarter.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation to and from school, is available for \$10.00 per year. This insurance is strongly recommended, though not required. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage.

The premium for accident insurance is subject to change annually.

Parking Fee

There is a \$4.00 annual charge for parking permits for day students who enroll in fall quarter. Charges for students beginning in a later quarter are prorated.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the bookstore.

Lab Fees for EDP Courses

Lab fees are charged for classes which require equipment or supplies. These fees are indicated in course listings in the catalog. See course descriptions for actual fee per course.

REFUND POLICY

The College will refund tuition if the student is, in the judgment of the dean of students, compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of \$5.00 or less, unless a course or curriculum fails to materialize due to no fault of the student.

Activity and insurance fees are nonrefundable.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact a counselor for approval to officially withdraw from classes (see Official Withdrawal) and obtain the appropriate withdrawal form,
2. Complete the withdrawal form,
3. Submit the completed withdrawal form to the registrar's office,
4. Contact the dean of administrative services for approval and a written request to receive a tuition refund.

Students prepaying may receive a full refund of tuition and fees if the official withdrawal is completed by 3:00 p.m. of the day before registration of the quarter involved.

ACADMIC REGULATIONS

REGISTRATION

The College year consist of four quarters. Students who are pursuing a curriculum must preregister or register at the beginning of each quarter as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness. All students will register during the prescribed registration period for that quarter (refer to College calendar).

Preregistration and Prepayment

Preregistration and prepayment are held the eighth week of each quarter at a time when students and advisors can review students' academic progress and plan courses for the coming quarter.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

Those students failing to preregister at the designated time must complete registration on registration day.

Late Registration (Second day of classes through drop/add)

A student may register for class(es) provided;

1. The class is not cancelled or closed;
2. The student convinces the advisor and the dean of students that it was impossible or would have involved extreme hardship to register at the appointed time; and
3. The student pays a late registration fee of \$5.00.

Auditing Courses

Students who wish to audit courses must register for such courses on a special audit registration card. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participatition in class discussion and examinations is at the option of the student. Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be give to regular credit students.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

DROPPING AND/OR ADDING COURSES

In some instances it is necessary for students to make adjustments in their schedules. To insure that the student receives proper credit, a Drop-Add card should be completed and returned to the registrar's office. The College calendar (published in the Student Handbook and the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

NO COURSE IS OFFICIALLY DROPPED OR ADDED UNTIL THE REQUIRED PROCEDURE IS COMPLETED. This also applies to classes cancelled by the College.

The procedure to be followed is:

1. Obtain drop-add form from the registrar's office,
2. Complete and have instructor(s) involved initial the form,
3. Have advisor sign the form,
4. Have registrar sign the form, and
5. Have the form validated by the cashier.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first eight weeks of a quarter, a student may withdraw from courses without penalty. (See College calendar for applicable date each quarter) **NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST THREE (3) WEEKS OF ANY QUARTER.** ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULUM DEPARTMENT CHAIR AND THE DEAN OF STUDENTS. Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the first eight weeks of a quarter must use the following procedure:

1. Obtain a withdrawal card from a counselor,
2. Complete and have instructor and advisor sign card,
3. Submit completed card to the registrar's office.

After the first eight weeks, the student should see his curriculum department chair.

Students who officially withdraw from courses will receive no grade for those courses. Only the course(s) for which they registered and

the official withdrawal designation will appear on the transcript. For more information, see the counselors or the registrar.

NOTE: The first and second sessions for summer quarter are exceptions. Please see academic calendar for specific dates for withdrawal.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of “0” in determining the grade point average. Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the registrar.

VETERANS NOTE: Any course for which an unofficial withdrawal or an “I” (Incomplete) is received may not be retaken for pay purposes under Title 38, U.S. Code as amended by Public Law 93-508.

CREDIT BY EXAMINATION

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

Application for approval to take the examination must be made through the academic advisor and approved by the department chairman, using the Permit for Credit by Examination form. If approved, the chairman will make arrangements for the student to take an appropriate test administered by a department instructor.

Exams will be scheduled at the discretion of the department chairman. No student may be permitted to take an exam without presenting the course instructor the properly executed Permit for Credit by Examination.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 8 WEEKS OF EACH QUARTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR ADVANCED PLACEMENT MORE THAN ONCE FOR ANY ONE COURSE. All grades other than “F” will be recorded on the student’s permanent record.

Students applying for credit by examination must use the following procedure:

1. Contact the advisor and the department chairman to obtain the Permit for Credit by Examination,
2. Contact and have registrar's office sign the permit,
3. Pay additional nonrefundable tuition, if applicable, and
4. Present Permit to instructor who will administer the test.

The instructor administers and reports the results of the examination to the registrar's office within one week of the date of approval of the Permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

CHALLENGE EXAMINATION

Students enrolled in a course may feel they have become proficient in course subject matter before the scheduled time for completion of the course. In that event, if they can demonstrate prior knowledge of subject matter based on work or educational experience, they may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first eight weeks of the quarter. A student may not challenge a course more than once.

THIS DOES NOT APPLY TO AUDIT STUDENTS (See Audit).

TRANSFER CREDIT

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Curricular students are responsible for requesting transcripts from all previously attended institutions (secondary and postsecondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically.

Students transferring to Pitt Community College may transfer all courses with comparable course content so long as the GPA of all courses being transferred does not fall below a 2.0. EXCEPTION: Students transferring into Allied Health curriculums may not transfer any Allied Health courses with a grade below "C".

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. Transfer students must complete a minimum of twelve (12) quarter hours of major course work (departmental prefix designation) at Pitt Community College.

Pitt Community College awards credit for appropriate scores on various exams of the College-Level Examination Program (CLEP). The chairman of the department in which the courses will be taught determines credit to be awarded.

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the College: however, a student may challenge relevant courses by examination.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions" published by the AACRAO or similar publications.

GRADE POINT AVERAGE (GPA)

The grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

DEAN'S LIST AND HONOR ROLL

All full-time technical, vocational, and college transfer students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a quarterly grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the registrar's office and mailed to all local or area newspapers of the students who qualify for either.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College.

<u>Letter</u>	<u>Numerical Equivalent</u>	<u>Quality Points Per Quarter Hour</u>
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70-Failing	0
W	Unofficially Withdrew	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AUD	Audit	0

*Not included in computing grade point average.

INCOMPLETE

An “Incomplete” is given at the discretion of the instructor when a student demonstrates progress in a course but needs more than one quarter to complete the requirements of the course. To qualify for a grade of “I”, a student must be enrolled in a course the last ten days of the quarter. No grades or quality points are awarded because of incomplete work.

The student and instructor (or if unavailable, the department chairman) must fill out a “Requirements to Remove Incomplete” form indicating what the student must do to earn a final grade. This should be signed by both instructor and student with a copy to student’s advisor.

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REMOVAL OF INCOMPLETE

An “I” must be removed during the next quarter immediately following receipt of the “I”. The instructor has two options for requiring the student to remove the “I”:

1. Re-enroll in the class or
2. Complete the work during the first eight weeks (See College Calendar).

At the discretion of the instructor, a student may be granted an extension of time under the following provisions:

1. A student must request the extension from the instructor.

2. A student may be given an extension of up to 12 months to remove an “I”.

Extensions must be approved by the department chairman and submitted to the registrar’s office prior to the deadline for removal.

If the student fails to take action as and when prescribed, a grade of “F” will be automatically computed in the student’s cumulative grade point average. After that date, no change in grade will be made because of this failure.

A student receiving an “I” in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chairman. No student can graduate with an “I” on his records if the course is required in his curriculum for graduation.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative or overall grade point average of 2.00 is required for graduation in all curricular programs.

Academic Probation: A student is on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress: A student who remains on academic probation for the second consecutive quarter is considered making unsatisfactory progress during that quarter.

Satisfactory Academic Progress: A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive quarter; then the student is considered making unsatisfactory academic progress as of the beginning of that quarter. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress. (See Financial Aid Section)

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Good Academic Standing: A student who is not on academic probation is considered in good academic standing.

Standards of Academic Progress Scale

The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation.

Scale for Diploma and Certificate Programs

Hours Toward Degree	GPA
0-15	1.00
16-30	1.35
31-40	1.75
41-	2.00

Scale for Associate Degree Programs

Hours Toward Degree	GPA
0-15	1.00
16-30	1.25
31-45	1.50
46-60	1.75
61-75	1.90
76-	2.00

This policy does not apply to students classified as Special (those students not working toward a degree or diploma). When a student enrolls in a regular curriculum, all credit hours previously attempted will be computed in the grade point average.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the registrar's office. Pitt Community College requires a written request 24 hours prior to release of a transcript.

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The first two transcripts are free; subsequent transcripts will cost \$1.00 each.

All financial obligations to the College must be cleared before any transcript will be released.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curriculum and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' office. The counselors and the faculty advisors will assist students in selecting an appropriate institution and interpreting its requirements.

COURSE LOAD

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. In addition to 12 credit hours, vocational students must take a minimum of 22 contact hours to be classified full-time. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chairman.

Students who are employed more than 15 hours per week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

ATTENDANCE

Regular and punctual class attendance is expected of all students in order for them to achieve their highest potential in the curriculum they have chosen and to develop desirable personal traits necessary to obtain employment after graduation. Students who anticipate absence should contact their instructors prior to the absence if possible. It is the students' responsibility to make up work missed as soon as possible if the instructors' course guidelines permit.

Instructors will drop students from class rolls (see Unofficial Withdrawal) for the following reasons:

- Students will be dropped from class rolls when their absences from the class begin to affect the quality of their work and their class grades as determined by the class instructor.
- Any student absent five consecutive class meetings will be dropped from the class roll.
- For evening students, any student absent two consecutive class meetings must secure permission from the director of evening programs or the dean of students to continue in the class.

Students who have been dropped and have a valid reason for the absences may be reinstated at the discretion of the instructor. Should the instructor deny reinstatement, the student has recourse to appeal to the dean of students.

CLASS SCHEDULE

Pitt Community College offers classes between the hours of 8:00 A.M. and 10:00 P.M. five days per week, except on Friday when all classes end at 6:00 P.M. The majority of the credit courses are offered between the hours of 8:00 A.M. and 6:00 P.M. When demand justifies, at least one section of each curricular course is offered during the evening hours.

Noncredit courses for personal, occupational, and community improvement are offered during both day and evening hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening class.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGE IN MAJOR COURSE OF STUDY

Students desiring to change major course of study must receive counseling. A request for change of curriculum is initiated with a student counselor, signed by both previous and new advisors, and returned to the registrar's office. No registration schedule should be completed by an advisor until this is done.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer than 54 quarter hours of credit.
Sophomore.....	A student who has earned 54 or more quarter hours of credit.
Full-time Technical or College Transfer Student....	A student who is registered for twelve or more quarter hours of credit.
Part-time Student	A student who is registered for eleven quarter hours of credit or fewer.
Special Student	A full-time or part-time student not seeking a degree or diploma.
Full-time Vocational Student ..	A student who is registered for twelve or more credit hours and at least 22 contact hours.

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the Board of Trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they were enrolled.

All students must

1. Complete required and elective courses as prescribed in the catalog of record of the candidate for graduation,
2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum for which they are applying for graduation,
3. Clear all financial obligations to the College,
4. Complete a minimum of 12 quarter hours of major course work (departmental prefix designation) at the College (See Transfer Policy), and
5. Apply for graduation.

Students should meet with their advisors and complete their graduation checklists during preregistration for the candidates' last quarter of attendance. When the checklists have been completed and signed by both students and advisors, the advisors will present them to the registrar. After a complete check, the registrar will notify the dean of students of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their cumulative GPA is 3.50 the quarter prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in late May and August. Presence at graduation is required except when permission for graduation in absentia has been granted by the dean of students. Requests for such permission must be made in writing 30 days prior to graduation.

Students pay for their caps and gowns. The Student Government Association provides degrees, diplomas, and certificates. A reception for graduates and their guests is held immediately following graduation exercises.

CATALOG OF RECORD

Students in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on their dates of entry, or they have the option of choosing the requirements of a subsequently revised issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last reentry dates or subsequent issues.

REPETITION OF COURSE WORK

Students may repeat any course, but each attempt will be recorded and counted in determining the students' grade point averages. No course may be counted more than once toward graduation. When students receive "F's" in courses not offered during the remainder of those students' residence, equivalent courses may be substituted for purposes of meeting program requirements upon recommendation of the appropriate department chairman and the assistant dean of instruction.

Veterans should be aware that they cannot receive VA benefits for repeating courses passed.

FINANCIAL AID

The goal of Pitt Community College's Financial Aid Office is to provide assistance to students having financial needs. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. This amount is called "Family Contribution." Need is determined by evaluating the information provided on an aid application. Factors such as income, assets and benefits are all considered in determining the need for aid. All financial awards are determined by the institution's financial aid office.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year.

To receive financial aid students must be enrolled for at least 6 credit hours in an eligible curriculum (degree or diploma). A student must maintain satisfactory academic progress according to the standards of the college and not owe a refund on a grant or be in default on a loan.

The financial aid office will mail an awards letter explaining the award amounts and dates of disbursement to each student applying for financial aid.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require Pitt Community College to define minimum standards of satisfactory academic progress which students must meet in order to receive Title IV Financial Aid which includes Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Guaranteed Student Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

1. Full-time students are defined as those who are registered for 12 or more credit hours each quarter; three-quarter time students, 9 to 11 credit hours; and one-half time students, 6 to 8 credit hours. Students enrolled for five or less credit hours are exempt from this requirement since they are not eligible for Title IV Financial Aid.
2. To continue receiving financial aid, recipients must meet the requirements of the Measurable Time Frame Chart and have earned a cumulative GPA according to the total number of quarter hours attempted as indicated below:

**DIPLOMA AND
CERTIFICATE
PROGRAMS**

**ASSOCIATE DEGREE
PROGRAMS**

Hours Toward Degree	GPA	Hours Toward Degree	GPA
0-15	1.00	0-15	1.00
16-30	1.35	16-30	1.25
31-40	1.75	31-45	1.50
41 and above	2.00	46-60	1.75
		61-75	1.90
		76 and above	2.00

3. Students who complete the graduation requirements for a degree, diploma, or certificate program and re-enroll to pursue those course requirements for a second degree may request from the financial aid officer an extension of the time limitation covering only that part actually necessary to complete the second degree.

B. Financial Aid Probation

Students who fail to meet the requirements on the Measurable Time Frame Chart for any quarter are placed on Financial Aid Probation. Students in this category may continue to receive financial aid for one additional trial quarter and if the requirements are not met at the end of the trial quarter his/her financial aid will be terminated until the requirements are met for reinstatement.

C. Appeal Process

1. Student may appeal their suspension/termination of eligibility for financial aid only for “extraordinary circumstances” to the Academic Appeals Committee.
2. Appeals must be in writing and accompanied by appropriate documentation and presented to the financial aid officer for

action by the Academic Appeals Committee, which is composed of the dean of student services, the director of counseling, and the financial aid officer.

3. Students must submit written appeals and documentation no later than the third week of classes of the quarter immediately following the quarter for which financial aid eligibility was terminated.

D. Unsatisfactory Progress

Unsatisfactory progress occurs when financial aid recipients fail to meet all of the Measurable Satisfactory Academic Progress definitions specified.

E. Procedures For Reinstatement

1. Students who have their financial aid eligibility suspended/terminated may be reinstated in one of the following ways:
 - a. By the appeal process
 - b. By enrolling at the College without the benefit of financial aid and meeting the requirements on the Measurable Time Frame Chart.
2. Retroactive payments of financial aid for quarters when students were on suspension is prohibited.

F. Repeated and Remedial Courses

Any student who is required by the College to repeat or enroll in remedial courses will be given up to two additional quarters of financial aid eligibility, provided the student is enrolled in the TRIO Program.

G. Withdrawals

1. Consideration will be given to students who withdraw for medical reasons or extreme family hardships. Written verification will be necessary to prove such cases. The financial aid officer will review each case.
2. When a student recipient of Title IV financial aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the financial aid office will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation, and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date. Overpayment

funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

3. Financial aid will not be disbursed to any student who received 0.00 GPA for their last quarter of enrollment.

GRANTS

Pell Grant (Formerly Basic Educational Opportunity Grant)

Pell Grants are awards to help undergraduates pay for their education after high school. For many students these grants provide a “foundation” of financial aid to which aid from other Federal and non-Federal sources may be added. Students should contact the financial aid office for an application.

Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant is an award to college students of exceptional financial need, who, without this grant, would be unable to continue their education. It is for undergraduates who are enrolled full-time in an eligible program of study.

North Carolina Student Incentive Grant

Legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for North Carolina Student Incentive Grants to help pay their educational expenses. Students must demonstrate “substantial financial need” as determined through the need analysis system of the College Scholarship Service.

Students may apply for this grant by checking the appropriate block and enclosing an additional fee of \$2.50 with the Financial Aid Form.

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LOANS

Guaranteed Student Loan

The Guaranteed Student Loan’s central lender is College Foundation, Inc. located in Raleigh, North Carolina. To be eligible, students must be a United States citizen or eligible non-citizen who is a permanent legal resident of North Carolina. Students must be enrolled or accepted for enrollment and making satisfactory academic progress in an eligible academic program.

Undergraduates may borrow up to \$2,500 per year, however, you cannot borrow more than the cost of education at your school less any other financial aid that you receive. The interest rate for new

borrowers is 8% and you must begin repaying 6 months after you graduate or leave school.

Out-of-State Loans

Out-of-state students should contact their family banks or state higher education assistance agencies concerning state administered guaranteed student loan programs.

Burroughs Wellcome Loan Fund

Pitt Community College administers a loan fund which is supported by the Burroughs Wellcome Company. Eligible students may secure short-term loans at no interest (if paid in full by the due date). Money obtained through this fund must be used for direct educational expenses which are limited to the costs of tuition, insurance fees, or supplies and books. These loans must be repaid before the end of the quarter in which the student received the loan. All Loans must be secured by a promissory note with the signature of one other person as a surety. Please note that this loan is only for students who have no other sources of financial assistance. Students should contact the dean of students' office for an application.

Doris Hall Phelps Memorial Loan Fund

This fund was established in memory of Mrs. Doris Hall Phelps, who for several years was a loyal and devoted employee of the Learning Resources Center at Pitt Community College.

Eligible students may borrow money to pay tuition only. There will be 5% interest assessed on any money loaned. These loans are for short terms not to exceed two quarters. A cosigner will be required before any of these funds can be loaned. Students should contact the dean of students' office for more information.

Phillip L. Clark NOW Fund

A student should contact the Human Services Technology advisors for information concerning this loan fund.

PCC Memorial Scholarship/Loan Program for Vocational and Technical Students

This loan was established to provide intermediate term loans for PCC students who desire financial assistance in order to continue college and thereby achieve their career goals. Students must be in a technical or vocational curriculum and not receiving adequate financial assistance to meet their needs. The amount to be loaned will not exceed \$250 per year. All loans must be paid in full fourteen

months after graduation or termination of studies. Students should contact the dean of students' office for more information.

PCC Nursing Loan Fund

A PCC Nursing Loan Fund has been established to assist needy students, without sufficient amounts of financial assistance, with short-term loans in order that they may continue college and thereby achieve their career goals. The amount to be loaned will normally not exceed \$250. All loans must be paid in full nine months after graduation. Nursing students may obtain a loan application from the financial aid office.

SCHOLARSHIPS

Carolina Telephone Scholarship Program

Two scholarships in the amount of \$500 each will be awarded to North Carolina residents enrolled or intending to enroll in a course of study leading to a technical degree or vocational diploma. The purpose of the scholarship is to make educational funds available primarily to those persons who are hardest hit by recession and chronic unemployment—minorities such as blacks, Indians/native Alaskans, or orientals; and “displaced worker” such as a person who has lost his/her job because of obsolete job skills or because of economic recession in his/her former field of employment.

The student must maintain a passing grade average at or above the level for graduation and must continue where he/she was enrolled at the time of the scholarship for the duration of the scholarship. Students may contact the financial aid office for an application.

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Carolina Telephone College Transfer Scholarship

This scholarship was formed for the purpose of providing educational funds to residents of North Carolina enrolled in a college transfer program. There will be one scholarship awarded annually in the amount of \$500.00. Priority will be given to minorities. Carolina Telephone defines minorities as blacks, Spanish surname Americans, American Indians/native Alaskans, and Orientals; and “displaced worker” as a person who has lost his/her former field of employment. Contact the financial aid office for additional criteria and an application.

Arlene Collins Memorial Scholarship

This scholarship was formed in memory of Arlene Collins for the purpose of providing financial assistance in the form of tuition only for a first year nursing student progressing into the second year of the

nursing program. Students should contact the financial aid office for an application.

Diesel Engine and Farm Machinery Mechanics Scholarship

The farm equipment dealers of Pitt County and eastern North Carolina have made available to students enrolled in the Diesel Engine and Farm Machinery Mechanics program at PCC, scholarships in the amount of \$200 each. The number of scholarship awards made annually is determined by the amount of scholarship funds available. Recipients are selected based on need, academic achievement, performance, and a proven interest toward pursuit of diesel engine and farm machinery mechanics as a career. Students may contact the dean of students' office for more information.

PCC Institutional General Scholarship

This scholarship has been established for full or part-time students enrolled in a technical, vocational, or college transfer program. Selection is based on academic performance as well as need. Students may contact the financial aid office for an application.

PCC Memorial Scholarship/Loan Program for Vocational and Technical Students (A scholarship for high school graduates in Greenville and Pitt County to attend PCC, one per school)

This scholarship has been established to reward and encourage academic excellence in pursuit of vocational and technical education at Pitt Community College by providing financial assistance in the form of scholarships for outstanding high school graduates, and is awarded annually.

Greenville and Pitt County school systems' high school seniors who plan to attend Pitt Community College and enroll in vocational or technical programs are eligible to apply. Scholarships valued at \$250 each will be awarded to one graduate of each of the following high schools:

J. H. Rose High School
Ayden-Grifton High School
D. H. Conley High School
Farmville Central High School
North Pitt High School

The scholarship recipient will be initially selected on the basis of high school academic achievement, interest in pursuing a vocational/technical career, and financial need. Students should contact the director of counseling at their high school for an application.

Scholarship for Current Pitt Community College Students

This scholarship has been established to reward and encourage academic excellence in pursuit of vocational and technical education at Pitt Community College by providing financial assistance in the form of scholarships for current PCC students, and is awarded annually.

Current full-time PCC students who have completed at least three (3) quarters of college work at PCC and plan to pursue the completion of a two-year vocational or technical program at PCC are eligible to apply. Three scholarships valued at \$250 each will be awarded. The scholarship recipient will be initially selected on the basis of academic achievement at PCC, demonstrated interest in pursuing a vocational/technical career, and financial need. Contact the director of counseling for an application.

Prepshirt Scholarship

Prepshirt Manufacturing Corporation has donated funds for scholarships to be used by Prepshirt employees and their families. Contact the Prepshirt Corporation for an application.

Tar Heel Chapter of RSES (Scholarship for Air Conditioning, Heating, and Refrigeration Students)

The Tar Heel Chapter of RSES (Refrigeration Servicing Engineering Society) has made available to students enrolled in this curriculum one scholarship annually in the amount of \$200 to a second quarter student in this four-quarter program. The scholarship will be awarded based on academic performance, need, and proven interest in the air conditioning, heating, and refrigeration field. Recipients are expected to become members of the Tar Heel Chapter (membership fees will be paid by the chapter). Students may contact the dean of students' office for an application.

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Wachovia Technical Scholarship

Wachovia Bank and Trust Company has made available to students enrolled in technical programs at PCC, two scholarships annually in the amount of \$500 each to second year students. The scholarships will be awarded based on need and the student's performance in the first year of a two-year technical program. Students should contact the financial aid office for an application.

Weyerhaeuser Scholarship

The Weyerhaeuser Company has made available to students enrolled in an industrial related field of study two scholarships

annually in the amount of \$900 each to either technical or vocational students. The scholarships will be awarded based on academic achievement, need, performance, and participation in outside activities coupled with a proven interest toward an industrial career. Students may contact the financial aid office for an application.

Vernon E. White Scholarship

This endowment program was established by the people of Pitt County to honor the service and contribution of Senator Vernon E. White to the Pitt County community. Through this endowment a scholarship was established at Pitt Community College. Its purpose is to reward and encourage academic excellence in pursuit of vocational and technical education by providing financial assistance in the form of a scholarship to be awarded to an outstanding student annually. Contact the financial aid office for an application.

Danny K. Woods Scholarship

Alpha Omega Chapter of Epsilon Sigma Alpha International sponsors a scholarship to provide financial assistance in the form of tuition and required fees for a J. H. Rose High School graduate who is a first year accounting student at Pitt Community College. The scholarship recipient will be initially selected on the basis of high school academic performance, financial need, and professionalism. Students should contact the J. H. Rose High School director of counseling for an application.

COLLEGE WORK STUDY PROGRAM

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The College Work Study Program provides jobs for undergraduates and graduates who have a financial need as determined by College Scholarship Service (FAF) or American College Testing Program (ACT). Students may be allowed to work up to 15 hours per week as funds permit. The financial aid office tries to place students in a position related to their chosen curriculum when possible. Students cannot work during class hours and the job should not jeopardize the student's time or ability to make satisfactory progress in all classes. Students are paid monthly and will receive minimum wage for hours of satisfactory work completed.

Students should first complete the Financial Aid Form (FAF) to determine a need for the college work study program. If there is a need, then the student should complete an institutional work study application. This application may be obtained from the financial aid office.

OTHER SOURCES OF ASSISTANCE

Job Training Partnership Act

This program is a source of financial aid which can be utilized to offset cost of training for individuals deemed eligible. For further information, contact the director of occupational extension in the Office of Continuing Education.

Migrant and Seasonal Farmworkers Association

For information concerning this program write or contact: Migrant and Seasonal Farmworkers Association, Inc., District I Office, P. O. Box 970, Bethel, N.C. 27812.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 226-A Commerce Street.

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

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Local Sources of Financial Aid

Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of the various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veterans Benefits

The Veterans Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain

satisfactory attendance, conduct, and academic progress, according to the school standards, for continuing eligibility for payment.

V. A. payments for veterans in a technical or college transfer program are based on credit hours per quarter as indicated below:

12 or more credit hours	full time
9-11 credit hours	three quarter time
6-8 credit hours	half time
Below 6 credit hours	no pay

V. A. payments for veterans in a vocational program are based on a combination of credit hours per quarter and contact (clock hours in school) hours per week as follows:

12 credit and 22 contact hours	full time
9-11 credit and 16-21 contact hours	three quarter time
6-8 credit and 11-15 contact hours	half time
Below 6 credit and 11 contact hours	no pay

Dependents of Veterans

The veterans administration offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to \$376.00 per month is made to students under the program.

For further information on V. A. benefits, the student should contact the College veterans affairs office, the N.C. Division of Veterans Affairs, of the V.A. Regional Office at Winston-Salem.

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THE FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curriculums are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one to whom they may go and receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

- To have a conference with each new advisee as soon as possible to get acquainted.
- To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)

- To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements.
- To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)
- To post office hours, showing when available for consultation with students.
- To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

STUDENT SERVICES

Counseling

Counseling services are provided by trained personnel and are available to every curriculum student from pre-admission through graduation. There is no charge for these services.

Students may come to a counselor's office any time a problem arises which could affect progress in school. The counselor will try to have at least one conference per year with each student. A counselor is on duty from Monday through Thursday nights until 8:30 P.M.

Tests are administered by the counselors on a group or individual basis for admission, placement, career development, and personal problem solving (interest inventories or personal interviews). Test results are available and are interpreted by the counselors at the request of faculty members or students.

The department of counseling remains in touch with a student throughout his college years to facilitate the fulfillment of his plans and to make his educational endeavors meaningful and optimally productive.

Additional Academic Support Program (Trio)

The Trio program is a federally funded program, providing free tutoring, special academic counseling, and other special services to first-generation college students who meet low-income eligibility criteria or who have a physical or learning disability.

Career Planning and Placement Center

The career planning and placement center assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploration of career interests. Individuals may also use SIGI PLUS or CHOICES—computerized career planning programs. Educational and career resources available include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as 4-year college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategy.

The career planning and placement center is the liaison between Pitt Community College and potential employers. All students and alumni are encouraged to register with the center.

Health Services

Pitt Community College maintains no health facilities other than first aid supplies, which are located in the office of the dean of students and in the laboratories and shops. The responsibility for medical services rests with students and their parents or guardians. Emergency facilities are available at Pitt Memorial Hospital. Entering students are required to answer the health questionnaire on the application for admittance form. Student accident insurance is available at a cost of \$10.00 per year.

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Food Service

The College has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available in the student lounge. Also, vending machines for soft drinks, cigarettes, and sundries are located in each building.

Housing

The College does not provide housing facilities for students either on or off campus. It does, however, maintain a list of housing available in the Greenville area. There is no other involvement on the part of the College. Students are responsible for obtaining their own housing.

Student Government Association

Pitt Community College has a Student Government Association. Each curriculum has one representative and one alternate in the Association. Officers are elected from this body annually. Activities supported by the SGA include the Pitt Community College athletic teams, field days, dances, cookouts, community projects, and intramural sports.

Air Force ROTC

All students enrolled in a two-year college transfer or technical associate degree program as full-time students are eligible candidates for enrollment in the East Carolina University Air Force ROTC program by cross-town agreement. Students will receive two credit hours per quarter or six credit hours per year which could apply as electives toward degree requirements at Pitt Community College dependent on the program. If a student should desire to continue their education beyond the associate degree program and transfer to ECU, they would receive four semester hours of ROTC credit per year. This opportunity is for both male and female students who met AFROTC screening requirements.

AFROTC classes will be held on the campus of ECU. Uniforms will be furnished at no cost to students. There will not be additional tuition charged for students who are full-time. Interested students should contact ECU for ROTC class schedule.

Identification Cards

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made for students during the second or third week of each quarter (see Student Services Office for schedule).

The ID card will admit students to social, cultural, and educational events sponsored by the College.

Gamma Beta Phi

Gamma Beta Phi is an honor society chartered in 1975. Membership is based upon a GPA of 3.0 Gamma Beta Phi comes under the supervision of the SGA.

Student Publications

Pitt Community College publishes the following:

- College Catalog
- Student Handbook

- Program Brochures
- New Student Information Guide
- Co-op Newsletter
- PCC Newsclips

Guided Tours

Many groups visit Pitt Community College during the year for the purpose of investigating the facilities and opportunities available in vocational, technical, and college transfer education.

Groups are assembled in the lobby where they are greeted by the dean of students. Large groups are divided into smaller groups and taken on a guided tour of the College. All programs are explained to the groups as the tour progresses. In addition to seeing classes and shops, the groups are also taken to the Learning Resources Center and the Learning Center.

Class Rings

All orders for class rings will be made with the dean of students. Notices will be posted relevant to dates for measurements. Students are urged to be prompt when making these orders.

TRAFFIC REGULATIONS

All automobiles operated on the campus by day students and College personnel must be registered with the chief of security. Parking permits are issued for each registered vehicle and must be displayed on the rear bumper, left side. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privilege of operating an automobile on the campus for failure to abide by the regulations.

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INCLEMENT WEATHER

The College President will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations.

FIRE DRILLS

Fire drills will be held once a quarter. The fire alarm consists of a pulsating, repeated sounding of a bull horn. Personnel will exit at the outside door closest to where they are at the time the alarm is sounded and proceed in an orderly manner to a safe distance from the building. The all clear signal is a long sounding of the bell system.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the register's office at all times their current address and telephone number.

Copies of the Rights and Freedoms of Students can be obtained from the office of the dean of students.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times the student will conduct himself as a responsible adult. Destruction of school property, stealing, cheating, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 90-89 through G. S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Any violation of these regulations will result in expulsion from the College. In addition, any infraction which is a violation of N. C. law may be turned over to the local authorities.

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Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of the President and the Vice-President of the Student Government Association and two faculty members appointed by the President of the College. The decision of the committee is final, subject only to the student's right of appeal to the President of the College or ultimately to the Board of Trustees. Additional information may be obtained from the dean of students.

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interest of the student and of the College.

Information on dismissal and reinstatement procedure may be obtained from the office of the dean of students.

The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) at Pitt Community College includes Library Services, Audiovisual Services, and Media Production Services. The primary purpose of the LRC is to provide learning resources and services to support and enrich the educational programs of the College. These resources and services are available to students, faculty, and staff of Pitt Community College and to the adult citizens of Pitt County.

LRC resources and services include a wide variety of print and nonprint materials, technical equipment, supportive facilities, and specialized services. The print materials collection includes books, magazines, newspapers, pamphlets, government publications, and other printed materials. Audiovisual materials in the LRC collection include films, filmstrips, filmloops, transparencies, slides, audio and video tapes, and records. Microfilm copies of back issues of selected magazines and newspapers and certain historical records of the Pitt County area are also available for use in the LRC. Equipment needed for the utilization and duplication of certain instructional materials is provided by the LRC.

A staff of professional librarians, media specialists, technicians, and assistants provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open.

The LRC is open Monday through Thursday from 7:45 A. M. to 9:30 P. M. and on Friday from 7:45 A. M. to 4:00 P. M. (closed Saturdays, Sundays and holidays). Located on the third floor of the Humber Building (easily reached by elevator), the LRC is arranged and furnished to provide a pleasant atmosphere conducive to study and to leisure-time use of the variety of resources and services available.

A new Learning Resources Center (LRC) is currently under construction, with occupancy planned for Spring, 1987. This expansion of LRC facilities will provide much-needed additional space for learning resources and services available for student use.

COOPERATIVE EDUCATION (Co-op)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school in optional plans.

Eligibility

All students enrolled in programs offering Co-op for academic credit who have completed one quarter or who are already employed in work-related jobs are eligible to enter the cooperative education program if they meet the following requirements:

1. Students must have a 2.0 GPA and/or approval of the department chairperson and director of cooperative education.
2. Students must plan to graduate from Pitt Community College.

Application Procedure

Students interested in the cooperative education program should follow the procedure outlined below:

1. The student will obtain an application form from the cooperative education office and make an appointment with the Co-op office to review the completed application.
2. The director or the coordinator will conduct an interview with the student with regard to career goals and possible cooperative assignments.
3. If the student is accepted, the director of cooperative education and the department chairperson or advisor will be prime resources in locating and/or approving an appropriate co-op assignment.

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Academic Credit

1. One (1) credit hour will be given for the satisfactory completion of each quarter's cooperative training assignment of each ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the registrar's office by the director of cooperative education.
2. A student may receive a maximum of two credit hours during any one quarter. Each curriculum program specifies the maximum number of credit hours possible toward degree or diploma requirements.

3. Credits earned with the approval of the department chairperson are used as substitutes for required or elective courses within the curriculum guidelines. Specified programs require cooperative education credits.
4. Students enrolled in a college transfer program can earn up to six (6) credit hours of add-on credit.

Students interested in cooperative education should visit the Co-op Office or contact their faculty advisors. The Co-op office is open on Monday evenings from 6:45-8:30 p.m. for the convenience of evening students.

CONTINUING EDUCATION

The Continuing Education Division at Pitt Community College is committed to serve adults from the general community, business, and industry. Various programs are offered for the individual to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high school, and to pursue activities for personal enrichment.

Classes are held on campus and in off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations.

Each course is open to adults who are not enrolled in a secondary school. However, high school students 16 years or older are permitted to enroll with approval from the appropriate public school official.

Schedule of Courses

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A schedule of Continuing Education classes is published quarterly and distributed throughout Greenville and surrounding areas. Classes are organized upon demonstration of sufficient interest and availability of the required facilities and instructors. Newspaper, radio, and television are utilized to announce course offerings. Classes are usually held from 7:00 P.M. to 10:00 P.M. however, classes can be scheduled for mornings or afternoons.

Course Credit

Generally courses offered in Continuing Education are noncredit; however, credit will be given in the Adult High School Diploma Program. CEU's (Continuing Education Units) are also awarded for certain courses and seminars. (Ten contact hours of class earn one CEU.) Written acknowledgement of course completion or participation may be provided to individuals upon request.

Registration and Attendance

Registration for classes is normally completed at the first class meeting on a first-come, first-served basis. A minimum of 14 persons is usually needed to begin classes. If regular attendance falls below six people, the class may be discontinued.

Fees

A small registration fee is required for all noncredit courses (for Adult Driver Training there is an additional fee) and must be paid at the first class meeting. There is no charge for registration to senior citizens 65 years of age or older. Accident insurance is available to all students. Students in laboratory courses requiring the use of equipment and machinery must either purchase insurance or sign a waiver form.

Course Descriptions

Course descriptions are available upon request by calling or visiting the Division of Continuing Education. Individuals who desire counseling or other special assistance may contact either the instructor or the directors in the Continuing Education Division.

Books and Supplies

Most continuing education courses do not require textbooks. When a text is required, students will be notified at the first class meeting. Students are generally responsible for their class supplies.

General Adult Education

The General Adult Education Program consists of noncredit courses which enable the adult to develop a skill or an art in an area of interest.

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Adult Basic Education

Adult Basic Education is designed to improve the reading and math skills of persons who seek self improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-based instruction is available as an added incentive for students working towards reaching their goals. Classes may be established throughout the Pitt County area and may be co-sponsored with churches, schools, or community organizations. Groups interested in developing a class (at least 10 people) may contact the adult basic education coordinator at Pitt Community College. There are no charges for the classes or materials.

Adult High School

Adult High School classes are designed to prepare the adult to take the General Educational Development Test (GED). Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and Pitt County areas. Program content covers reading and writing skills, mathematics, social studies, and science. There are no charges for the classes.

General Interest Offerings

The following are examples of general interest courses:

Art: Painting, Drawing, and Sketching	Knitting
Arts and Crafts	Macrame
Auto Care and Tune-up	Needlepoint
Baking and Decorations	Prenatal Education (Lamaze Method of Prepared Childbirth)
Calligraphy	Pottery
Conversational French, German, Spanish	Rug Hooking
Creative Writing	Seasonal Decorations
Crewel Embroidery	Sewing
Crochet	Sign Language
Investments and Securities	Spinning and Natural Dyes
	Weaving

The Learning Center

Adult Basic Education classes (reading and math improvement), GED preparation classes, and general interest courses are offered in the Learning Center located on the Pitt Community College campus. Instructors may choose books, computers, or other teaching resources. Courses are available during the designated Pitt Community College hours of operation, day and night.

The GED test program by which adults may earn a high school equivalency diploma, is administered in the Learning Center by appointment. The state of North Carolina requires a \$5.00 fee to take the GED. Persons interested in further information or in taking the GED tests should contact the Learning Center at 756-3130.

The Learning Center provides instruction for the Adult High School Diploma Program. Upon satisfactory completion of the program requirements, a Greenville City/Pitt County Schools diploma is awarded.

High School Equivalency

Adult Residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a

battery of five tests. These tests, the General Educational Development tests, are also known as the high school diploma equivalency tests.

A High School Diploma Equivalency is recognized by employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Pitt Community College is one of 71 official GED testing centers in the state and is the only one in Pitt County.

Persons interested in further information or in taking the GED tests should contact the Learning Center. The center administers the tests by appointment. There is a \$5.00 fee for taking the GED tests.

Adult High School Diploma Program

The Adult High School Diploma program provides instruction designed to qualify a student for a Greenville City-Pitt County Schools diploma. To enter, a coordinator explains the procedures and options and also conducts or schedules admission tests. The results of the tests are reviewed, and the appropriate level of instruction is identified. Students must successfully complete all required courses and pass the N. C. Competency Tests in order to receive the diploma.

Occupational Extension

Occupational courses are offered for employed persons needing to upgrade their skills or for persons seeking employment at the skilled technical and vocational level.

General Occupational Courses

The following are examples of general occupational courses:

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Activity Coordinator Training	Estimating for the Building Trades
Aviation Ground School	First Aid
Blueprint Reading	Job Preparation
CPR	Mathematics (Basic)
Chore Service Provider	Outboard Motor Repair
Emergency Medical Technician (Basic)	Small Engine Repair

Specialty Occupational Programs

Fire Service Training

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences. Usually these courses are conducted in the local fire departments for the volunteer firemen, who train as an organized group utilizing equipment and

methods they would ordinarily use in preventing and suppressing fire.

Some of the subject areas for volunteer firemen are as follows: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures.

Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Hospitality Training

This program is provided to train hotel-motel managers, food service personnel, waiters, waitresses, cooks, and maids or any other individual or group in the hospitality field.

Hospitality education has three objectives: (1) to develop, within individuals, skills that will qualify them for better employment opportunities in the hospitality field; (2) to provide employers with well-trained personnel to operate their businesses; and (3) to provide better hospitality. Some of the courses are as follows: Front Office Procedures, Human Relations, Communication, Basic Nutrition and Menu Planning, Overview of School Food Service, Use and Care of Equipment, Quantity Cooking, and Quantity Food Preparation.

Law Enforcement Training

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Several short courses and seminars are conducted to upgrade and train law enforcement officers. Some courses are as follows: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, and General Criminal Investigation.

The College also offers two-year associate degrees in criminal justice.

Management Development Training

Management Development Training Courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered both on and off campus. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local superintendents responsible for providing in-service upgrading and training for teachers

coordinate with the division of continuing education to develop special courses designed to meet the needs of the local school unit. The division assists in the development and presentation of approved courses by providing needed personnel, facilities and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The division of continuing education coordinates with each agency to develop the in-service program most appropriate to its needs.

Special Industrial Training

Classes may be in the immediate area in which the industry is located.

In addition, special classes may be developed for training of personnel for a new industry locating in the area or an expanding industry.

Courses are designed to meet specific group needs. New programs and classes are scheduled at the time and place convenient to the interested group or individuals.

For information and assistance in developing occupational extension classes, call the assistant dean for continuing education.

Small Business Center

The Small Business Center at Pitt Community College is designed to respond to the training needs of the area's small business owners, managers, personnel, and others in business as well as those who plan to start a small business. Training sessions are offered continuously in the form of workshops, seminars, and courses. Pertinent topics such as management, marketing, advertising, accounting, and salesmanship are covered in the training sessions.

Specific courses offered continuously are

- Starting a Small Business
- Recordkeeping for Small Business
- Small Business Sales
- Small Business Supervision
- Financial Planning for Small Business
- Customer Relations
- Marketing
- Microcomputers

Other courses are scheduled as needed.

The Center serves as a resource center to provide publications and video viewing to help with small business problems.

Management aids provided by the Small Business Administration are available, as well as the SBA Starting-Out series for people planning a new business.

The Center also provides consulting by appointment.

An important function of the Small Business Center is to create within the business community an awareness of the business-related curricular programs which are offered on a regular basis.

Workshops, Seminars, and Conferences

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, nonprofit organizations, or by special request from the citizens of Pitt County.

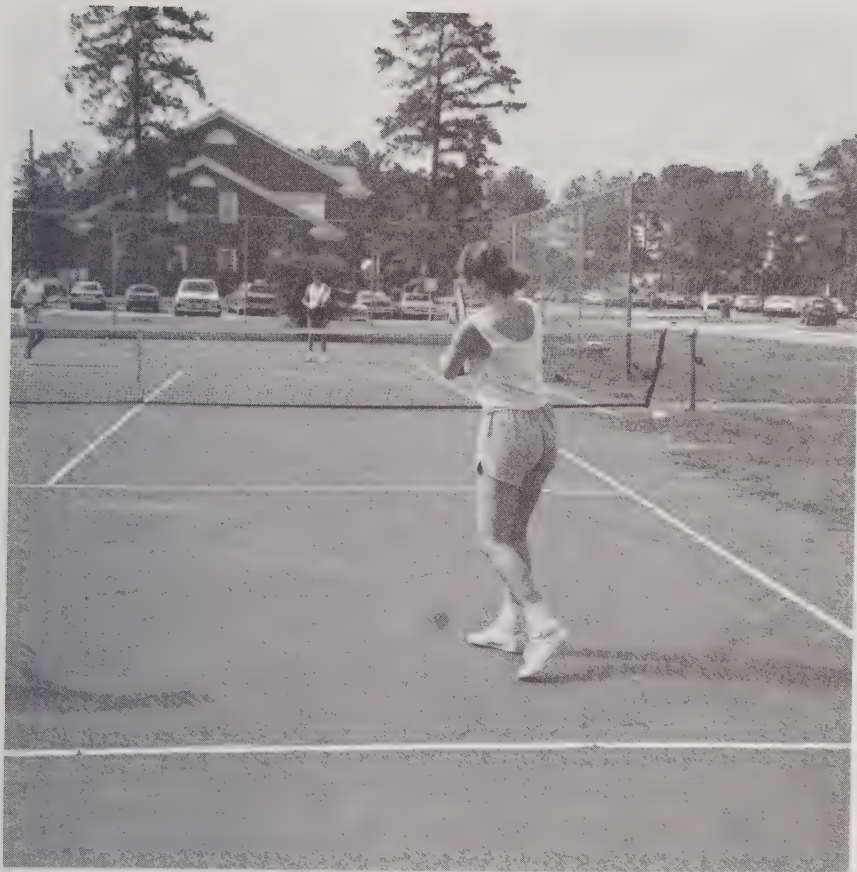
The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College, and if participants meet necessary requirements for receiving credit.

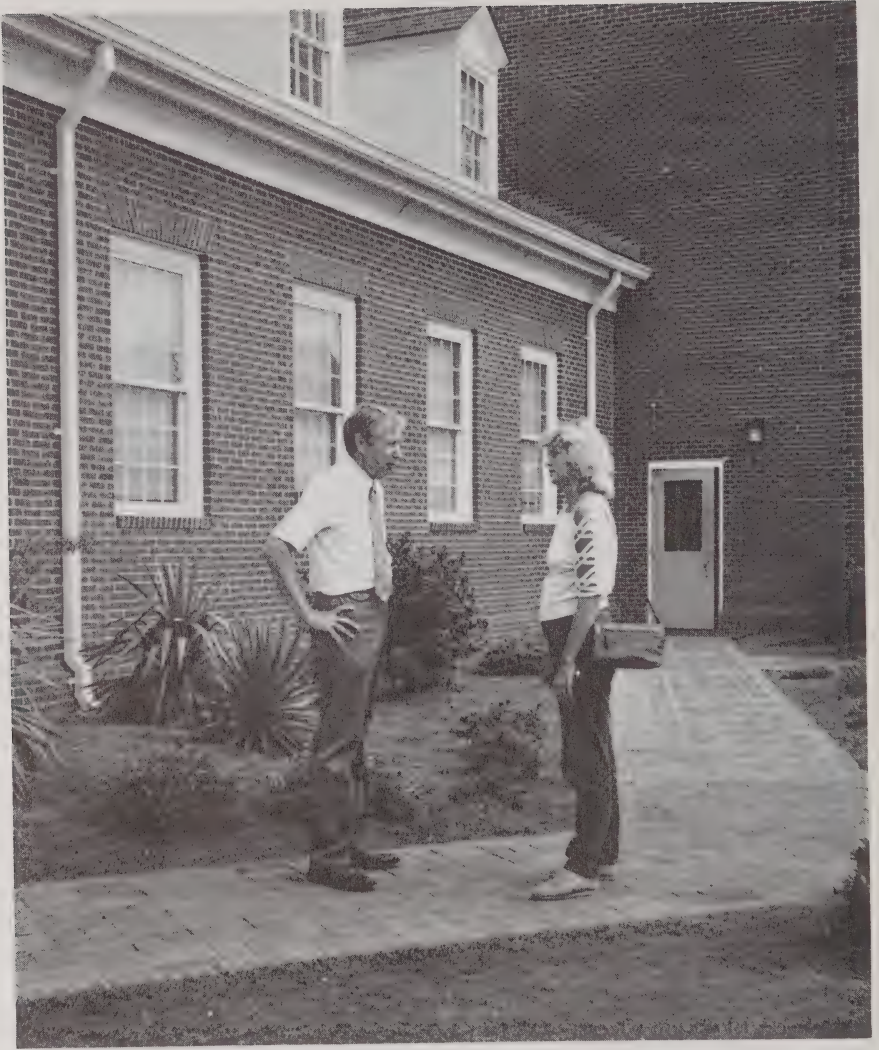
The Visiting Artist Program

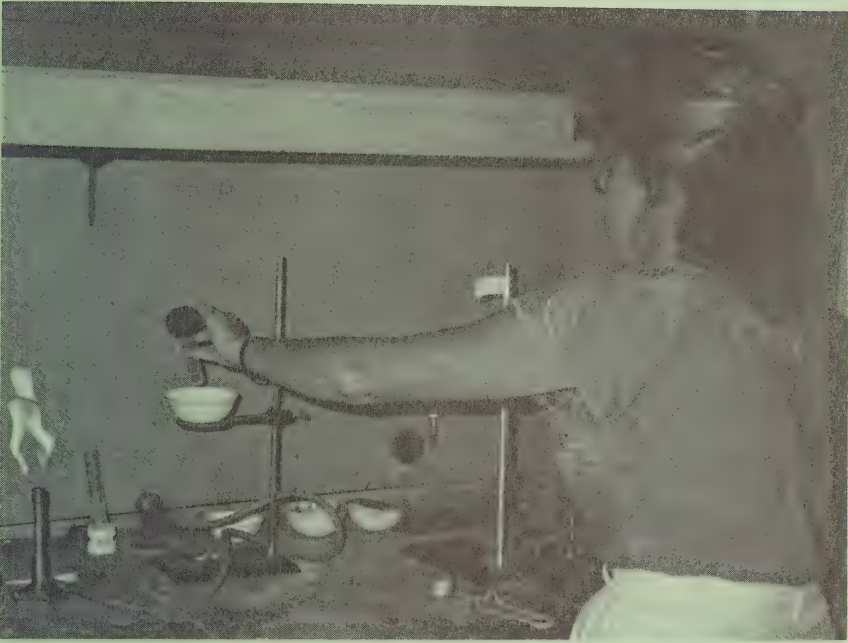
The Visiting Artist Program is a cooperative effort between the North Carolina Arts Council and the Department of Community Colleges. Pitt Community College is one of the many institutions throughout the state which employs full-time artists representing a variety of different art forms.

62 The purpose of the program is to enhance the appreciation and cultivation of the arts within the College and the surrounding areas. This unique program presents to students, faculty, and the community at large an opportunity to experience first hand the work of creative and performing artists.

During the residency, the artist presents performances, lectures, demonstrations, and workshops as well as providing assistance to organizations such as civic clubs, public schools, arts councils, and church groups. The artist also organizes exchange programs with artists from other schools in the Visiting Artist Program in order to bring a variety of artistic experience to the College and community.







COLLEGE TRANSFER



REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is awarded upon completion of at least 96 quarter hours of credit with an overall grade point average of 2.0 (C) or better, to include:

	Credit Hours
COMMUNICATIONS	11
Grammar and Composition, LIB 150	
HUMANITIES AND FINE ARTS	15
Literature, philosophy, religion, foreign language, art, drama, speech, and music	
MATHEMATICS.....	5
SCIENCE	12
Courses, at least one of which is to include laboratory experience, will be chosen from areas such as astronomy, biology, chemistry, geology and physics	
SOCIAL SCIENCE	20
History, anthropology, economics, geography, sociology, political science, and psychology	
HEALTH AND PHYSICAL EDUCATION	5
ORIENTATION COURSE.....	1
ORI 100	
66 *ELECTIVES	28
TOTAL CREDIT HOURS FOR DEGREE	97

*Electives should be selected on the basis of the student's major field of study and on the requirements of the institution to which the student intends to transfer.

PRE-BUSINESS ADMINISTRATION

Pre-Business Administration is designed for those students who wish to transfer to a senior college or university to pursue majors in the areas of accounting, banking, business administration, economics, finance, management, marketing, quantitative methods, or real estate. Degree plans may vary according to requirements of the senior institution.

**PRE-BUSINESS ADMINISTRATION
COURSE AND HOUR REQUIREMENTS**

Title	C	L	CH	
MAJOR COURSES:				
ACT 150	Principles of Accounting	3	2	4
ACT 151	Principles of Accounting	3	2	4
ACT 152	Principles of Accounting	3	2	4
BUS 165	Introduction to Business			
	or **Elective	5	0	5
BUS 166	Business Law I	3	0	3
BUS 167	Business Law II	3	0	3
ECO 150	Economics I	3	0	3
ECO 151	Economics II	3	0	3
ECO 152	Economics III	3	0	3
EDP 150	Introduction to Computers	5	0	5
*ENG 150	Composition I	3	0	3
ENG 151	Composition II	3	0	3
ENG 152	Composition III	3	0	3
HEA 150	Personal and Community Health	3	0	3
LIB 150	Library Research Skills	2	0	2
*MAT 150	College Algebra	5	0	5
ORI 100	New Student Seminar	1	0	1
PSY 150	General Psychology I	4	0	4
SOC 150	Sociology I	5	0	5
**ELECTIVES				
	Fine Arts or Humanities Elective	15	0	15
	or			
ENG 204	Oral Communications	3	0	3
	Physical Education Elective	0	4	2
	Science Elective	9	6	12
	Social Science Elective	<u>2</u>	<u>0</u>	<u>2</u>
TOTAL CREDITS FOR AA DEGREE		89	16	97

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

MAT 099, 100R, 100, 101, ENG 091, 092, 093, 094, 095, 100G, 100A, 101

**Students enrolled in this curriculum may select additional elective credits from approved college transfer courses and make course substitutions from such college transfer courses on a credit-for-credit basis upon approval by the student's department chairperson.

****RECOMMENDED ELECTIVES:**

Fine Arts: ART 160, 170; ENG 270; MUS 150

Humanities: ENG 250, 251, 260, 261; PHI 150; REL 150, 160, 161

Physical Education: PED 150, 160-184, 196

Science: BIO 250, 251, 252; CHM 250, 251, 252, PHY 260, 261, 262

Social Science: ANT 150, 160; GEO 150; HIS 150, 151, 160, 161; POL 150; PSY 151, 160, 170, 180; SOC 160, 170

General: EDU 250; ENG 271, 272, 273, 274, 275; MAT 151, 180

For information pertaining to cooperative education credits, see page 55.

PRE-EDUCATION (SECONDARY)

Pre-Education (Secondary) is designed for students who plan to transfer to senior institutions and major in secondary education and then teach in high school. Students take the same courses as pre-liberal arts students, with elective hours chosen in the area of major interest.

PRE-EDUCATION (SECONDARY) COURSE AND HOUR REQUIREMENTS

Title	C	L	CH
MAJOR COURSES:			
*ENG 150 Composition I	3	0	3
ENG 151 Composition II	3	0	3
ENG 152 Composition III	3	0	3
HEA 150 Personal and Community Health	3	0	3
LIB 150 Library Research Skills	2	0	2
MAT 150 College Algebra	5	0	5
ORI 100 New Student Seminar	1	0	1
**ELECTIVES			
Electives	28	0	28
Fine Arts	3	0	3
Humanities	3	0	3
Humanities or Fine Arts	9	0	9
Physical Education	0	4	2
Science	9	6	12
Social Science	20	0	20
<hr/>			
TOTALS CREDITS FOR AA DEGREE	92	10	97

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

MAT 099, 100R, 100, 101; ENG 091, 092, 093, 094, 095, 100G, 100A, 101, 101A

**Elective credits should be selected based on the student's prospective teaching field.

RECOMMENDED ELECTIVES:

Fine Arts: ART 160, 170; ENG 270; MUS 150; SPH 150, 160

Humanities: ENG 250, 251, 260, 261; PHI 150; REL 150, 160, 161

Physical Education: PED 150, 160-184, 196

Science: BIO 250, 251, 252; CHM 250, 251, 252; PHY 260, 261, 262

Social Science: ANT 150, 160; ECO 150, 151, 152; GEO 150: HIS 150, 151, 160, 161; POL 150; PSY 150, 151, 160, 170, 180; SOC 150, 160, 170

General: ACT 150, 151, 152; BUS 165, 166, 167; EDP 150, EDU 250; ENG 271, 272, 273, 274, 275; MAT 151, 180

For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

PRE-LIBERAL ARTS

The Pre-Liberal Arts curriculum is designed for students who intend to transfer to a senior college for their four-year degrees and for people who wish a liberal arts education ending in a two-year degree. Students take general college courses, including courses in English, math, biology, speech, health, physical education, and social science such as psychology, sociology, and history. Because the program is general, many students who have not decided on a major select pre-liberal arts. Adjustments can be made to meet the general education requirements of most colleges and universities.

PRE-LIBERAL ARTS COURSE AND HOUR REQUIREMENTS

Title	C	L	CH
MAJOR COURSES:			
*ENG 150	3	0	3
ENG 151	3	0	3
ENG 152	3	0	3
HEA 150	3	0	3
LIB 150	2	0	2
*MAT 150	5	0	5
ORI 100	1	0	1
**ELECTIVES			
Electives	28	0	28
Fine Arts	3	0	3
Humanities	3	0	3
Humanities or Fine Arts	9	0	9
Physical Education	0	4	2
Science	9	6	12
Social Science	<u>20</u>	<u>0</u>	<u>20</u>
TOTAL CREDITS FOR AA DEGREE	92	10	97

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

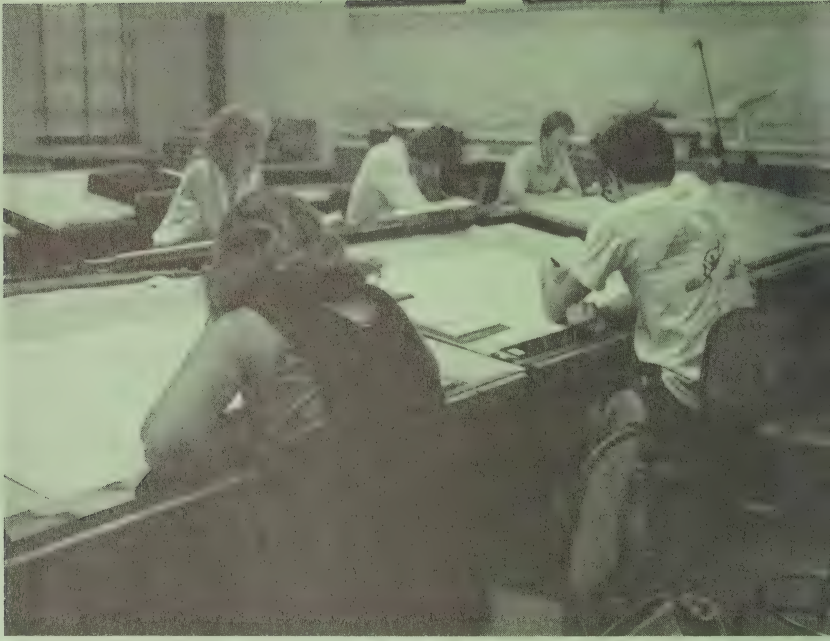
MAT 099, 100R, 100, 101; ENG 091, 092, 093, 094, 095, 100G, 100A, 101, 101A

**RECOMMENDED ELECTIVES

Fine Arts: ART 160, 170; ENG 270; MUS 150; SPH 150, 160
 Humanities: ENG 250, 251, 260, 261; PHI 150; REL 150, 160, 161
 Physical Education: PED 150, 160-184, 196
 Science: BIO 250, 251, 252; CHM 250, 251, 252, PHY 260, 261, 262
 Social Science: ANT 150, 160; ECO 150, 151, 152; GEO 150; HIS 150, 151, 160, 161; POL 150; PSY 150, 151, 160, 170, 180; SOC 150, 160, 170
 General : ACT 150, 151, 152; BUS 165, 166, 167; EDP 150; EDU 250; ENG 271, 272, 273, 274, 275; MAT 151, 180, 250, 251

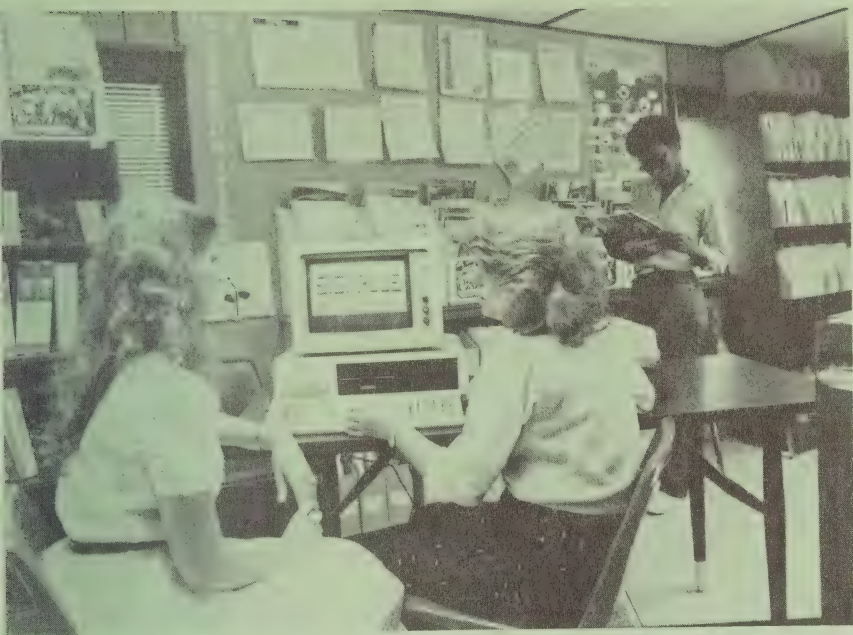
For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

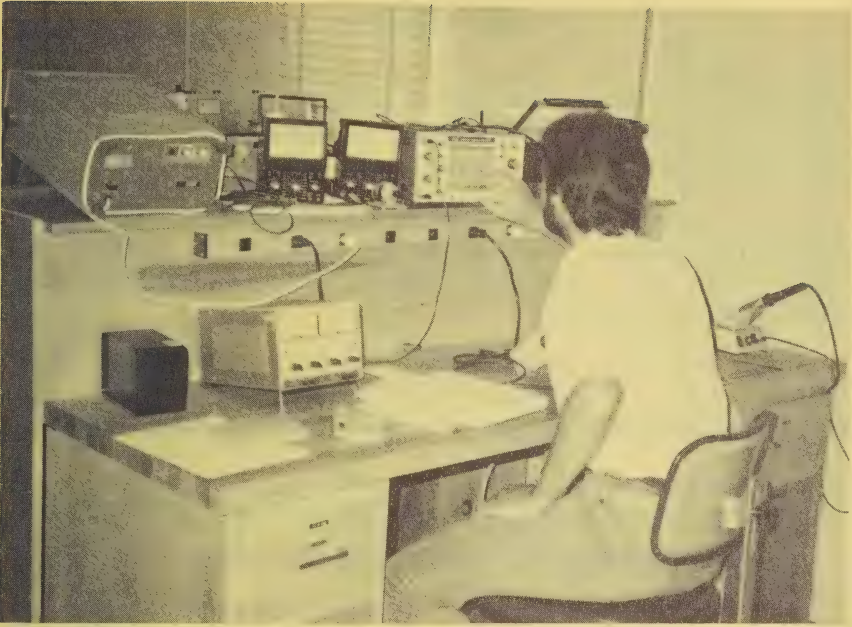


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TECHNICAL EDUCATION



ACCOUNTING

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

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

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

ACCOUNTING COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
ACT 150	Principles of Accounting	3	2	0	4
ACT 151	Principles of Accounting	3	2	0	4
ACT 152	Principles of Accounting	3	2	0	4
BUS 110	Electronic Calculator	2	2	0	3
BUS 165	Introduction to Business	5	0	0	5
BUS 166	Business Law I	3	0	0	3
BUS 167	Business Law II	3	0	0	3
BUS 222	Intermediate Accounting	5	2	0	6
BUS 223	Intermediate Accounting	5	2	0	6
BUS 225	Cost Accounting	3	2	0	4
BUS 229	Taxes	3	2	0	4
BUS 235	Business Management	3	0	0	3
BUS 269	Auditing	5	0	0	5
BUS 270	Computer Appl. of Accounting	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
TOTALS		47	20	0	57
RELATED COURSES:					
BUS 102	Beginning Typewriting	2	3	0	3
BUS 123	Business Finance	3	0	0	3
BUS 134	Personal Grooming	3	0	0	3
BUS 214	Business Seminar	2	0	0	2
BUS 226	Payroll Accounting	3	2	0	4
ECO 151	Economics II	3	0	0	3
EDP 112	BASIC I	2	2	0	3
EDP 115	FORTRAN	2	4	0	4
MAT 101	Algebra I	5	0	0	5
MAT 110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS		30	11	0	35

GENERAL EDUCATION:

ECO	150	Economics I	3	0	0	3
ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
		Social Science Elective**	3	0	0	3
ORI	100	New Student Seminar	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		TOTALS	19	0	0	19
ELECTIVES***			6	0	0	6

WORK EXPERIENCE:

COE	102	Cooperative Education+	0	0	20	2
TOTAL CREDITS FOR AAS DEGREE			102	31	20	119

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

****Recommended Social Science Electives:**

ANT 150, 160; GEO 150; HIS 150, 151, 160, 161; POL 102, 103, 150; PSY 102, 104, 150, 206; SOC 102, 103, 150, 160, 170; SSC 101

*****Electives:**

Students enrolled in this curriculum may select elective credits and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

+Student must have completed 100 required hours with 2.0 grade-point average. BUS 214 and Cooperative Education Field Experience are to be taken concurrently. For information pertaining to cooperate education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

AGRICULTURAL BUSINESS TECHNOLOGY

The Agricultural Business curriculum is designed to help students acquire knowledge, understanding and abilities in the field of agricultural business, including agricultural production. Students learn the principles of organization and management in agricultural business and industry, the application of these principles of agricultural production and the basic principles of our economic system marketing credit, price concepts, governmental policies and programs relating to agriculture. Students also gain an understanding of the agricultural sciences most essential to the production and marketing of agricultural products.

Graduates should qualify for a variety of jobs in agricultural business and industry: salesperson or store manager in farm supply stores, agricultural field service person, salesperson, demonstrator, or plant manager of food and food companies, farm products inspector, salesperson or office manager of farm products marketing firms and farm manager.

AGRICULTURAL BUSINESS TECHNOLOGY COURSE AND HOUR REQUIREMENT

Title	C	L	SH/CL	CH
MAJOR COURSES:				
AGR 100	1	0	0	1
AGR 119	2	3	0	3
AGR 125	5	2	0	6
AGR 165	3	0	0	3
AGR 170	5	2	0	6
AGR 185	5	2	0	6
AGR 203	3	2	0	4
AGR 204				
	3	2	0	4
AGR 205	3	2	0	4
AGR 225	3	2	0	4
AGR 245	3	2	0	4
AGR 247				
	3	2	0	4
AGR 255				
	3	2	0	4
AGR 278				
	3	2	0	4
AGR 290	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS	48	27	0	61

RELATED COURSES:

ACT	150	Principles of Accounting	3	2	0	4
BUS	102	Beginning Typing	2	3	0	3
		or				
BUS	103	Intermediate Typing				
BUS	170	Intro. to Microcomputers	2	2	0	3
BUS	235	Business Management	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
CHM	101	Chemistry	4	2	0	5
MAT	110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		TOTALS	22	9	0	26

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
		Social Science Elective**	3	0	0	3
		Social Science Elective**	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		TOTALS	19	0	0	19
ELECTIVES***			6	0	0	6

WORK EXPERIENCE: Up to 6 credit hours may be taken under free electives.

TOTAL CREDITS FOR AAS DEGREE 95 36 0 112

*If students, as a result of placement tests or grades, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R

****Recommended Social Science Electives:**

ANT 150, 160; GEO 150; HIS 150, 151, 160, 161; POL 102, 103, 150; PSY 102, 104, 150, 206; SOC 102, 103, 150, 160, 170; SSC 101

*****Electives:**

Students enrolled in this curriculum may select elective credits and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete the program in six quarters.

AGRICULTURAL SCIENCE

The Agricultural Science curriculum is designed to prepare students in the scientific, technical and managerial concepts of farm and agricultural enterprise operations.

The program emphasizes the management and operation of farms. Courses are included to prepare the student to be able to do most repairs and installation of buildings and equipment, as well as to undertake electrical, construction, plumbing and irrigation requirements pertaining to the farm operation. Additional courses include those which prepare for planning, financing, marketing, and long-range forecasting of the farm enterprise.

The broad concepts taught in this curriculum prepare students for jobs in farm and agriculture-related enterprises. Some of the jobs graduates are qualified for are: farm machine operator, farm worker, farm equipment mechanic, farm manager or supervisor and sales representative for agricultural equipment and supplies.

AGRICULTURAL SCIENCE COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
AGR 105	Pasture and Forage Crops	3	0	0	3
AGR 107	Farm Enterprise Management	3	0	0	3
AGR 112	Small Engine Repair	2	2	0	3
AGR 116	Farm Welding	2	2	0	3
AGR 121	Crop Production	3	0	0	3
AGR 127	Animal Nutrition	3	0	0	3
AGR 135	Agricultural Law	3	0	0	3
AGR 136	Agricultural Mathematics	3	0	0	3
AGR 150	General Horticulture	3	0	0	3
AGR 154	Swine Production	3	0	0	3
AGR 187	Fertilizers and Lime	3	0	0	3
AGR 190	Soils and Soil Fertility	2	2	0	3
AGR 198	Practical Application of Agricultural Chemicals	2	2	0	3
AGR 201	Agricultural Chemicals	3	0	0	3
AGR 206	Marketing Farm Products	3	0	0	3
AGR 207	Poultry Enterprises	3	0	0	3
AGR 218	Agricultural Mechanization	3	0	0	3
AGR 222	Farm Electrification	2	2	0	3
AGR 224	Agricultural Pollution, Prevention and Management	2	2	0	3
AGR 227	Beef Production	3	0	0	3
AGR 230	Plant Diseases	3	0	0	3
AGR 235	Animal Diseases	3	0	0	3
AGR 240	Insects of Agronomic Crops	2	2	0	3

AGR	254	Plant Propagation	3	0	0	3
AGR	260	Residential Landscaping	2	2	0	3
AGR	272	Tobacco Production	3	0	0	3
AGR	275	Introduction to Weed Identification and Control	2	2	0	3
AGR	280	Farm Forestry Management	2	2	0	3
AGR	285	Introduction to Soil and Water Conservation	3	0	0	3
AGR	297	Agricultural Policy and Programs	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		TOTALS	80	20	0	90

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
		Social Science Elective**	3	0	0	3
		Social Science Elective**	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		TOTALS	19	0	0	19

TOTAL CREDITS FOR AAS DEGREE 99 20 0 109

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R

Upon approval of the department chairperson, the agricultural science student may make course substitutions on a credit-for-credit basis from the agricultural science courses.

****Recommended Social Science Electives:**

PSY 102, 206; SOC 102, 103; SSC 101

WORK EXPERIENCE: Up to 11 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Students enrolled in the evening and making satisfactory progress should complete this program in fifteen quarters.

ARCHITECTURAL DRAFTING TECHNOLOGY

The Architectural Drafting Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors and municipal governments.

ARCHITECTURAL DRAFTING TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
AHR	106	Architectural Mechanical Equipment	3	0	3	4
ARC	106	Architectural Drafting	2	0	6	4
ARC	107	Architectural Drafting	2	0	6	4
ARC	108	Architectural Drafting	0	0	9	3
ARC	201	Architectural Design	3	0	9	6
ARC	202	Environmental Design	2	0	3	3
ARC	220	Architectural Drafting	2	0	9	5
ARC	221	Architectural Drafting	2	0	9	5
ARC	222	Architectural Drafting	2	0	9	5
+ARC	233	Office Practice Seminar	2	0	0	2
CIV	101	Surveying	2	0	6	4
CIV	105	Arch. Materials and Methods	3	0	3	4
CIV	114	Statics	5	0	0	5
CIV	216	Strength of Materials	3	2	0	4
CIV	221	Reinforced Concrete Construction	3	2	0	4
DFT	230	Structural Drafting	2	0	6	4
DFT	235	Codes, Specifications and Contract Documents	3	0	3	4
DFT	236	Construction Estimating and Field Inspecting	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
TOTALS			44	4	84	74

RELATED COURSES:

MAT	101	Algebra I*	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
MAT	103	Algebra II	5	0	0	5
PHY	101	Technical Physics	4	2	0	5
PHY	102	Technical Physics	4	2	0	5
PHY	103	Technical Physics	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
TOTALS			27	6	0	30

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SSC	101	Intro. to Social Sciences	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

TOTAL CREDITS FOR AAS DEGREE: 90 10 84 123

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 100R, 100

Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

+WORK EXPERIENCE: Up to 2 credit hours may be taken in lieu of approved courses as indicated by plus. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

BANKING AND FINANCE

The purposes of the Banking and Finance curriculum are (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collections procedures, financial analysis, marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

BANKING AND FINANCE COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
ACT 150	Principles of Accounting	3	2	0	4
ACT 151	Principles of Accounting	3	2	0	4
AIB 202	Principles of Bank Operation	4	0	0	4
AIB 205	Bank Management	4	0	0	4
AIB 209	Installment Credit	4	0	0	4
AIB 210	Money and Banking	4	0	0	4
AIB 215	Branch Management	2	4	0	4
AIB 219	Credit Administration	4	0	0	4
AIB 220	Bank Cards	3	0	0	3
AIB 226	Fundamentals of Bank Data Processing	0	2	0	1
+AIB 230	Introduction to Commercial Lending	4	0	0	4
AIB 231	Savings and Time Deposit Banking	4	0	0	4
AIB 232	Agricultural Finance	4	0	0	4
++AIB 233	Analyzing Financial Statements	4	0	0	4
AIB 239	Marketing for Bankers	4	0	0	4
AIB 250	Real Estate Finance	4	0	0	4
AIB 259	Law and Banking	4	0	0	4
TOTALS		59	10	0	64

RELATED COURSES:

BUS	102	Beginning Typewriting	2	3	0	3
BUS	110	Electronic Calculator	2	2	0	3
BUS	165	Introduction to Business	5	0	0	5
BUS	235	Business Management	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
ECO	150	Economics I	3	0	0	3
ECO	151	Economics II	3	0	0	3
EDP	112	BASIC I	2	2	0	3
ENG	206	Business Communications	3	0	0	3
MAT	110	Business Mathematics*	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			31	7	0	34

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	206	Applied Psychology	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
		Elective	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
TOTALS			23	0	0	23

TOTAL CREDITS FOR AAS DEGREE: 113 17 0 121

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Business Electives:**

BUS 103, 112, 134, 140, 141, 170, 171, 219, 222, 223, 225, 231, 290A, 290B, 290C

WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Currently, this curriculum is offered only in the evening.

+AIB 228 will substitute

++AIB 229 will substitute

BUSINESS ADMINISTRATION

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

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

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

BUSINESS ADMINISTRATION COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
ACT 150	Principles of Accounting	3	2	0	4
ACT 151	Principles of Accounting	3	2	0	4
ACT 152	Principles of Accounting	3	2	0	4
BUS 110	Electronic Calculator	2	2	0	3
BUS 123	Business Finance	3	0	0	3
BUS 165	Introduction to Business	5	0	0	5
BUS 166	Business Law I	3	0	0	3
BUS 167	Business Law II	3	0	0	3
BUS 226	Payroll Accounting	3	2	0	4
BUS 229	Taxes	3	2	0	4
BUS 232	Sales Development	3	0	0	3
+BUS 235	Business Management or Co-op Substitution	3	0	0	3
BUS 239	Marketing	5	0	0	5
BUS 243	Advertising	3	2	0	4
BUS 271	Office Management	3	0	0	3
+BUS 272	Principles of Supervision or Co-op Substitution	3	0	0	3
MAT 110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS		56	14	0	63
RELATED COURSES:					
BUS 102	Beginning Typewriting	2	3	0	3
	Business Elective**	3	0	0	3
	Business Elective**	3	0	0	3
	Business Elective**	3	0	0	3

ECO	108	Consumer Economics	3	0	0	3
ECO	150	Economics I	3	0	0	3
ECO	151	Economics II	3	0	0	3
EDP	112	BASIC I	2	2	0	3
EDP	113	BASIC II	2	4	0	4
EDP	114	Introduction to Computer Concepts	3	0	0	3
ENG	206	Business Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			30	9	0	34

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
		Social Science Elective#	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	100	Job Search and Career Planning	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

TOTAL CREDITS FOR AAS DEGREE: 105 23 0 116

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

Students enrolled in this curriculum may select elective credits from the list of recommended electives or from other related courses and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Business Electives:**

BUS 103, 112, 134, 140, 141, 170, 171, 219, 222, 223, 225, 231, 290A, 290B, 290C

#Recommended Social Science Electives:

ANT 150, 160; GEO 150; HIS 150, 151, 160, 161; POL 102, 150; PSY 102, 104, 150, 206; SOC 102, 103, 150, 160, 170; SSC 101

+WORK EXPERIENCE: Up to six hours may be taken in lieu of courses listed as noted by plus. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

COMMERCIAL ART AND GRAPHIC DESIGN

Students in the Commercial Art and Graphic Design curriculum study advertising, illustration, layout, typography, design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

COMMERCIAL ART AND GRAPHIC DESIGN COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
CAT 102	1	4	0	3
CAT 103	1	4	0	3
CAT 104	1	4	0	3
CAT 107	1	3	0	2
CAT 108	1	3	0	2
CAT 109	1	4	0	3
CAT 110	3	0	0	3
CAT 111	3	0	0	3
CAT 120	1	4	0	3
CAT 121	3	6	0	6
CAT 122	3	6	0	6
CAT 123	2	6	0	5
CAT 210	1	4	0	3
CAT 212	1	4	0	3
CAT 213	1	4	0	3
CAT 214	1	4	0	3
CAT 218	2	6	0	5
CAT 224	3	6	0	6
CAT 225	3	6	0	6
CAT 226	3	6	0	6
CAT 235	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
TOTALS	37	88	0	80

RELATED COURSES:

BUS	102	Beginning Typewriting	2	3	0	3
MAT	100	Review of Fundamental Mathmatics*	5	0	0	5
PHO	116	Photography	2	4	0	4
PHO	217	Photography	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
TOTALS			11	11	0	16

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communication	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
		Social Science Elective**	3	0	0	3
		Social Science Elective**	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

TOTAL CREDITS FOR AAS DEGREE: 67 99 0 115

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

Students enrolled in this curriculum may select elective credits from the list of recommended electives and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Social Science Electives:**

ANT 150, 160; GEO 150; HIS 150, 151, 160, 161; POL 102, 150; PSY 102, 104, 150, 206; SOC 102, 103, 150, 160, 170; SSC 101

WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

CRIMINAL JUSTICE: CORRECTIONS

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

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

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

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

CRIMINAL JUSTICE: CORRECTIONS COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
CJC	101	Introduction to Criminal Justice**	5	0	0	5
CJC	109	Interviewing	3	0	0	3
CJC	112	Motor Vehicle Laws	3	0	0	3
CJC	113	Corrections Law	3	0	0	3
CJC	115	Criminal Law I	3	0	0	3
CJC	116	Criminal Law II	3	0	0	3
CJC	125	Criminal Procedures and North Carolina Court System	3	0	0	3
CJC	205	Evidence	3	0	0	3
CSC	201	Marriage and the Family	3	0	0	3

CSC	202	Introduction to Recreation Services	2	2	0	3
CSC	203	Survey of Corrections	3	0	0	3
CSC	207	Confinement Facilities Administration	3	0	0	3
CSC	213	Dynamics of Substance Abuse	3	0	0	3
CSC	224	Rehabilitation Techniques	3	0	0	3
CSC	226	Administration and Interpretation of Tests	3	0	0	3
CSC	229	Career Information	2	2	0	3
CSC	234	Community Based Corrections	3	0	0	3
PSC	110	Juvenile Delinquency	5	0	0	5
+PSC	202	Community Relations	2	0	0	2
PSC	213	Identification Techniques	3	2	0	4
PSC	240	Firearms & Defensive Tactics	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
TOTALS			63	8	0	67

RELATED COURSES:

CHM	101	Chemistry	4	2	0	5
CJC	102	Legal Research I	1	2	0	2
HEA	110	First Aid and Medical Terminology	2	2	0	3
MAT	101	Algebra I*	5	0	0	5
POL	102	National Government	3	0	0	3
POL	103	State and Local Government	3	0	0	3
PSY	103	Adolescent Psychology	3	0	0	3
PSY	228	Abnormal Psychology	3	0	0	3

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

ELECTIVES 6 0 0 6

TOTAL CREDITS FOR AAS DEGREE: 112 14 0 119

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

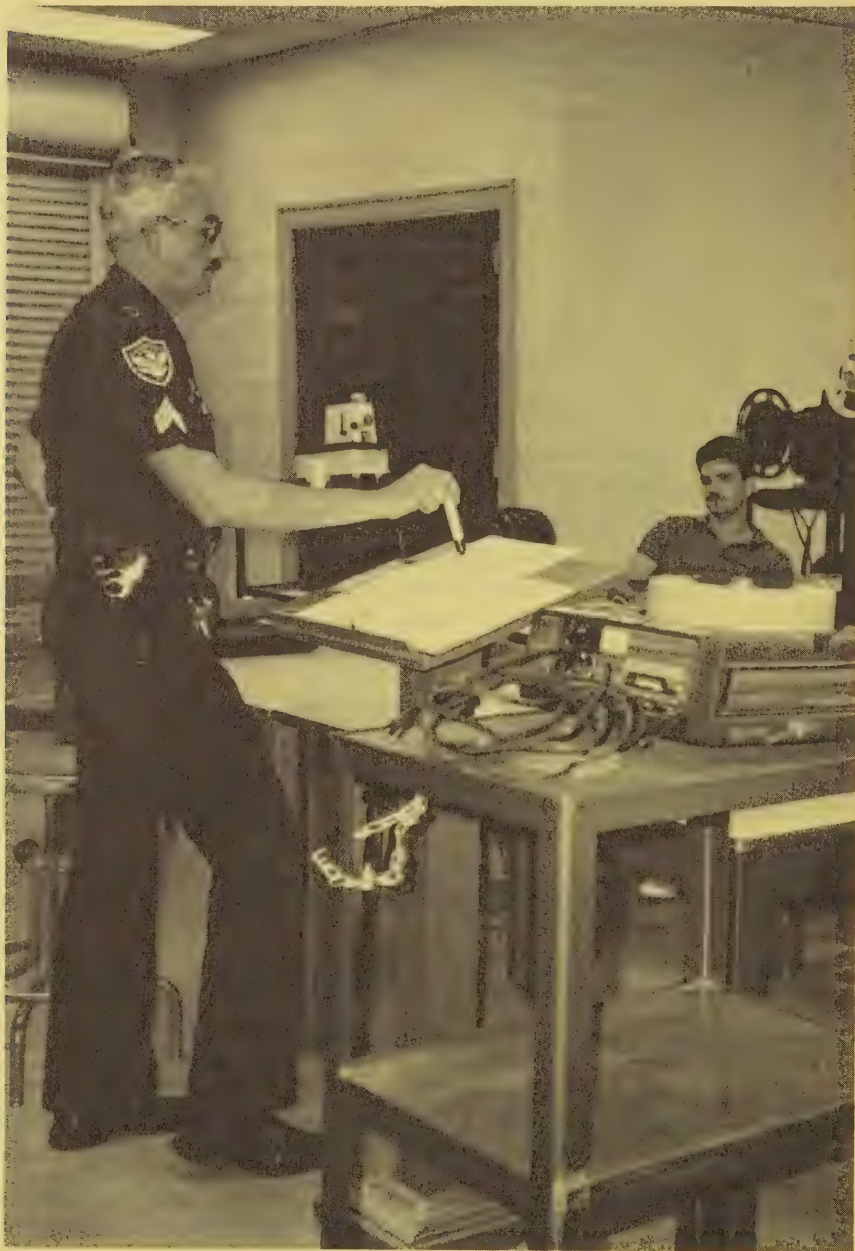
ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

**CJC 151, 152, 153, 154, 155, and 156 totaling 6 quarter hours of credit may be substituted for CJC 101 Introduction to Criminal Justice, a 5-credit-hour course.

+WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses as indicated by a plus. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.



CRIMINAL JUSTICE: LAW ENFORCEMENT

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.

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

CRIMINAL JUSTICE: LAW ENFORCEMENT COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
CJC	101	Introduction to Criminal Justice**	5	0	0	5
CJC	109	Interviewing	3	0	0	3
CJC	112	Motor Vehicle Laws	3	0	0	3
CJC	113	Corrections Law	3	0	0	3
CJC	115	Criminal Law I	3	0	0	3
CJC	116	Criminal Law II	3	0	0	3
CJC	125	Criminal Procedures and North Carolina Court System	3	0	0	3
CJC	204	Evidence Photography	3	0	3	4
CJC	205	Evidence	3	0	0	3
CJC	210	Techniques of Investigation	4	2	0	5
CJC	211	Criminalistics	4	2	0	5
CJC	235	Forensic Science	3	2	0	4
PSC	110	Juvenile Delinquency	5	0	0	5
PSC	201	Patrol Procedures	4	2	0	5
PSC	202	Community Relations	2	0	0	2
PSC	213	Identification Techniques	3	2	0	4
PSC	220	Police Administration	3	0	0	3
PSC	240	Firearms and Defensive Tactics	2	2	0	3
PSC	241	Police Conditioning	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
TOTALS			59	14	3	67
RELATED COURSES:						
CHM	101	Chemistry	4	2	0	5
CJC	102	Legal Research I	1	2	0	2
CSC	203	Survey of Corrections	3	0	0	3
CSC	213	Dynamics of Substance Abuse	3	0	0	3

HEA	110	First Aid and Medical Terminology	2	2	0	3
MAT	101	Algebra I*	5	0	0	5
POL	102	National Government	3	0	0	3
POL	103	State and Local Government	3	0	0	3
PSY	228	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			27	6	0	30

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

ELECTIVES+ 5 0 0 5

TOTAL CREDITS FOR AAS DEGREE: 110 20 3 121

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

+Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

**CJC 151, 152, 153, 154, 155, and 156 totaling 6 quarter hours of credit may be substituted for CJC 101 Introduction to Criminal Justice, a 5 credit-hour course.

WORK EXPERIENCE: Up to 5 credit hours may be taken in lieu of approved courses as indicated by a plus. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

EARLY CHILDHOOD ASSOCIATE COURSE AND HOUR REQUIREMENTS

Title		C	L	SH/CL	CH	
MAJOR COURSES:						
EDU	102	Child Health, Safety and Nutrition	5	0	0	5
EDU	103	Preschool Orientation	1	0	6	3
+EDU	104	Preschool Observation	1	0	6	3
EDU	108	Early Childhood Curriculum	5	0	0	5
EDU	109	Guiding Young Children's Behavior	3	0	0	3
EDU	111	Language Arts Techniques	3	0	0	3
EDU	115	Audiovisual and Media Instruction	3	0	0	3
+EDU	201	Children's Issues in Today's Society	1	0	0	1
EDU	202	Discipline Strategies in Classroom	3	0	0	3
EDU	203	Exceptional Children	5	0	0	5
+EDU	204	Parent Education	1	0	0	1
EDU	225A	Seminar Practicum: Preschool	1	0	15	6
EDU	225B	Seminar Practicum: Preschool	1	0	15	6
EDU	225C	Seminar Practicum: Preschool	1	0	15	6
EDU	229	Infant Care Activities	3	0	0	3
EDU	231	Creative Activities	5	0	0	5
EDU	232	Preschool Administration and Supervision	3	0	0	3
TOTALS			45	0	57	64
RELATED COURSES:						
BUS	102	Beginning Typewriting	2	3	0	3
ENG	217	Children's Literature	3	0	0	3
HEA	112	First Aid	1	0	0	1

MAT	100R	Computational Skills	5	0	0	5
PED	150	Foundations in Physical Education	2	0	0	2
PSY	115	Child Growth and Development I	3	0	0	3
PSY	116	Child Growth and Development II	3	0	0	3
SOC	100	Job Search and Career Planning	3	0	0	3
SOC	221	Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			25	3	0	26

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SPH	150	Voice and Diction	3	0	0	3
SOC	101	Introduction to Sociology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			21	0	0	21

TOTAL CREDITS FOR AAS DEGREE: 91 3 57 111

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099

Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

+WORK EXPERIENCE: Up to 5 credit hours may be taken in lieu of approved courses as indicated by a plus. For information pertaining to cooperate education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

ELECTRONIC DATA PROCESSING: BUSINESS

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

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

ELECTRONIC DATA PROCESSING: BUSINESS COURSE AND HOUR REQUIREMENTS

Title		C	L	SH/CL	CH	
MAJOR COURSES:						
EDP	112	BASIC I	2	2	0	3
EDP	113	BASIC II	2	4	0	4
EDP	114	Introduction to Computer Concepts	3	0	0	3
EDP	115	FORTRAN	2	4	0	4
EDP	118	COBOL I	2	4	0	4
EDP	119	COBOL II	2	4	0	4
EDP	211	Applications I	2	4	0	4
EDP	212	Applications II	2	4	0	4
EDP	214	Computer Systems I	2	2	0	3
EDP	223	Introduction to RPG II	2	4	0	4
EDP	224	RPG II	2	4	0	4
EDP	240	Internship I	0	10	0	1
EDP	241	Internship II	0	10	0	1
EDP	233	Customer Information Computer Systems	2	4	0	4
EDP	234	Interactive Workstation Programming	2	4	0	4
ACT	150	Principles of Accounting	3	2	0	4
ACT	151	Principles of Accounting	3	2	0	4
MAT	111	Computer Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			38	68	0	64
RELATED COURSES:						
ACT	152	Principles of Accounting	3	2	0	4
BUS	166	Business Law I	3	0	0	3
BUS	225	Cost Accounting	3	2	0	4
BUS	235	Business Management	3	0	0	3
MAT	110	Business Mathematics	5	0	0	5
		Business Electives**	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
TOTALS			23	4	0	25

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
		or				
ENG	206	Business Communications	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
		Social Science Elective#	3	0	0	3
		Social Science Elective#	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		TOTALS	19	0	0	19
TOTAL CREDITS FOR AAS DEGREE:			80	72	0	108

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

Students enrolled in this curriculum may select elective credits from the list of recommended electives and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Business Electives:**

BUS 123, 165, 167, 222, 223, 224, 226, 227, 229, 231, 239, 271, 272; COE 101A-107B; ECO 108, 150, 151; EDP 116, 117, 130, 140

#Recommended Social Science Electives:

PSY 101, 102, 104, 150, 151, 206; SOC 102, 103, 150

WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

ELECTRONICS ENGINEERING TECHNOLOGY

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

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

ELECTRONICS ENGINEERING TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
ELC 101	Fundamentals of Electricity I	4	4	0	6
ELC 102	Fundamentals of Electricity II	4	4	0	6
ELC 210	Rotation Devices	2	2	0	3
ELN 100	Introduction to Electronics	3	2	0	4
ELN 101	Electronic Instrumentation and Measurement	1	4	0	3
ELN 105	Control Devices	4	4	0	6
ELN 205	Application of Transistors	5	6	0	8
ELN 210	Semiconductor Circuit Analysis	5	4	0	7
ELN 211P	Communication Circuits	4	4	0	6
ELN 214	Fundamentals of Digital ELN I	3	0	3	4
ELN 215	Fundamentals of Digital ELN II	3	0	3	4
ELN 220	Electronic Systems	5	4	0	7
ELN 231	Intro. to Microprocessors	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
TOTALS		46	38	9	68
RELATED COURSES:					
+DFT 102	Technical Drafting	1	0	3	2
MAT 101	Algebra I	5	0	0	5
MAT 102	Trigonometry	5	0	0	5
MAT 103	Algebra II	5	0	0	5
MAT 104	Calculus I	3	0	0	3
MAT 201	Calculus II	3	0	0	3
MEC 112	Machine Shop Processes	1	0	3	2
PHY 101	Technical Physics	4	2	0	5
PHY 102	Technical Physics	4	2	0	5
PHY 104	Technical Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS		34	6	6	39

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communication	3	0	0	3
		Social Science Elective**	6	0	0	6
ORI	100	New Student Seminar	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		TOTALS	19	0	0	19
ELECTIVES***			0	0	0	2
TOTAL CREDITS FOR AAS DEGREE			99	44	15	128

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

***Students enrolled in this curriculum may select elective credits from the list of recommended electives and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Social Science Electives:**

PSY 102, 104; SOC 100, 102, 103; SSC 101

WORK EXPERIENCE: Up to 4 credit hours may be taken in lieu of approved courses as indicated by plus and free electives. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

GENERAL OFFICE TECHNOLOGY

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

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

GENERAL OFFICE TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
BUS 102	2	3	0	3
BUS 103	2	3	0	3
BUS 104	2	3	0	3
BUS 112	3	0	0	3
BUS 113	5	0	0	5
BUS 114	5	0	0	5
BUS 117	2	3	0	3
BUS 134	3	0	0	3
BUS 192	2	3	0	3
BUS 193	2	3	0	3
BUS 194	2	3	0	3
BUS 213	5	0	0	5
BUS 216	5	0	0	5
BUS 259	2	3	0	3
BUS 271	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS	45	24	0	53
RELATED COURSES:				
ACT 150	3	2	0	4
BUS 165	5	0	0	5
BUS 166	3	0	0	3
BUS 170				
	2	2	0	3
+BUS 214	2	0	0	2
*ECO 108	3	0	0	3
or				
EDP 114	3	0	0	3

ENG	106	Spelling Techniques	3	0	0	3
ENG	206	Business Communications	3	0	0	3
MAT	110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			32	4	0	34

GENERAL EDUCATION:

ENG	101S	Grammar*	5	0	0	5
ENG	102	Composition	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	100	Job Search and Career Planning	3	0	0	3
		Social Science Elective**	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			20	0	0	20

WORK EXPERIENCE:

+COE	101B	Cooperative Field Experience	0	0	20	2
ELECTIVES***			1	0	0	1
TOTAL CREDITS FOR AAS DEGREE			98	28	20	110

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101, 101A, 102A; MAT 099, 100R

***Students enrolled in this curriculum may select elective credits from the list of recommended electives or from other related courses and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Social Science Electives:**

PSY 101, 102, 115, 116, 120, 150, 151, 170, 180, 206, 228, 230; SOC 101, 102, 103, 150, 160, 170, 221

100

+Student must have completed 100 required hours with 2.0 grade-point average. BUS 214 and Cooperative Education Field Experience are to be taken concurrently.

WORK EXPERIENCE: Up to three hours may be taken in lieu of courses listed by asterisk. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

HUMAN SERVICES TECHNOLOGY

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools and rehabilitation agencies.

Individuals desiring a career in human services technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

HUMAN SERVICES TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
HSA 100	Basic Health Science	3	0	0	3
HSA 102	Orientation Lab I	0	2	0	1
HSA 111	Introduction to Human Services	3	0	3	4
HSA 112	Group Processes I	1	0	3	2
HSA 112P	Practicum I	1	0	6	3
HSA 113	Group Processes II	1	0	3	2
HSA 113P	Practicum II	1	0	6	3
HSA 114	Interviewing & Counseling	3	2	0	4
HSA 115	Field Experience	2	0	30	12
HSA 116	Group Processes III	1	0	3	2
HSA 201	Mental Health Care	4	0	3	5
HSA 202	Orientation Lab II	0	2	0	1
HSA 209	Treatment Modalities	4	2	0	5
HSA 210P	Practicum III	1	0	6	5
HSA 215	Human Services Seminar	3	0	0	3
HSA 220	Activities in Human Services	2	2	0	3
HSA 225	Crisis Intervention	4	0	0	4
PSY 221	Learning and Behavior	5	2	0	6
PSY 223	Addictive Behavior	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS		42	12	63	69

RELATED COURSES:

PSY	120	Human Growth and Development	3	0	0	3
PSY	211	Behavior Disorders	5	0	0	5
PSY	222	Exceptionality	5	0	0	5
PSY	225	Tests and Measurements	3	0	0	3
PSY	230	Psychology and Physiology of Aging	3	0	0	3
SOC	160	Courtship and Marriage	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			24	0	0	24

GENERAL EDUCATION:

ENG	101	Grammar**+	3	0	0	3
ENG	102	Composition+	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications+	3	0	0	3
		or				
SPH	160	Public Speaking	3	0	0	3
PSY	150	General Psychology I	4	0	0	4
		or				
PSY	102	General Psychology	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	150	Sociology I	5	0	0	5
		or				
SOC	102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19-22	0	0	19-22
ELECTIVES**+			5	0	0	5
TOTAL CREDITS FOR AAS DEGREES			90-93	12	63	117-120

*If students, as a result of placement tests, are found to be deficient in English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A

102

+College transfer courses may be substituted.

**Students enrolled in this curriculum may select elective credits and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson. Students may elect to participate in cooperative education field experience. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

INDUSTRIAL MAINTENANCE TECHNOLOGY

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

INDUSTRIAL MAINTENANCE TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title		C	L	SH/CL	CH	
MAJOR COURSES						
AHR	101	Air Conditioning and Refrigeration	3	0	3	4
AHR	201	Principles of Heating	3	0	3	4
ELC	112	Alternating and Direct Current	2	0	6	4
ELC	113	Alternating Current and Direct Current Machines and Controls	2	0	6	4
ELC	119	Industrial Electric Controls Systems	2	0	6	4
ELC	121	Electrical Troubleshooting	1	0	3	2
MEC	101	Machine Processes	3	0	3	4
MEC	102	Machine Processes	3	0	3	4
MEC	114	Shop Practice	1	0	6	3
MEC	210	Physical Metallurgy	3	0	3	4
MEC	222	Rigging and Material Handling	2	0	3	3
MEC	235	Hydraulics and Pneumatics	3	0	3	4
MEC	298	Maintenance Problems I	2	0	3	3
MEC	299	Maintenance Problems II	2	0	3	3
WLD	120	Oxyacetylene Welding	2	0	3	3
WLD	121	Arc Welding	2	0	6	4
WLD	122	Commercial and Industrial Practice	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
TOTALS			38	0	66	60

103

RELATED COURSES:

BUS	272	Principles of Supervision	3	0	0	3
DFT	101	Technical Drafting	1	3	0	2
DFT	104	Blueprint Reading: Mechanical	3	0	0	3
DFT	105	Blueprint Reading and Sketching	3	0	0	3

ISC	102	Industrial Safety	3	0	0	3
ISC	201	Industrial Organization and Management	3	0	0	3
ISC	202	Quality Control	3	0	0	3
ISC	205	Maintenance Management	5	0	0	5
MAT	100	Review of Fundamental Mathematics	5	0	0	5
PHY	120	Introduction to the Metric System	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			30	3	0	31

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	206	Applied Psychology	3	0	0	3
		Social Science Elective***	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
TOTALS			19	0	0	19

ELECTIVES**			6	0	0	6
TOTAL CREDITS FOR AAS DEGREE			93	0	69	116

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 092, 093, 094, 100G, 100A, 101A, 102A; MAT 099, 100R

**Students enrolled in this curriculum may select elective credits from the list of recommended electives and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

***Recommended Social Science Electives:

PSY 101, 102, 104, 120, 228; SOC 100, 101, 102, 103; SSC 101

WORK EXPERIENCE: Up to 6 credit hours may be taken in lieu of approved courses as indicated by asterisk. For information pertaining to cooperative education credits, see page 55.

Students enrolled three-quarter time and making satisfactory progress should complete this program in thirteen quarters. Currently, this program is offered in the evening only.

INDUSTRIAL MANAGEMENT TECHNOLOGY

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques, and human relations.

This curriculum is designed to prepare the individual to entry supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

INDUSTRIAL MANAGEMENT TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
ACT	150	Principles of Accounting	3	2	0	4
BUS	123	Business Finance	3	0	0	3
BUS	166	Business Law I	3	0	0	3
BUS	229	Taxes	3	2	0	4
BUS	235	Business Management	3	0	0	3
BUS	239	Marketing	5	0	0	5
BUS	272	Principles of Supervision	3	0	0	3
DFT	101	Technical Drafting	1	3	0	2
ISC	102	Industrial Safety	3	0	0	3
ISC	110	Readings in Industrial Management	1	0	0	1
ISC	120	Readings in Industrial Management	1	0	0	1
ISC	130	Readings in Industrial Management	1	0	0	1
ISC	202	Quality Control	3	0	0	3
ISC	203	Motion Economy	3	0	0	3
ISC	204	Value Analysis	3	0	0	3
ISC	209	Plant Layout	4	0	0	4
ISC	213	Production Planning	4	0	0	4
ISC	231	Manufacturing Processes	5	0	0	5
ISC	232	Labor Relations	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
TOTALS			54	7	0	59

105

RELATED COURSES:

ECO	150	Economics I	3	0	0	3
ECO	151	Economics II	3	0	0	3
EDP	112	BASIC I	2	2	0	3
EDP	114	Introduction to Computer Concepts	3	0	0	3
PSY	104	Human Relations	3	0	0	3
PSY	206	Applied Psychology	3	0	0	3
SOC	103	Social Problems	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			20	2	0	21

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
MAT	101	Algebra I	5	0	0	5
ORI	100	New Student Seminar	1	0	0	1
PHY	120	Introduction to the Metric System	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			21	0	0	21
ELECTIVES+**			10	0	0	10
TOTAL CREDITS FOR AAS DEGREE			106	10	0	111

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

+Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 10 credit hours may be taken in lieu of approved courses as indicated by double asterisk. For information pertaining to cooperative education credits, see page 55.

Students enrolled one-half to three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Currently, this program is offered in the evening only.

MANUFACTURING ENGINEERING TECHNOLOGY

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing, and supervising manufacturing operations. The curriculum provides a basic background of mechanical and related theory, with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of the program may qualify for an entry position in one of several manufacturing functions: methods analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling, maintenance, and equipment and instrument work.

MANUFACTURING ENGINEERING TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
DFT 110	Computer-Aided Drafting I (CAD)	1	0	3	2
DFT 111	Computer-Aided Drafting II (CAD)	1	0	3	2
ECO 201	Cost Benefit Analysis	3	0	0	3
ISC 201	Industrial Organization and Management	3	0	0	3
ISC 202	Quality Control	3	0	0	3
ISC 203	Motion Economy	3	0	0	3
ISC 209	Plant Layout**	4	0	0	4
MEC 101	Machine Processes	3	0	3	4
MEC 102	Machine Processes	3	0	3	4
MEC 104	Applied Mechanics	5	0	0	5
MEC 201	Manufacturing Processes I	2	0	2	3
MEC 202	Manufacturing Processes II	2	0	2	3
MEC 205	Strength of Materials	3	2	0	4
MEC 210	Physical Metallurgy	3	0	3	4
MEC 237	Control Systems	3	2	0	4
MEC 235	Hydraulics and Pneumatics	3	0	3	4
MEC 240	Introduction to Robotics	3	2	0	4
MEC 270	Introduction to CNC Machining	1	2	0	2
MEC 272	Programming of CNC Equipment	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
TOTALS		51	10	22	64

RELATED COURSES:

CHM 101	Chemistry	4	2	0	5
EDP 112	BASIC I**	2	2	0	3
MAT 101	Algebra I	5	0	0	5
MAT 102	Trigonometry	5	0	0	5
MAT 103	Algebra II	5	0	0	5
MAT 104	Calculus I	3	0	0	3

MEC	250	MET Seminar**	1	0	0	1
PHY	101	Technical Physics	4	2	0	5
PHY	102	Technical Physics	4	2	0	5
PHY	104	Technical Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS			36	10	0	41

GENERAL EDUCATION:

ECO	150	Economics I	3	0	0	3
ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	206	Applied Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

TOTAL CREDITS FOR AAS DEGREE 106 20 22 124

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

**Students enrolled in this curriculum may select elective credits from approved courses and make substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses as indicated by double asterisk. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

MEDICAL SECRETARY

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

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

MEDICAL SECRETARY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
BUS 102	2	3	0	3
BUS 103	2	3	0	3
BUS 104	2	3	0	3
BUS 112	3	0	0	3
BUS 113	5	0	0	5
BUS 115M	3	0	0	3
BUS 117	2	3	0	3
BUS 183M	3	0	0	3
BUS 184M	3	0	0	3
BUS 185M	3	0	0	3
BUS 186M	3	0	0	3
BUS 188	4	2	0	5
BUS 189	4	2	0	5
BUS 192	2	3	0	3
BUS 193	2	3	0	3
BUS 216	5	0	0	5
BUS 248	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS	51	22	0	59
RELATED COURSES:				
ACT 150	3	2	0	4
BIO 100	5	0	0	5
BUS 134	3	0	0	3
BUS 165	5	0	0	5
BUS 170	2	2	0	3
Applications				

BUS	214	Business Seminar	2	0	0	2
ENG	106	Spelling Techniques	3	0	0	3
ENG	206	Business Communications	3	0	0	3
MAT	110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			30	6	0	33

GENERAL EDUCATION:

ENG	101S	Grammar*	5	0	0	5
ENG	102	Composition	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	100	Job Search and Career Planning	3	0	0	3
		Social Science Elective**	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			20	0	0	20

WORK EXPERIENCE:

COE	101B	Cooperative Education Field Experience+	0	0	20	2
ELECTIVES			2	0	0	2
TOTAL CREDITS FOR AAS DEGREE			103	28	20	116

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 095, 100A, 101, 101A, 102A; MAT 099, 100R

**Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Social Science Electives:**

PSY 101, 102, 115, 116, 120, 150, 151, 170, 180, 206, 228, 230; SOC 101, 102, 103, 150, 160, 170, 221.

+For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

NURSING EDUCATION OPTIONS

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after four (4) quarters have received fundamental preparation in nursing enabling them to be eligible to take the licensing examination (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the licensing examination (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree.

The first year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to: (1) participate in assessing the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) participate in implementing the health care plan; (4) reinforce the teaching and counseling of a registered nurse, physician, or dentist; and (5) record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out measures as well as medically delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to: (1) assess the patient's physical and mental health; (2) record, and report the results of the nursing assessment; (3) plan, initiate, and deliver and evaluate appropriate nursing acts; (4) teach, delegate to or supervise other personnel in implementing the treatment regimen; (5) collaborate with other health care providers in determining the appropriate health care for a patient; (6) implement the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) provide teaching and counseling about the patient's health care; (8) report and record the plan for care, nursing care given, and the patient's response to that care; and (9) supervise, teach, and evaluate those who perform or are preparing to perform nursing functions.

NURSING EDUCATION OPTIONS COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
NUR	101	Fundamentals of Nursing	6	4	3	9
NUR	102	Medical-Surgical Nursing I	8	2	12	13
NUR	103	Medical-Surgical Nursing III	8	2	12	13
NUR	104	Maternal-Child Nursing I	8	0	12	12
NUR	110	Pharmacology	2	0	0	2
NUR	121	Health Assessment	2	0	0	2
NUR	131	Nursing Seminar	2	0	0	2
NUR	201	Medical-Surgical Nursing III	6	0	15	11
NUR	202	Psychiatric Nursing	4	0	9	7
NUR	203	Medical-Surgical Nursing II	6	0	15	11
NUR	204	Patient Care Management	<u>4</u>	<u>0</u>	<u>6</u>	<u>6</u>
TOTALS			56	8	84	88
*NUR	200	Transition Nursing	4	2	12	9
RELATED COURSES:						
BIO	150	Human Anatomy & Physiology I	3	2	0	4
BIO	151	Human Anatomy & Physiology II	3	2	0	4
BIO	152	Human Anatomy & Physiology III	3	2	0	4
BIO	206	Microbiology	3	2	0	4
HEA	111	Cardiopulmonary Resuscitation	1	0	0	1
MAT	114	Basic Math for Health Professions	2	0	0	2
PSY	180	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			18	8	0	22
GENERAL EDUCATION:						
+ENG	101	Grammar	3	0	0	3
+ENG	102	Composition	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	120	Human Growth and Development	3	0	0	3
PSY	150	General Psychology I	4	0	0	4
SOC	150	Sociology I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			19	0	0	19
TOTAL CREDITS FOR AAS DEGREE			93	16	84	129

+May substitute college transfer English.

*Licensed practical nurses applying for advanced standing must take NUR 200 the summer prior to entering the second year of the program.

Cooperative Education not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

PARALEGAL TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
BUS 166 Business Law I	3	0	0	3
BUS 167 Business Law II	3	0	0	3
CJC 101 Intro. to Criminal Justice	5	0	0	5
CJC 102 Legal Research I	1	2	0	2
CJC 109 Interviewing	3	0	0	3
CJC 112 Motor Vehicle Law	3	0	0	3
CJC 113 Corrections Law	3	0	0	3
CJC 115 Criminal Law I	3	0	0	3
CJC 116 Criminal Law II	3	0	0	3
CJC 125 Criminal Procedures and N.C. Court System	3	0	0	3
CJC 204 Evidence Photography	3	3	0	4
CJC 205 Evidence	3	0	0	3
CJC 210 Techniques of Investigation	4	2	0	5
CJC 235 Forensic Science	3	2	0	4
LEC 203 Legal Research II	3	0	0	3
LEC 207 Law Office Management	3	0	0	3
LEC 210 Real Property and Title Abstracting I	2	2	0	3
LEC 211 Real Property and Title Abstracting II	2	2	0	3

LEC	212	Real Estate Transactions	2	2	0	3
LEC	220	Family Law	3	0	0	3
LEC	224	Torts	3	0	0	3
LEC	229	Taxes	3	0	0	3
LEC	232	Estate Administration	3	0	0	3
LEC	240	Civil Litigation	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			70	15	0	77

RELATED COURSES:

ACT	150	Principles of Accounting	3	2	0	4
CHM	101	Chemistry	4	2	0	5
CJC	211	Criminalistics	4	2	0	5
HEA	110	First Aid and Medical Terminology	2	2	0	3
MAT	101	Algebra I	5	0	0	5
POL	102	National Government	3	0	0	3
POL	103	State and Local Government	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			24	8	0	28

GENERAL EDUCATION:

ENG	101	Grammar*	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ENG	206	Business Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

TOTAL CREDITS FOR AAS DEGREE 113 23 0 124

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 100G, 100A, 101A, 102A; MAT 099, 100R, 100

Students enrolled in this curriculum may select elective credits from the list of recommended electives or from other related courses and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

**CJC 151, 152, 153, 154, 155, 156 may be substituted for CJC 101 Introduction to Criminal Justice, which is a 5 credit-hour course.

WORK EXPERIENCE: Up to 8 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

RADIOLOGIC TECHNOLOGY

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by: (1) Applying knowledge of the principles of radiation protection for the patient, self and others; (2) Applying knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; (3) Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; (4) Examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities; (5) Exercising discretion and judgment in the performance of medical imaging procedures; (6) Providing patient care essential to radiologic procedures; and (7) Recognizing emergency patient conditions and initiating life-saving first aid.

Graduates may be employed in Radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, federal and state agencies, and industry.

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiologic technology should take courses in biology, algebra, and chemistry and/or physics prior to entering the program.

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RADIOLOGIC TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
PHY	107	Radiologic Physics	3	2	0	4
RDT	101	Radiologic Technology I	4	2	0	5
RDT	102	Radiologic Technology II	4	2	0	5
RDT	103	Radiologic Technology III	4	2	0	5
RDT	111	Radiologic Positioning	4	2	0	5
RDT	112	Clinical Education	2	0	12	6
RDT	113	Clinical Education	0	0	24	8
RDT	114	Clinical Education	0	0	27	9
RDT	201	Topographic Anatomy	2	0	0	2
RDT	204	Radiologic Technology IV	4	2	0	5
RDT	205	Radiologic Technology V	4	2	0	5
RDT	208	Radiologic Technology VI	6	0	0	6
RDT	210	Pathology	3	0	0	3

RDT	215	Clinical Education	1	0	33	12
RDT	216	Clinical Education	0	0	24	8
RDT	217	Clinical Education	0	0	30	10
RDT	218	Clinical Education	<u>0</u>	<u>0</u>	<u>27</u>	<u>9</u>
TOTALS			41	14	177	107

RELATED COURSES:

BIO	107	Anatomy and Physiology I	4	2	0	5
BIO	108	Anatomy and Physiology II	4	2	0	5
BIO	210	Radiation Biology	4	0	0	4
BUS	166	Business Law I	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
MAT	101	Algebra I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			23	4	0	25

GENERAL COURSES:

ENG	101	Grammar	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
PSY	104	Human Relations	3	0	0	3
SOC	102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19

ELECTIVES			3	0	0	3
TOTAL CREDITS FOR AAS DEGREE			86	18	177	154

Cooperative Education not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters.

RESPIRATORY THERAPY TECHNOLOGY

The Respiratory Therapy Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technical and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy practitioner (CRITT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory therapy technology should take biology, algebra, and chemistry courses prior to entering the program.

RESPIRATORY THERAPY TECHNOLOGY COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
RTH	101	Respiratory Therapy I	3	2	0	4
RTH	102	Respiratory Therapy II	3	2	0	4
RTH	103	Clinical Practice I	0	0	6	2
RTH	104	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RTH	105	Pharmacology	3	0	0	3
RTH	106	Clinical Practice II	0	0	15	5
RTH	107	Acid Base Chemistry	3	0	0	3
RTH	108	Continuous Mechanical Ventilation I	3	2	0	4
RTH	109	Clinical Practice III	0	0	15	5
RTH	110	Pathology	4	0	0	4
RTH	111	Diagnostic and Therapeutic Procedures	2	2	0	3
RTH	201	Continuous Mechanical Ventilation II	2	2	0	3
RTH	202	Clinical Practice IV	0	0	18	6
RTH	203	Perinatology and Pediatrics	2	2	0	3
RTH	204	Pediatric Pathophysiology	3	0	0	3
RTH	205	Cardiopulmonary Function	3	2	0	4
RTH	206	Clinical Practice V	0	0	15	5
RTH	207	Clinical Practice VI	0	0	24	8
RTH	208	Respiratory Therapy Seminar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			37	14	93	75
RELATED COURSES:						
BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
BIO	206	Microbiology	3	2	0	4
CHM	110	Chemistry for Allied Health	3	2	0	4
MAT	101	Algebra I	5	0	0	5
PHY	108	Physics for Respiratory Therapists	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS			22	10	0	27
GENERAL EDUCATION:						
ENG	101	Grammar	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	104	Human Relations	3	0	0	3
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			19	0	0	19
TOTAL CREDITS FOR AAS DEGREE			78	24	93	121

Cooperative Education not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

SECRETARIAL SCIENCE

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

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

SECRETARIAL SCIENCE COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
BUS 102	Beginning Typewriting	2	3	0	3
BUS 103	Intermediate Typewriting	2	3	0	3
BUS 104	Advanced Typewriting	2	3	0	3
BUS 106	Beginning Shorthand	4	6	0	7
BUS 107	Intermediate Shorthand	4	6	0	7
BUS 108	Advanced Shorthand	4	6	0	7
BUS 112	Filing	3	0	0	3
BUS 113	Machine Transcription I	5	0	0	5
BUS 114	Machine Transcription II	5	0	0	5
BUS 117	Electronic Calculator—Sec.	2	3	0	3
BUS 134	Personal Grooming	3	0	0	3
BUS 192	Word Processing Applications I	2	3	0	3
BUS 193	Word Processing Applications II	2	3	0	3
+BUS 216	Office Procedures	5	0	0	5
BUS 259	Office Simulation	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
TOTALS		47	39	0	63
RELATED COURSES:					
ACT 150	Principles of Accounting	3	2	0	4
BUS 165	Introduction to Business	5	0	0	5
BUS 166	Business Law I	3	0	0	3
BUS 170	Introduction to Microcomputer Applications	2	2	0	3
%BUS 214	Business Seminar	2	0	0	2
BUS 271	Office Management	3	0	0	3
ECO 108	Consumer Economics	3	0	0	3
ENG 106	Spelling Techniques	3	0	0	3
ENG 206	Business Communications	3	0	0	3
MAT 110	Business Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS		32	4	0	34

GENERAL EDUCATION:

ENG	101S	Grammar*	5	0	0	5
ENG	102	Composition	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	100	Job Search and Career Planning	3	0	0	3
		Social Science Elective**	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		TOTALS	20	0	0	20

WORK EXPERIENCE:

COE	101B	Cooperative Education Field Experience	0	0	20	2
ELECTIVES			1	0	0	1
TOTAL CREDITS FOR AAS DEGREE			100	43	20	120

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 100A, 101, 101A, 102A; MAT 099, 100R

Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

****Recommended Social Science Electives:**

PSY 101, 102, 115, 116, 120, 150, 151, 170, 180, 206, 228, 230; SOC 101, 102, 103, 150, 160, 170, 221

%Student must have completed over 100 required hours in curriculum with 2.0 grade-point average to enroll. Course must be taken concurrently with COE 101B.

WORK EXPERIENCE: 5 hours substitute credit allowed as indicated by +. For more information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

VOCATIONAL EDUCATION



AIR CONDITIONING, HEATING, AND REFRIGERATION

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

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

AIR CONDITIONING, HEATING, AND REFRIGERATION COURSE AND HOUR REQUIREMENTS

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Title			C	L	SH/CL	CH
MAJOR COURSES:						
AHR	1107	Gas Laws: Refrigeration	2	0	3	3
+AHR	1115	Fundamentals of Heating	2	0	6	4
MEC	1120	Duct Construction and Installation	3	0	6	5
AHR	1121	Principles of Refrigeration	3	0	12	7
AHR	1122	Domestic and Commercial Refrigeration	3	0	6	5
AHR	1123	Principles of Air Conditioning	3	0	12	7
AHR	1124	Air Conditioning, Heating and Refrigeration Service	3	0	6	5
AHR	1126	All Year Comfort Systems	3	0	6	5
AHR	1128	Automatic Controls	3	0	6	5
TOTALS			25	0	63	46
RELATED COURSES:						
ENG	1103	Small Business Operations	3	0	0	3
DFT	1103	Blueprint Reading: Mechanical	0	0	3	1

DFT	1116	Blueprint Reading: Air Conditioning	1	0	3	2
ELC	1102	Applied Electricity	3	0	3	4
MAT	1101	Fundamentals of Math*	5	0	0	5
WLD	1102	Basic Gas Welding	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
TOTALS			12	0	12	16

GENERAL EDUCATION:

ENG	1101	Reading Improvement*	2	0	0	2
ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			9	0	0	9

TOTAL CREDITS FOR DIPLOMA 46 0 95 71

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may select elective credits from the list of recommended electives or from other related courses and make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 4 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

AUTOMOTIVE MECHANICS

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

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

AUTOMOTIVE MECHANICS COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
AHR	1101	Automotive Air Conditioning	3	0	6	5
PME	1100	Engine Shop Practice	0	0	3	1
PME	1101	Internal Combustion Engine	5	0	12	9
PME	1102	Electrical System	5	0	12	9
PME	1104	Fuel Systems Gasoline and Diesel	5	0	9	8
PME	1123	Brakes, Chassis, Suspension	3	0	9	6
PME	1124	Power Trains	3	0	9	6
PME	1125	Auto Servicing	3	0	9	6
PME	1202	Electricity Electronics	3	0	9	6
PME	1204	Emission Controls	5	0	6	7
PME	1224	Automatic Transmission	5	0	12	9
PME	1227	Power Accessories	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
TOTALS			42	0	102	76
RELATED COURSES:						
MAT	1101	Fundamentals of Mathematics	5	0	0	5
+MEC	1112	Machine Shop Processes	1	0	3	2
+MEC	1147	System of Measurement and Measuring Tools	2	0	0	2
PHY	1103	Principles of Electricity	3	2	0	4
PME	1230	Auto Service Excellence Test Review	5	0	0	5
WLD	1129	Basic Gas & Electric Welding	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
TOTALS			18	2	9	22

GENERAL EDUCATION:

ENG	1101	Reading Improvement*	2	0	0	2
ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			9	0	0	9

TOTAL CREDITS FOR DIPLOMA 69 2 111 107

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

+WORK EXPERIENCE: Up to 4 credit hours may be taken in lieu of approved courses. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.



CARPENTRY AND CABINETMAKING

Carpenters construct, erect, install and repair structures of wood, plywood, and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designated according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, acoustical insulating carpenter, and finish carpenter.

CARPENTRY AND CABINETMAKING COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
CAR 1101	3	0	15	8
CAR 1102	3	0	15	8
CAR 1103	3	0	15	8
CAR 1104	3	0	18	9
CAR 1113	3	0	3	4
CAR 1114	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS	18	0	66	40
RELATED COURSES:				
BUS 1103	3	0	0	3
DFT 1110	3	0	0	3
DFT 1111	3	0	0	3
DFT 1112	3	0	0	3
MAT 1101	5	0	0	5
MAT 1112	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS	20	0	0	20

GENERAL EDUCATION:

+ENG	1101	Reading Improvement*	2	0	0	2
ENG	1102	Communications Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			9	0	0	9
TOTAL CREDITS FOR DIPLOMA			47	0	66	69

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

+WORK EXPERIENCE: Up to 2 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



COSMETOLOGY

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

COSMETOLOGY COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
MAJOR COURSES:						
COS	1101	Cosmetology I	0	0	40	12
COS	1102	Cosmetology II	0	0	40	12
COS	1103	Cosmetology III	0	0	40	12
COS	1104	Cosmetology IV	<u>0</u>	<u>0</u>	<u>40</u>	<u>12</u>
TOTAL CREDITS FOR DIPLOMA			0	0	160	48

Cooperative Education not allowed.

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Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Evening students enrolled one half-time will need eight quarters for completion.

DIESEL ENGINE AND FARM MACHINERY MECHANICS

The Farm Machinery Mechanics curriculum provides emphasis on the basic theories of farm machinery mechanics and techniques of maintenance, troubleshooting and repair of general farm machinery.

Graduates of this curriculum can quickly adapt themselves for employment in the areas of service, distribution and installation, of work on equipment in the field. They make inspections and tests to determine the causes of faulty operation, and repair or replace defective parts to restore the tractor or other gasoline or diesel power equipment to proper operating condition.

DIESEL ENGINE AND FARM MACHINERY MECHANICS COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
PME 1030	Electrical Systems in Farm Equipment	3	0	3	4
PME 1040	Farm Harvesting Equipment	3	0	6	5
PME 1045	Farm Equipment Servicing	3	0	12	7
PME 1050	New Tractor & Equipment Setup	1	0	3	2
PME 1105	Fundamentals of Diesel Engines	5	0	6	7
PME 1106	Fundamentals of Diesel Engines	1	0	6	3
PME 1126	Small Engine Repair	1	0	3	2
PME 1135	Basic Fuel Systems: Gas-Diesel	3	0	3	4
PME 1137	Basic Power Transmission	<u>4</u>	<u>0</u>	<u>6</u>	<u>6</u>
TOTALS		24	0	48	40
RELATED COURSES:					
AGR 119	Techniques of Welding	2	0	3	3
MAT 1101	Fundamentals of Mathematics	5	0	0	5
MEC 1147	Systems of Measurement and Measuring Tools	2	0	0	2
PME 1010	Air Conditioning	2	0	3	3
PME 1046	Shop Practices and Tool Operations	3	0	6	5
PME 1136	Fundamental Hydraulics	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
TOTALS		16	0	18	22
GENERAL EDUCATION:					
ENG 1101	Reading Improvement*	2	0	0	2
ENG 1102	Communication Skills	3	0	0	3
ORI 100	New Student Seminar	1	0	0	1
SOC 100	Job Search & Career Planning	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS		9	0	0	9
ELECTIVES		3	0	0	3
TOTAL CREDITS FOR DIPLOMA		52	0	66	74

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may select elective credits from approved courses and make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



ELECTRICAL INSTALLATION AND MAINTENANCE

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

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

ELECTRICAL INSTALLATION AND MAINTENANCE COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
DFT 1113	Blueprint Reading and Sketching: Electrical	3	0	0	3
ELC 1112	Direct and Alternating Current	5	0	12	9
ELC 1113	AC and DC Machines and Controls	5	0	12	9
ELC 1114	Electrical Safety	1	0	0	1
ELC 1124	Residential Wiring	6	0	9	9
ELC 1125	Commercial and Industrial Wiring	5	0	12	9
ELN 1118	Industrial Electronics	3	0	6	5
ELN 1119	Industrial Electronics	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
TOTALS		31	0	57	50
RELATED COURSES:					
+BUS 1103	Small Business Operations	3	0	0	3
DFT 1110	Blueprint Reading: Building Trades	3	0	0	3
MAT 1101	Fundamentals of Mathematics	5	0	0	5
MEC 1140	Hydraulic and Pneumatic Fundamentals	3	0	3	4
PHY 1101	Applied Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS		17	2	3	19
GENERAL EDUCATION:					
*ENG 1101	Reading Improvement	2	0	0	2
ENG 1102	Communication Skills	3	0	0	3
ORI 100	New Student Seminar	1	0	0	1
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
TOTAL CREDITS FOR DIPLOMA		57	2	60	78

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000.

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 3 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



ELECTRONIC SERVICING

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

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

ELECTRONIC SERVICING COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
ELC 1110	Direct Current Theory and Practice	5	0	12	9
ELC 1111	Alternating Current Theory and Practice	5	0	12	9
ELN 1103	Introduction to Electronic Devices	5	0	12	9
ELN 1104	Circuit Applications I	4	0	9	7
ELN 1105	Circuit Applications II	4	0	9	7
ELN 1106	Maintenance and Analysis of Electronic Systems	5	0	9	8
ELN 1108	Digital Concepts I	3	0	3	4
ELN 1110	Digital Concepts II	3	0	3	4
+ELN 1111	Electronic Troubleshooting	3	0	0	3
ELN 1125	Radio Receiver Servicing	5	0	0	5
ELN 1127	Television Receiver Circuits and Servicing	<u>10</u>	<u>0</u>	<u>18</u>	<u>16</u>
TOTALS		52	0	87	81
RELATED COURSES:					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
MAT 1102	Algebra	5	0	0	5
MAT 1103	Basic Geometry & Trigonometry	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS		15	0	0	15
GENERAL EDUCATION:					
*ENG 1102	Communication Skills	3	0	0	3
ORI 100	New Student Seminar	1	0	0	1
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS		7	0	0	7
%TOTAL CREDITS FOR ADVANCED DIPLOMA		74	0	87	103

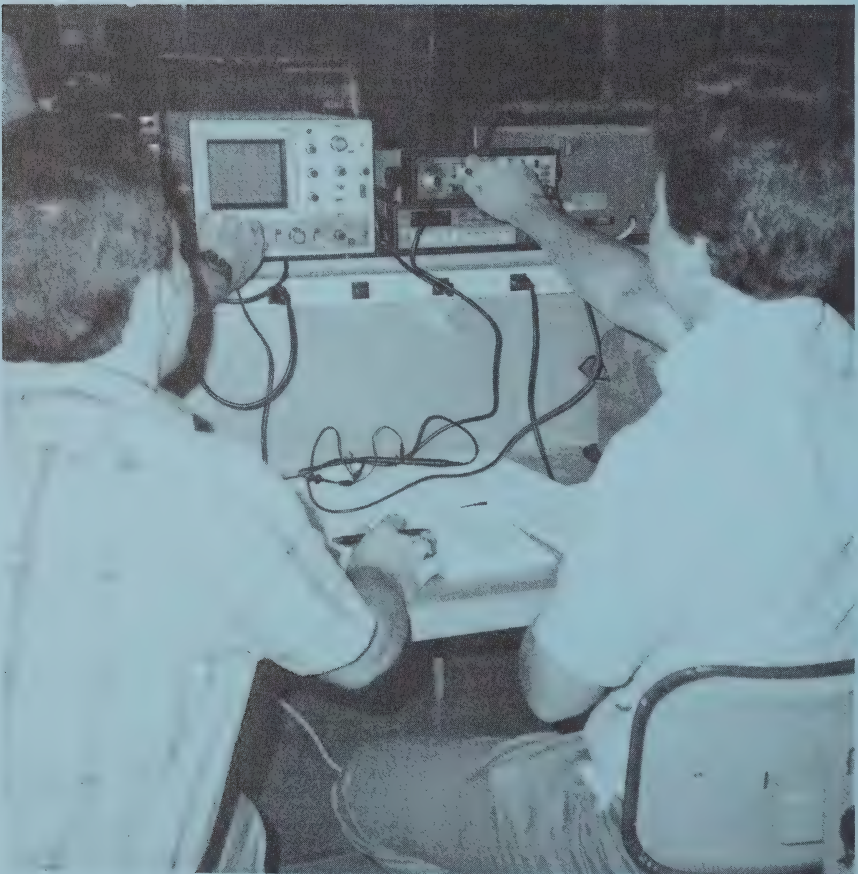
*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000, 1101; MAT 0099, 1000

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 3 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

%Students enrolled full-time and making satisfactory progress may complete the requirements for a regular diploma in four quarters, advanced diploma requirements can be completed in seven quarters.



INDUSTRIAL MAINTENANCE: ELECTROMECHANICAL

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test, and repair hydraulic equipment.

INDUSTRIAL MAINTENANCE: ELECTROMECHANICAL COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
AHR 1102	3	0	9	6
DFT 1113	3	0	0	3
ELC 1112	5	0	12	9
ELC 1113	5	0	12	9
+ISC 1101	3	0	0	3
MEC 1133	3	0	6	5
MEC 1134	3	0	6	5
MEC 1140	3	0	3	4
PLU 1110	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
TOTALS	30	0	54	48
RELATED COURSES:				
BUS 1105	3	0	0	3
DFT 1104	3	0	0	3
MAT 1101	5	0	0	5
PHY 1101	3	2	0	4
WLD 1102	0	0	3	1
+WLD 1103	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
TOTALS	14	2	6	17

GENERAL EDUCATION:

*ENG	1101	Reading Improvement	0	0	2	2
ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Orientation	1	0	0	1
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS			9	0	0	9
TOTAL CREDITS FOR DIPLOMA			54	2	60	74

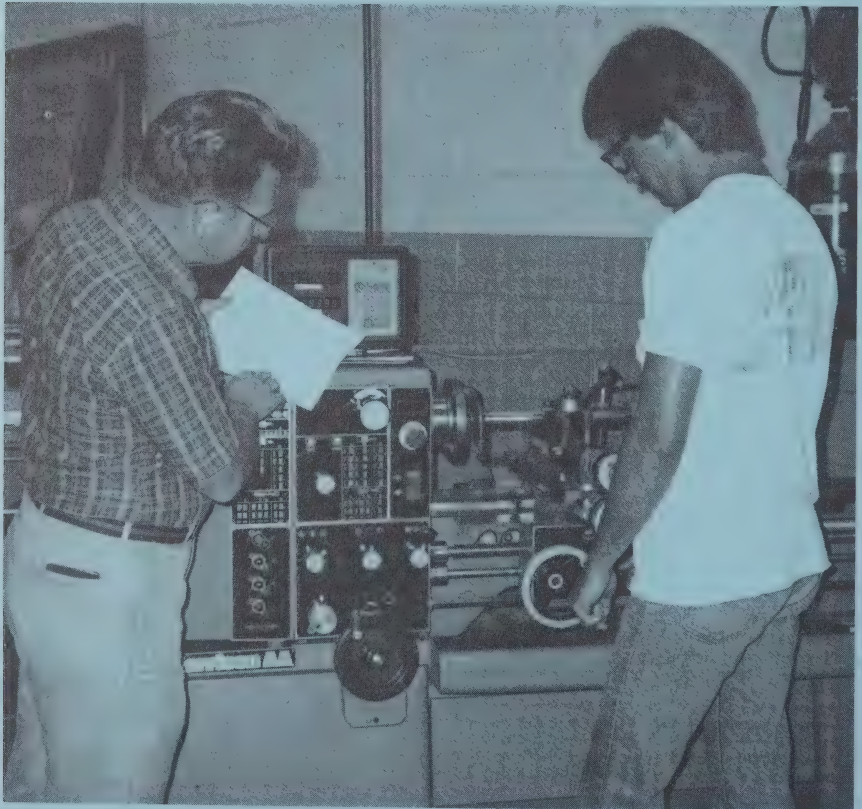
*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 4 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



MACHINIST

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinist must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

MACHINIST COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
DFT 1104	Blueprint Reading: Mechanical	3	0	0	3
DFT 1105	Blueprint Reading: Mechanical	3	0	0	3
MEC 1101	Machine Shop Theory and Practice	3	0	12	7
MEC 1102	Machine Shop Theory and Practice	3	0	12	7
MEC 1103	Machine Shop Theory and Practice	3	0	12	7
MEC 1104	Machine Shop Theory and Practice	3	0	12	7
MEC 1115	Metallurgy: Ferrous Metals	2	0	3	3
MEC 1116	Metallurgy: Non-Ferrous Metals	2	0	3	3
MEC 1170	Introduction to CNC Machining	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
TOTALS		23	2	54	42
RELATED COURSES:					
DFT 1106	Blueprint Reading: Mechanical	3	0	0	3
ISC 1101	Industrial Safety	3	0	0	3
MAT 1101	Fundamentals of Mathematics	5	0	0	5
MAT 1103	Basic Geometry and Trigonometry	5	0	0	5
MAT 1123	Machinist Mathematics	3	0	0	3
WLD 1102	Basic Gas Welding	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
TOTALS		19	0	3	20

GENERAL EDUCATION:

*ENG	1101	Reading Improvement	2	0	0	2
+ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS			9	2	0	10
+ELECTIVES			3	0	0	3
TOTAL CREDITS FOR DIPLOMA			54	4	57	75

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 6 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



MASONRY

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

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

MASONRY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
MAS 1101	4	0	18	10	
MAS 1102	4	0	18	10	
MAS 1103	4	0	18	10	
MAS 1104	3	0	18	9	
MAS 1113	1	0	3	2	
+MAS 1114	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>	
TOTALS	17	0	78	43	
RELATED COURSES:					
DFT 1110	3	0	0	3	
DFT 1111	3	0	0	3	
DFT 1112	3	0	0	3	
DFT 1114	3	0	0	3	
MAT 1111	3	0	0	3	
MAT 1112	3	0	0	3	
MAT 1113	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
TOTALS	21	0	0	21	
GENERAL EDUCATION:					
*ENG 1101	2	0	0	2	
ENG 1102	3	0	0	3	
ORI 100	1	0	0	1	
PSY 1101	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
TOTALS	9	0	0	9	
TOTAL CREDITS FOR DIPLOMA	47	0	78	73	

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000, MAT 0099, 1000

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 2 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



TEACHER ASSISTANT

The Teacher Aide curriculum prepares individuals for work in assisting teachers. Individuals receive training in the areas of classroom procedures, preparation of educational material and audiovisual aids.

Individuals will be qualified to prepare instructional material, to assist with physical education programs, to construct audiovisual aids, and to assist the teacher in the performance of general classroom duties. Employment opportunities exist with public school systems and with private schools.

TEACHER ASSISTANT COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH	
MAJOR COURSES:					
EDU 102	Child Health, Safety & Nutrition	5	0	0	5
EDU 103	Preschool Orientation	1	0	6	3
EDU 104	Preschool Observation	1	0	6	3
EDU 106	Practicum in Elementary School	1	0	15	6
EDU 107	Practicum in Preschool Experience	1	0	15	6
EDU 108	Early Childhood Curriculum	5	0	0	5
EDU 109	Guiding Young Children's Behavior	3	0	0	3
EDU 115	Audiovisual & Media Instruction	3	0	0	3
PSY 102	General Psychology	3	0	0	3
PSY 115	Child Growth & Development I	3	0	0	3
PSY 116	Child Growth & Development II	3	0	0	3
SOC 101	Introduction to Sociology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS		34	0	42	48
RELATED COURSES:					
BUS 102	Beginning Typewriting	2	3	0	3
+HEA 112	First Aid	1	0	0	1
MAT 100R	Computational Skills	5	0	0	5
SPH 150	Voice & Diction	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTALS		11	3	0	12
GENERAL EDUCATION:					
*ENG 101	Grammar	3	0	0	3
ENG 102	Composition	3	0	0	3
+ENG 103	Report Writing	3	0	0	3
ORI 100	New Student Seminar	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
TOTALS		10	0	0	10
TOTAL CREDITS FOR DIPLOMA		55	3	42	70

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 091, 092, 093, 094, 100G, 101A, 102A; MAT 099.

Students enrolled in this curriculum may make course substitutions from appropriate subject areas on a credit-for-credit basis upon approval by the student's department chairperson.

WORK EXPERIENCE: Up to 5 credit courses may be taken in lieu of approved courses indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



WELDING

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

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

WELDING COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH		
MAJOR COURSES:						
WLD 1112	Mechanical Testing and Inspection	1	0	3	2	
WLD 1122	Commercial and Industrial Practices	3	0	9	6	
WLD 1123	Inert Gas Welding	1	0	3	2	
WLD 1124	Pipe Welding	3	0	12	7	
WLD 1125	Certification Practices	3	0	6	5	
WLD 1141	Beginning Welding	5	0	15	10	
WLD 1142	Intermediate Welding	<u>5</u>	<u>0</u>	<u>15</u>	<u>10</u>	
TOTALS		21	0	63	42	
RELATED COURSES:						
BUS 1105	Industrial Organization	3	0	0	3	143
DFT 1104	Blueprint Reading: Mechanical	3	0	0	3	
DFT 1117	Blueprint Reading: Welding	3	0	0	3	
MAT 1103	Basic Geometry and Trigonometry	5	0	0	5	
MEC 1112	Machine Shop Processes Practices	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>	
TOTALS		15	0	3	16	
GENERAL EDUCATION:						
*ENG 1101	Reading Improvement	2	0	0	2	
ORI 100	New Student Seminar	1	0	0	1	
MAT 1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>	
TOTALS		8	0	0	8	
+ELECTIVES		3	0	0	3	
TOTAL CREDITS FOR DIPLOMA		47	0	66	69	

*If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take the appropriate courses from the following list:

ENG 1000; MAT 0099, 1000

Students enrolled in this curriculum may make course substitutions on a credit-for-credit basis upon approval by the student's department chairperson.

+WORK EXPERIENCE: Up to 3 credit hours may be taken in lieu of approved courses as indicated by +. For information pertaining to cooperative education credits, see page 55.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.



BASIC LAW ENFORCEMENT TRAINING

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

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

BASIC LAW ENFORCEMENT TRAINING COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
PSC 200 Basic Law Enforcement Training	14	2	24	23
TOTAL CREDITS FOR CERTIFICATE	14	2	24	23

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Cooperative Education not allowed.

Students should complete this program in one quarter or eleven weeks.

GERIATRIC ASSISTANT

The Geriatric Assistant curriculum prepares graduates to provide basic health and personal care for older persons. The curriculum emphasizes the processes of aging, communication, nutrition, therapeutic activities (music, dance, exercise, games, and arts and crafts), accident and fire safety, death and dying, drug usage, human sexuality, resources and services for the aged, and employment skills. Clinical experiences may be obtained in skilled nursing and intermediate care facilities, family care homes and homes for the aged and disabled, adult day care centers, and other long-term care settings.

Graduates may be employed in skilled nursing and intermediate care facilities, senior centers, adult day care centers, family care homes and homes for the aged and disabled, private homes, retirement homes, life-care facilities, and social services organizations which primarily serve older persons. In some clinical settings, the graduates will work under the supervision of licensed personnel.

GERIATRIC ASSISTANT COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
GCA 1001 Geriatric Assistant	8	8	12	16
TOTAL CREDITS FOR CERTIFICATE	8	8	12	16

Cooperative Education not allowed.

Students should complete this program in one quarter or eleven weeks.

HOSPITAL WARD SECRETARY

The Hospital Ward Secretary (Clerk) curriculum is an eleven week or one quarter program designed to prepare an individual to perform a variety of clerical duties such as: maintaining patients' charts, requesting equipment and services for patients, requesting supplies and equipment for the nursing unit and completing forms correctly.

Employment opportunities are available in doctors' offices, clinics, hospitals and other health agencies as hospital ward clerks or hospital ward secretaries.

HOSPITAL WARD SECRETARY COURSE AND HOUR REQUIREMENTS

Title	C	L	SH/CL	CH
MAJOR COURSES:				
MED 1100 Hospital Ward Secretary: Theory and Practice	12	0	12	16
RELATED COURSES:				
PSY 104 Human Relations	3	0	0	3
GENERAL EDUCATION:				
ENG 1102 Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
TOTAL CREDITS FOR CERTIFICATE	18	0	12	22

Cooperative Education not allowed.

Students should complete this program in one quarter or eleven weeks.

SURVEYING (TECHNICAL SPECIALTY)

The Surveying (Technical Specialty) curriculum is designed for persons interested in learning to assist surveyors or engineers in land, forest, highway, marine, and other types of surveying. The emphasis of the program may be adapted by choice of electives. A certificate is awarded to students completing the program.

The graduates of this program will be prepared to determine exact location and measurements of points, elevations, lines, areas, and contours of the surface of the earth for construction, map making, land valuation, mining, or other purposes. They may calculate information needed to conduct surveys from notes, maps, deeds, or other records. They will use surveying instruments and perform calculations to verify the accuracy of survey data.

SURVEYING (TECHNICAL SPECIALTY) COURSE AND HOUR REQUIREMENTS

Title			C	L	SH/CL	CH
BASIC COURSES:						
CIV	101	Surveying	2	0	6	4
CIV	102	Surveying	2	0	6	4
CIV	103	Surveying	2	0	6	4
CIV	204	Surveying	2	0	6	4
DFT	101	Technical Drafting	1	3	0	2
MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTAL CREDITS FOR CERTIFICATE			19	3	24	28

Students who wish to acquire additional surveying skills may take any of the following courses:

CIV	110	Surveyor Practices	1	0	0	1
CIV	223	Codes, Contracts, and Specifications	2	0	0	2
FOR	208	Forest Surveying	2	0	3	3
MAT	103	Algebra II	5	0	0	5

For information pertaining to cooperative education credits, see page 55.

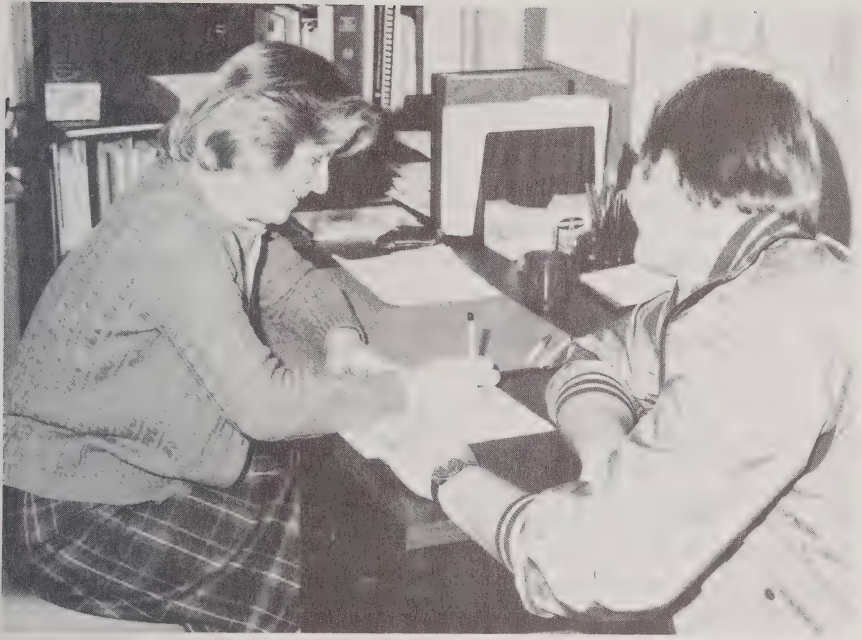
Students enrolled in the evening and taking one course should complete this program in seven quarters.

COURSE PREFIX IDENTIFICATION

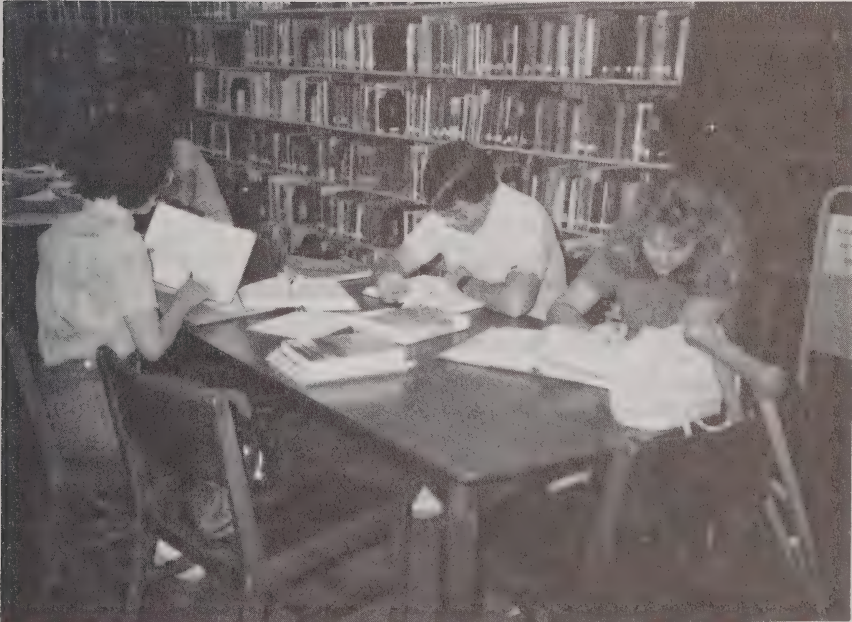
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RTH	Respiratory Therapy	253
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SSC	Social Science	257
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COURSE DESCRIPTIONS



			Clinical/Credit			
			Class	Lab	Shop	Hours
ACCOUNTING						
ACT	150	Principles of Accounting	3	2	0	4
Prerequisite: MAT 110 or permission of instructor						
Basic accounting concepts as applied to a single proprietorship. Practical problems requiring the use of journals and general ledgers, preparation and analysis of work sheets, the balance sheet, and income statements. Introduction to basic concepts of internal control included.						
ACT	151	Principles of Accounting	3	2	0	4
Prerequisite: ACT 150						
An expanded study of the accounting cycle with emphasis on the recording, summarizing, and interpreting of data for management control. Includes a study of payrolls, federal and state taxes, and basic applications for computerized accounting.						
ACT	152	Principles of Accounting	3	2	0	4
Prerequisite: ACT 151						
Partnership and corporation accounting, including a study of financial statement analysis and use of financial ratios.						

AGRICULTURE

AGR	100	Introduction to Agriculture	1	0	0	1
General study of the importance of agriculture to the state, nation, and world. Topics include the history of agriculture, world food-population problem, farm organizations, agricultural cooperatives, government agencies, and present agricultural policy. The Postsecondary Agricultural Student Organization is also introduced.						
AGR	103	Feeding and Management	3	0	0	3
Study of applied principles and concepts of animal nutrition. Problems associated with feeding livestock, nutritional diseases, balancing rations, feed additives, feedstuffs, and anatomy and physiology of the digestive systems of farm animals. Includes management and economic problems associated with the feeding and marketing of livestock.						
AGR	105	Pastures and Forage Crops	3	0	0	3
Study of the major grasses and legumes of economic importance in North Carolina. Attention given to management, soil types, fertilization, harvesting, and nutrient value.						
AGR	107	Farm Enterprise Management	3	0	0	3
Introduces accounting methods related to farm enterprises and acquaints students with the terminology and basic principles and techniques used in recording transactions. Practical application of the principles learned by working with actual farm situations. Includes economic principles as applied to the decision-making process in the analysis of farm records.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
AGR	112	Small Engine Repair	2	2	0	3
Study of two- and four-cycle, one-cylinder gasoline engines and their power trains. Students taught preventive maintenance, troubleshooting, and repair of the typical auxiliary engine on the farm.						
AGR	116	Farm Welding	2	2	0	3
Introduces welding safety and principles of oxacetylene and electrical welding, cutting, and brazing. Procedures and experience in using arc and oxacetylene welding equipment. Brief study of metals, rods, gases, and special welding machinery.						
AGR	119	Techniques of Welding	2	3	0	3
Study of principles of oxyacetylene and electrical welding, cutting, and brazing; principles, procedures, safety precautions, and experience in using oxyacetylene and arc welding equipment; and projects to develop skill in the use of equipment. Also includes a study of metals, rods, gases, and special electrical welding machinery.						
AGR	121	Crop Production	3	0	0	3
Study of the characteristics of field crops relative to varieties, environmental factors, rotations, fertilization, control of pests, and cultural practices pertinent to crop production.						
AGR	125	Animal Science	5	2	0	6
Introductory animal science course covering the financial principles of livestock production. Study of the animal body and the basic principles of reproduction, genetics, growth, fattening, and digestion; and of the selection, feeding, improvement, processing, and marketing of livestock.						
AGR	127	Animal Nutrition	3	0	0	3
Deals with the principles of nutrition and their application to feeding practices in cattle, horses, sheep, and swine production in North Carolina.						
AGR	128	Farm and Home Construction	2	2	0	3
Deals with the fundamentals of farm carpentry, fences, concrete, and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as farm utility buildings. Also includes a study of farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.						
AGR	135	Agricultural Law	3	0	0	3
Designed to acquaint the agricultural student with certain fundamentals and principles of law, including contracts, agency, and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments, and real property.						
AGR	136	Agricultural Mathematics	3	0	0	3
Stresses the fundamental mathematics operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent use of mathematics in the field of business.						

			Class	Lab	Clinical/ Shop	Credit Hours
AGR	149	Introduction to Plant Science and Horticulture	3	0	0	3
		Introduction to botany as applied to higher plants. The fundamental principles of plant processing, reproduction (sexual and asexual), growth, and development. Application of plant processes to certain commercially grown field and horticultural crops.				
AGR	150	General Horticulture	3	0	0	3
		Deals with horticultural principles and the application of plant science fundamentals to horticultural practices.				
AGR	154	Swine Production	3	0	0	3
		Study of the scientific methods of selecting, breeding, feeding, and managing swine. Special attention is given to housing and marketing.				
AGR	165	Crop Science	3	0	0	3
		Study of the distribution, classification, growth, structure, and reproduction of field crops. Topics include the world food/population problem and environmental factors and cultural practices involved in crop production. Emphasis on economically important crops in North Carolina.				
AGR	167	Small Scale Vegetable Production	3	0	0	3
		Study of common local vegetables. Course will stress production practices including soils and soil amendments, planning, fertilization, and disease, weed, and insect control of garden vegetables. Topics also include growing vegetable transplants and marketing alternatives. Intended for urban and small rural gardeners.				
AGR	170	Plant Science	5	2	0	6
		Introductory general botany course. Covers plant classification, internal and external structure, respiration, photosynthesis, nutrition, plant growth substances, reproduction, and factors affecting plant growth. Course series of AGR 149 and AGR 150 is equivalent and will substitute.				
AGR	185	Soil Science and Fertilizers	5	2	0	6
		Deals with the basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil; and conservation of soil fertility. Course series of AGR 187 and AGR 190 is equivalent and will substitute.				
AGR	187	Fertilizers and Lime	3	0	0	3
		Review of the source, function, and use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity and liming materials; and the application of fertilizer and liming materials.				
AGR	190	Soils and Soil Fertility	2	2	0	3
		Deals primarily with physical and chemical properties of soils in coastal and piedmont North Carolina. Includes the function and use of major and minor plant food elements and liming materials.				

			Class	Lab	Clinical/ Shop	Credit Hours
AGR	195	Cultural and Irrigation Practices	3	0	0	3

Deals with various tillage and cultural practices such as conventional, "no-till," and minimum tillage; the economical aspects of labor and fuel efficiency; and drainage and timely application of supplemental water to obtain maximum output.

AGR	198	Practical Application of Agricultural Chemicals	2	2	0	3
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Study of farm chemicals and fertilizers—their importance, ingredients, and formulation and the equipment involved in application. Special emphasis on practical farm application.

AGR	201	Agricultural Chemicals (Pesticides)	3	0	0	3
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Study of agricultural chemicals and their importance; the ingredients, formulation, and application of farm chemicals; and the effective and safe utilization of chemicals in agricultural pest control. Major emphasis is placed on insecticides, fungicides, nematocides, herbicides, and other commonly used pesticides.

AGR	203	Pesticide and Fertilizer Application	3	2	0	4
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Study of and practical exercise in the correct application of pesticides and fertilizers. Economics of custom application and equipment, precautions, and legal aspects of application are presented.

AGR	204	Agricultural Economics and Farm Records	3	2	0	4
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Introduction to economics, the functions of the economic system, and agriculture's role in the economy. Economic principles as applied to the decision-making process in the analysis of farm records are also included.

AGR	205	Agricultural Marketing	3	2	0	4
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Analysis of the functions of marketing in the economy; a survey of the problems marketing faces; and a review of the market structure and the relationship of local, terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms, including buying and selling, processing, standardization and grading, risktaking and storage, financing, efficiency, and cooperation; and discussions of procedures for marketing commodities such as grain, cotton, livestock, and tobacco are included.

AGR	206	Marketing Farm Products	3	0	0	3
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Looks at the market structure including local, terminal, wholesale, and retail markets. Emphasis on the marketing of grain, tobacco, soybeans, swine, beef, and poultry. Includes study of hedging and futures markets as a management tool.

AGR	207	Poultry Enterprises	3	0	0	3
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Review of the growth of the various poultry enterprises including market eggs, hatching eggs, and broiler production; marketing procedures; determining and controlling costs of production; choosing breeds and determining flock size, feeding systems, conversion ratios, labor efficiency, and other management factors.

			Class	Lab	Clinical/ Shop	Credit Hours
AGR	240	Insects of Agronomic Crops	2	2	0	3
Study of common local crop insects—their economic importance, identification, life cycles, and hosts. Field trips used to determine the levels of economic damage and identify the causative insects.						
AGR	245	Crop Insects	3	2	0	4
Study of common crop insects, their economic importance, identification, life cycles, and hosts. Field trips to study insect damage to crops in the area.						
AGR	247	Pesticides and Their Use in Home and Community	3	2	0	4
Study of the use of pesticides including their function, ingredients, beneficial aspects, and environmental hazards, with major emphasis on safe application and handling. Biological and other alternative methods of pest control are studied.						
AGR	254	Plant Propagation	3	0	0	3
Study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the industry.						
AGR	255	Landscaping Principles and Practices	3	2	0	4
A study of the basic principles of landscape design. Includes selection and placement of plants and structures, preliminary sketches, planting, fertilization, and pruning. Emphasis placed on site plans for residences.						
AGR	260	Residential Landscaping	2	2	0	3
Introduces basic landscape concepts and focuses on designing landscapes as extensions of indoor activities. Special emphasis on residential site planning and design. Requires students to complete a simple landscape design on paper.						
AGR	272	Tobacco Production	3	0	0	3
Review of the economic importance of tobacco in North Carolina, detailed study of certain aspects of the production and marketing of tobacco, and brief look at the processing and manufacturing phases.						
AGR	273	Corn, Peanut, and Soybean Production	3	0	0	3
Production, marketing, and improvement of corn, peanuts, and soybeans are covered in this course. The latest research information on seed varieties, fertilization, disease, weed control, cultural practices, equipment, harvesting, and marketing are stressed.						
AGR	275	Introduction to Weed Identification and Control	2	2	0	3
Study of the identification and control of common weeds in locally grown crops. Emphasis on weed control in corn, soybeans, and tobacco.						

			Class	Lab	Clinical/ Shop	Credit Hours
AGR	278	Weed Identification and Control	3	2	0	4
Study of the identification and control of annual and perennial weeds of economic importance in North Carolina.						
AGR	279	Farm Forestry	3	2	0	4
Deals with the fundamentals of forestry and farm forestry problems, including planting, thinning, protecting, harvesting, and marketing.						
AGR	280	Farm Forestry Management	2	2	0	3
Study of maintaining, harvesting, and planting local forest trees with an emphasis on tree farms and the economics of tree farming.						
AGR	285	Introduction to Soil and Water Conservation	3	0	0	3
Study of the physical properties of soils and the processes of erosion. Includes methods of preventing and controlling soil erosion and an understanding of the principles involved in controlling excess water.						
AGR	290	Soil and Water Conservation	3	2	0	4
Introduction to soil, water, and plant conservation; the available resources to carry out soil and water conservation measures; and the relationship of specialized knowledge in agronomy, economics, engineering, soils, forestry, and recreation.						
AGR	296	Agricultural Programs and Agencies	3	0	0	3
Preview of public agricultural programs and agencies that provide services for agricultural producers, including their objectives, organization, functions, and services.						
AGR	297	Agricultural Policy and Programs	3	0	0	3
Concerned with the processes of agricultural policy formation in a democratic society and the role of individual and group actions in the development of public programs. Policies and programs are analyzed, including the relationship to demand, supply, income, population, the nature of agricultural production, and social welfare.						

			Class	Lab	Clinical/ Shop	Credit Hours
AIR CONDITIONING, HEATING, AND REFRIGERATION						
AHR	101	Air Conditioning and Refrigeration	3	0	3	4
Introduction to the air conditioning and refrigeration field and to terminology relating to heating and cooling systems. Topics included are the basic laws of refrigeration, heat and heat transfer methods, servicing tools and equipment, and tubing and fittings. Shop practice will be given in operations such as tube bending, flaring, swaging, and soldering.						

			Class	Lab	Clinical/ Shop	Credit Hours
AHR	106	Architectural Mechanical Equipment	3	3	0	4
<p>General study of heating, air conditioning, plumbing, and electrical equipment, materials, and symbols, and building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings prepared by mechanical engineers and coordination of mechanical and electrical features with structural and architectural designs are included.</p>						
AHR	201	Principles of Heating	3	0	3	4
<p>Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment such as registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one on blueprint stage will be prepared.</p>						
AHR	1101	Automotive Air Conditioning	3	0	6	5
<p>General introduction to the principles of refrigeration. Includes a study of the assembly of the components and connections necessary in the mechanisms, methods of operation and control, proper handling of refrigerants in charging the system, use of testing equipment in diagnosing trouble, and efficiency tests and general maintenance work.</p>						
AHR	1102	Introduction to Cooling and Heating Systems	3	0	9	6
<p>Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.</p>						
AHR	1107	Gas Laws Refrigeration	2	0	3	3
<p>Terminology, laws of refrigeration, absolute pressure and absolute temperature, energy conversion units; specific heat; latent heat, and sensible heat; measurement of heat in quantity and intensity; tone of refrigeration, pressure temperature relationship; transfer of heat by conduction, convection, and radiation.</p>						
AHR	1115	Fundamentals of Heating	2	0	6	4
<p>An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The uses and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating, and heat distribution systems.</p>						
AHR	1119	Principles of Refrigeration I	2	6	0	4
<p>An introduction to the principles of refrigeration. Terminology and the use and care of tools and equipment. Practical work with hand tools and materials is given to develop basic skills in the operation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 series is equivalent to AHR 1121.</p>						

			Class	Lab	Clinical/Shop	Credit/Hours
AHR	1120	Principles of Refrigeration II	1	6	0	3

Prerequisite: AHR 1119

Further study of the principles of refrigeration. Terminology and identification and the function of the component parts of refrigeration systems are covered. Practical work with piping and duct-work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 series is equivalent to AHR 1121.

AHR	1121	Principles of Refrigeration	3	0	12	7
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An introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of the component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and ductwork is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed.

AHR	1122	Domestic and Commercial Refrigeration	3	0	6	5
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Prerequisite: AHR 1121

Domestic refrigeration servicing of conventional, and hermetic systems. Cabinet care, controls, and system maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. Manufacturer's catalogs are used in sizing and matching system components and a study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

AHR	1123	Principles of Air Conditioning	3	0	12	7
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Prerequisite: AHR 1122

Includes a study of the selection of various heating, cooling, and ventilation systems and the investigation and control of factors affecting air cleaning in air movement, temperature, and humidity. Psychometric charts are used in determining optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed.

AHR	1124	Air Conditioning, Heating and Refrigeration Servicing	3	0	6	5
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Prerequisite: AHR 1123

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures and controlling, testing, and adjusting heating and cooling equipment to maximize energy conservation.

AHR	1126	All Year Comfort Systems	3	0	6	5
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Prerequisites: AHR 1123; AHR 1128

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil-fired, gas-fired, water-circulating, electric-resistance and solar heating and cooling systems. Specialized controls required for all year comfort systems, preventive maintenance, and balancing are included in the course.

				Clinical/Credit			
				Class	Lab	Shop	Hours
AHR	1128	Automatic Controls		3	0	6	5

Prerequisites: ELC 1102; AHR 1122

Types of automatic controls and their function in heating and cooling systems. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling along with zone controls, unit heater and ventilator controls, commercial fan system controls, commercial refrigeration controls, and radiant panel controls.

				Clinical/Credit			
				Class	Lab	Shop	Hours

BANKING AND FINANCE

AIB	111	Business Administration		4	0	0	4
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Emphasis placed on the managerial responsibility of coordinating carefully the many facets of a business enterprise. Also stresses the background of administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations problems.

AIB	120	Accounting I		4	0	0	4
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Comprehensive treatment of all up-to-date principles giving the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied. End-of-unit summaries have special sections for both principles and managerial implications.

AIB	121	Accounting II		4	0	0	4
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Prerequisite: AIB 120

Content of this course selected with two major objectives in mind: immediate on-the-job usefulness and contribution to the student's future growth in the banking field. Consists of a detailed study of balance sheet items, covers manufacturing accounting and production costing, and includes an appropriate study of cost analysis for managerial decisions.

AIB	122	Fundamentals of Bank Data Processing		4	0	0	4
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This course is designed for non-data processing personnel at any level who would like a general understanding of data processing principles and their banking applications. The course presents the concepts of data processing and the basic functions of computers using analogies and illustrations from the banking industry. It discusses present and future bank applications of data processing, including MICR and EFTS.

AIB	123	Financing Business Enterprise		4	0	0	4
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Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. Material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of the corporation.

AIB	202	Principles of Bank Operation		4	0	0	4
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Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

AIB	203	Bank Investments	4	0	0	4
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This course describes the nature of loanable funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

AIB	204	Bank Management by Objectives	0	2	0	1
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Middle management seminar designed to assist bank officers in learning how to translate bank problems into realistic goals for the individual and the bank through the management-by-objectives system. Cases and outside readings are used in this seminar. It can be presented as a brief, intensive workshop or an eight-session seminar.

AIB	205	Bank Management	4	0	0	4
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Philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

AIB	206	Bank Letters and Reports	4	0	0	4
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Designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters, but also with the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.

AIB	207	International Banking	4	0	0	4
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Introduction to a vast field for those working in international departments as well as for those involved in the domestic activities of their banks. Presents the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

AIB	208	Conference Planning and Leadership	0	2	0	1
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Centered on a specific phase of the problem of human understanding, the course is concerned with an important responsibility of management: to communicate and to coordinate ideas in the most effective way possible. Consideration is given to the dynamics of human interaction in groups convened to solve problems and make decisions. The essentials of parliamentary procedure are also stressed, thus presenting an effective technique for achieving consensus and formalizing and recording the decision-making process.

AIB	209	Installment Credit	4	0	0	4
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Techniques of installment lending presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular

kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

AIB	210	Money and Banking	4	0	0	4
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Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and structuring of portfolios.

AIB	212	Planning Management Development	0	2	0	1
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Middle management seminar designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used. It can be presented as a brief, intensive workshop or as a twelve-session seminar.

AIB	213	Trust Functions	4	0	0	4
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Presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not just those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

AIB	214	Effective Speaking	4	0	0	4
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Students given an opportunity to study all phases of speech situations. Directed primarily to the student seeking to give an account on the public platform. Other speech situations are not neglected. Having studied the basic principles involved in organizing and presenting a speech, students are given suggestions to aid in developing speaking ability in situations such as conferences, panel discussions, radio, and television.

AIB	215	Branch Management	2	4	0	4
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Course includes lending, management, and operations, intended for management trainees, branch managers, and assistant managers. Classified in Functional Banking area, course is recommended for diploma in Retail Banking, in Commercial Lending, and is required for Branch Operations diploma.

AIB	219	Credit Administration	4	0	0	4
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Directed toward the executive level, concerned partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

AIB	220	Bank Cards	3	0	0	3
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Classified in Functional Banking area, this course is a beginning level and recommended for diploma in Retail Banking, in Bank Marketing, and is required for Bank Card diploma.

Clinical/Credit
Class Lab Shop Hours

AIB 228 Consumer Credit Analysis 4 0 0 4

Designed for individuals who understand the basics of consumer lending and its function within a bank but need specific training on the many aspects of making a consumer loan. Includes legal and regulatory issues; credit application, investigation, scoring fundamentals; credit decision considerations; loan interviewing, documentation, closing and review.

AIB 229 Financial Planning for Bankers 4 0 0 4

Designed for individuals with customer contact including bank managers, consumer credit, trusts, marketing, new business development, operations, and consumer information staff. Assumes no previous formal education or training has been done in financial planning. Provides a general appreciation of the topic and its application to the current banking environment.

AIB 230 Introduction to Commercial Lending 4 0 0 4

Explores various aspects of a bank's commercial loan department including cost analysis, regulatory and legal environment, and business development.

AIB 231 Savings and Time Deposit Banking 4 0 0 4

Reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. Begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

AIB 232 Agricultural Finance 4 0 0 4

Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital rather than the examination of land and labor resources which are more closely aligned with agricultural production. An understanding of agricultural finance should help the banker in satisfying the credit needs of modern agriculture.

AIB 233 Analyzing Financial Statements 4 0 0 4

Characteristics of financial statements and financial statements analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

AIB 234 Loss Prevention 0 2 0 1

This seminar focuses on check cashing, check swindles, bank holdups, and security procedures.

			Class	Lab	Clinical/ Shop	Credit Hours
AIB	235	Loan and Discount	3	0	0	3
This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure.						
AIB	236	Home Mortgage Lending	4	0	0	4
Approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first; then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing; and finally the obligations of the mortgage loan officer in overall portfolio management.						
AIB	237	Selling Bank Services	0	2	0	1
Teaches tellers and new-accounts personnel how to recognize and meet bank customer needs; checking accounts, savings services, loans to individuals, safe deposit boxes, travelers' checks, and cross selling.						
AIB	239	Bank Public Relations and Marketing	4	0	0	4
Discusses the basis of public relations, both internal and external, and seeks to explain the why, the what, and some of the how of public relations and marketing. Intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.						
AIB	250	Real Estate Finance	4	0	0	4
Classified in Functional Banking area, this course is designed for personnel involved in mortgage credit and is recommended for diploma in Retail Banking.						
AIB	259	Law and Banking	4	0	0	4
Introduction to basic U.S. law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of titles, and secured transactions. Emphasis is on the Uniform Commercial Code.						
AIB	272	Supervision and Personnel Administration	4	0	0	4
Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his group to achieve friendly cooperation and maximum production.						
AIB	299	Supervisory Training	4	0	0	4
Explores role of supervisor with emphasis on management and leadership skills pertinent in bank operation.						

				Clinical/Credit			
				Class	Lab	Shop	Hours
ANTHROPOLOGY							
ANT	150	Introduction to Anthropology		5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094							
General introduction to anthropology, the science of man as the culture-bearing animal. Topics considered: physical evolution of mankind and biological variations within and between modern human populations, prehistoric and historic developments of culture, cultural dynamics viewed analytically and comparatively.							
ANT	160	Societies Around the World		5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094							
Ethnographic survey of world culture areas showing similarities and variations in cultural patterns.							

				Clinical/Credit			
				Class	Lab	Shop	Hours
ARCHITECTURE							
ARC	104	Architectural Drafting		1	3	0	2
Beginning course in architectural drafting. Course includes orthographic and isometric drawings.							
ARC	105	Architectural Drafting		1	3	0	2
Prerequisite: ARC 104							
Intermediate course in architectural drafting. Course includes the mechanics of perspective drawing and rendering techniques. ARC 104 and 105 are equivalent to and will substitute for ARC 106.							
ARC	106	Architectural Drafting		2	6	0	4
Designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, pictorial sketching, geometric construction, and orthographic instrument drawing of principal views. Projection problems dealing with principles of isometric, oblique, and perspective drawings are included. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections, and developments.							
ARC	107	Architectural Drafting		2	6	0	4
Prerequisite: ARC 106							
Includes the development of techniques in architectural lettering, symbols, dimensioning, freehand and instrument drafting, and the development of a complete set of working drawings for a residence, with construction details and the use of appropriate material symbols and connections. Sections, scale details, and full-size details will be prepared from preliminary sketches.							
ARC	108	Architectural Drafting		0	9	0	3
Prerequisites: ARC 107; AHR 106; CIV 105							
An indepth approach to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing,							

and drawings of construction details, using appropriate material symbols will be included. A continuation of ARC 107, this course includes an introduction to commercial working drawings. Working drawings, including plans, elevations, sketches, scale details, and wall section details are prepared from preliminary sketches. Introduces computer drafting.

ARC 201	Architectural Design I	3	9	0	6
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Prerequisite: ARC 107

Basic design principles; development of design as it relates to the details, structure, and aesthetic functions of buildings; design presentations and architectural models; and group and individual problems in design. Develops computer drafting in three dimensions.

ARC 202	Environmental Design	2	3	0	3
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Prerequisite: ARC 107

Design principles of regional and city planning, research reports, maps, and problems in environmental design. Problem solving using computer data.

ARC 220	Architectural Drafting	2	9	0	5
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Prerequisite: ARC 108

Includes commercial working drawings; materials used in commercial buildings; systems of construction; and drawing of structural plans and details as prepared for building construction, including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction are studied. Reference materials are used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

ARC 221	Architectural Drafting	2	9	0	5
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Prerequisite: ARC 220

Individual or group projects which involve the coordination of working drawings for commercial work. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. A two-week problem in model building or architectural presentation work is included.

ARC 222	Architectural Drafting	2	9	0	5
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Prerequisites: ARC 221; CIV 101; DFT 235

Preparation of a complete set of working drawings for the architectural structure, coordinating floor plans, elevations, wall sections, and details. Site and landscaping plans are studied and drawn. Final assembly of the complete document for construction purposes made. Plans include environmental and energy considerations.

ARC 233	Office Practice Seminar	2	0	0	2
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Study of the professional relationship of the architectural firm to clients, contractors, suppliers, consultants, and other architects. Ethics of the profession as applied to the draftsman's role in the architectural firm are emphasized as well as the legal aspects of architectural practice.

			Clinical/Credit			
			Class	Lab	Shop	Hours
ART						
ART	160	Art Appreciation	3	0	0	3
Exploratory study of the visual experience; intended to enhance the student's understanding and enjoyment of art.						
ART	170	Color and Design	5	0	0	5
Study of principles common to all visual work emphasizing color, line, shape, space, volume, and texture and their psychological and physical effects on the viewer.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
BIOLOGY						
BIO	100	Introduction to Human Biology	5	0	0	5
Prerequisite: ENG 095 or equivalent score on the reading placement test Introduces the normal structure and function of the human body. Presents the cell as the basic building block of the human organism and introduces some basic concepts in chemistry to provide a basis for understanding the body functions. Includes medical terminology appropriate to each body system used in describing various body parts, medical procedures, and disease states. Ways of detecting disease states are considered. The laboratory augments the study of the various body systems and teaches procedures for assessing vital signs and responding to emergency situations. Designed for students in the medical secretary curriculum.						
BIO	101	Basic Life Sciences	5	0	0	5
Foundation of facts and principles in the normal structure and related functioning of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous, and special sense organs. Presents principles and concepts of physiology and immunology. Presentation of the normal body as a basis for understanding variations from the normal.						
BIO	107	Anatomy and Physiology I	4	2	0	5
A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic anatomical and physiological aspects of the integumentary, skeletal, muscular, respiratory, cardiovascular, and lymphatic systems. The laboratory portion includes relevant experiments to augment the student's learning of body structure and functions.						
BIO	108	Anatomy and Physiology II	4	2	0	5
Prerequisite: BIO 107 A continuation of the study of the structure and normal function of man as a living organism. Included are the basic anatomical and physiological aspects of the nervous, endocrine, urinary, digestive, and reproductive systems, the special senses, and fluid and electrolyte balance. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
BIO	150	Human Anatomy and Physiology I	3	2	0	4
Prerequisite: A minimum score of 75 on the science placement exam or BIO 101						
Study of the microscopic and macroscopic structure of the human body. Includes a study of normal physiology as a basis for understanding pathophysiological states. Covers cells, tissues, body organization, and integumentary, cardiovascular, respiratory, and digestive systems.						
BIO	151	Human Anatomy and Physiology II	3	2	0	4
Prerequisite: BIO 150						
Continues the study of the structure and function of the human body including a comprehensive study of normal human nutrition. Covers the nervous system, endocrine system, and special senses.						
BIO	152	Human Anatomy and Physiology III	3	2	0	4
Prerequisite: BIO 151						
Continues the study of the structure and function of the human body. Covers the muscular, skeletal, reproductive, and urinary systems along with fluid and electrolyte balance.						
BIO	206	Microbiology	3	2	0	4
Prerequisite: BIO 108 or BIO 150						
A study of basic microbiology and its relationship to health and disease. Includes basic laboratory practice; microbial physiology; environmental, medical, and applied microbiology.						
BIO	207	Advanced Microbiology	2	2	0	3
Prerequisite: BIO 206						
In-depth study of human pathogens and their relationship to the disease process including immunological and epidemiological considerations.						
BIO	210	Radiation Biology	4	0	0	4
Prerequisite: RDT 205						
Study of radiobiology with emphasis on the effects of ionizing radiation in the human body. The use of radiation and radioactive materials in nuclear medicine and radiation therapy considered along with protective measures.						
BIO	250	General Biology I	3	2	0	4
Prerequisite: Specified score on reading placement test						
Introduction to basic biological concepts and principles; a study of the chemical and physical properties of the living cell; cell structure-function relationship; and cell reproduction and genetics.						
BIO	251	General Biology II	3	2	0	4
Prerequisite: Specified score on reading placement test						
A survey of the five kingdoms with emphasis on structure-function relationships and on phylogenetic complexity. In addition, vertebrate nutrition and digestion, gas exchange, blood and transport systems, and animal excretion will be studied.						

			Class	Lab	Clinical/ Shop	Credit Hours
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BIO	252	General Biology III	3	2	0	4
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Prerequisite: BIO 251

A continuation of the study of vertebrate systems including skeletal, muscular, reproductive, endocrine, and temperature regulating systems. The structure, growth, transport system, and reproductive system of vascular plants will be studied. Ecosystems, ecology, and evolution are also considered.

BIO	1104	Introduction to Microbiology	2	2	0	3
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Presentation of the basic principles of microbiology to aid students in understanding the relationship of microorganisms with the maintenance of health and the cause, control, and prevention of disease.

			Class	Lab	Clinical/ Shop	Credit Hours
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BUSINESS

BUS	102	Beginning Typewriting	2	3	0	3
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Emphasis on study of the keyboard, mechanics of the typewriter necessary for the acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS	103	Intermediate Typewriting	2	3	0	3
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Prerequisite: BUS 102 or equivalent

Development of speed and accuracy with further mastery of correct typewriting techniques as applied to tabulation, manuscript, correspondence, and business forms.

BUS	104	Advanced Typewriting	2	3	0	3
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Prerequisite: BUS 103

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as a typist, producing mailable copy.

BUS	105A	Introduction to Shorthand	2	3	0	3
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Beginning course in theory and practice of reading and writing Gregg shorthand.

BUS	105B	Introduction to Shorthand	2	3	0	3
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Prerequisite: BUS 105A or equivalent

Sequel to BUS 105A; emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS	106	Beginning Shorthand	4	6	0	7
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Prerequisite: ENG 101S (minimum grade of "B")

Corequisites: BUS 113

Beginning course in theory and practice of reading and writing Gregg shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS	107	Intermediate Shorthand	4	6	0	7
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Prerequisite: BUS 106

Corequisites: BUS 114

Continued study of theory with greater emphasis on dictation and elementary transcription.

			Class	Lab	Clinical/ Shop	Credit Hours
BUS 108	Advanced Shorthand		4	6	0	7
Prerequisite: Bus 107						
Review of shorthand principles, daily speed practice, and development of greater dictation and transcription speed.						
BUS 110	Electronic Calculator		2	2	0	3
Prerequisite: MAT 110 or MAT 100						
Training in techniques, processes, operations, and applications of electronic calculator.						
BUS 112	Filing		3	0	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.						
BUS 113	Machine Transcription I		5	0	0	5
Prerequisites: BUS 103; ENG 101S (minimum grade of "B")						
Introductory course in the correct techniques of operating the dictating and transcribing units, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials.						
BUS 114	Machine Transcription II		5	0	0	5
Prerequisite: BUS 113 (minimum grade of "C")						
Continuation of BUS 113 with additional emphasis on producing mailable business correspondence.						
BUS 115M	Medical Law and Ethics		3	0	0	3
Study of the principles of office conduct, ethical responsibility of the office staff with regard to information acquired, and obligations and responsibilities of the medical office worker or transcriber. Laws governing medical practice are also included.						
BUS 117	Electronic Calculator: Secretary		2	3	0	3
Prerequisite: MAT 110						
Problem solving activities for efficient machine operation, verifying techniques, machine programming, and concepts of business mathematics widely used in both business and personal situations.						
BUS 123	Business Finance		3	0	0	3
Prerequisite: ACT 152						
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study of short-term, long-term, and consumer financing is included.						
BUS 134	Personal Grooming		3	0	0	3
Designed to help students recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement.						
BUS 136	Introduction to Credit Unions		3	0	0	3
A systematic introduction to the credit union movement, the nature of credit unions, their history and a brief explanation of affiliated organizations, including the NCUA.						

The legal basis for the operation of credit unions is examined along with share drafts and VISA cards, traditional services, and the roles and functions of credit union management. The developing credit union financial system and the basics of credit union insurance and bonding are also explained. SC/NC grading.

BUS	137	Management: Credit Unions	3	0	0	3
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Study of management principles: motivation, organization, manager's role in human behavior, decision-making, planning, directing, controlling and development. General elements of management as well as means of application towards credit union operations. Also consultation and training as management tools.

BUS	140	Lotus 1-2-3	2	2	0	3
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In one package Lotus provides information management (electronic filing), spreadsheet (electronic worksheet for analysis and forecasting), and a business graphics program (spreadsheet information displayed in graphic form).

BUS	141	dBASE III	2	2	0	3
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A software package (using the IBM PC XT) that introduces the most powerful and popular data management system available on the market today. Uses powerful yet simple commands that are the next best thing to speaking English, making it very user-friendly.

BUS	142	Personnel Administration: Credit Unions	3	0	0	3
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Study of management applications to office and personnel situations: systems and procedures, office layout, records management, information media, supervisory skills, development of office employees, salary administration, job evaluation, labor relations, performance appraisal, training methods, benefit program and management responsibility in personnel relations.

BUS	143	Accounting I: Credit Unions	3	2	0	4
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The generation and flow of financial information through the accounting system for external reporting. Areas include: principles, accounting cycles, financial statements analysis of revenue and expense, analysis of asset, liability and equity accounts and present value concepts.

BUS	145	Risk Management and Insurance: Credit Unions	3	0	0	3
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Concepts and principles involved in the production and operation of risk management and control. Achievement of financial objectives through risk management tools. Also utilization of insurance, self-insurance and loss prevention as management tools.

Topics include: Concept of risk, risk management function; identification measurement and control of risk; insurance concepts; personal property and liability insurance risk; selection of type of insurance and organization.

BUS	146	Economics: Credit Unions	3	2	0	4
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A systematic study and analysis of economic activities. Topics: Economic concepts, national income, pricing, supply and demand, income, savings and living standards, business organization, labor and industrial relations, government economic role, business cycles and forecasting, banking system, economic problems and other economic systems.

			Class	Lab	Clinical/ Shop	Credit Hours
BUS	147	Marketing: Credit Unions	3	0	3	3
The concepts of planning and developing a marketing program and techniques of strategy.						
Topics: Market structure, buyer behavior, product packaging and branding, distribution, promotion, pricing, integration of marketing programs, controlling of program and cost value to society.						
BUS	148	Financial Counseling: Credit Unions	3	0	0	3
Study of financial needs and resolutions of consumers.						
Topics: Family components, social security, life insurance and annuities, savings and investments, estate planning, wills and trusts, consumer education, types, techniques, evaluation and ethics of counseling.						
BUS	149	Credit & Collections: Credit Unions	3	0	0	3
Aspects of extending credit and policies of collection of accounts.						
Topics: Role of credit, types of consumer credit, basis of credit, decision making in credit, scoring systems, practices and systems of collection, business and government credit functions, and control of credit operations.						
BUS	150	Business Law: Credit Unions	3	0	0	3
A study of law as it applies to general business and a working knowledge of legal terminology.						
Topics: Contracts, agency, commercial paper, bankruptcy, social forces and legal rights.						
BUS	151	Money & Banking: Credit Unions	3	0	0	3
Stresses the structure of financial institutions and their role in the financial and economic fields.						
Topics: Money and its functions, federal reserve system, interest rates, monies role and impact on the economy including the national debt. History and creation of money is also reviewed.						
BUS	153	Data Processing: Credit Unions	3	0	0	3
This course is designed to provide students with an up-to-date introduction to the principles of computers and data processing.						
Topics: Computer functions, hardware, software, systems and the integration of the systems into business and credit union settings.						
BUS	155	Cash Register: Electronic	0	2	0	1
Designed to acquaint students with the fundamentals of operating the SWEDA 2650 Electronic Cash Register. Offered only for students not taking BUS 231 for graduation or elective.						

			Class	Lab	Clinical/ Shop	Credit Hours
BUS	165	Introduction to Business	5	0	0	5
		Survey of the business world with particular attention to the structure of various types of business organizations, methods of financing, internal organization, management, functions of business and relationships in society, and current problems.				
BUS	166	Business Law I	3	0	0	3
		Study of the law as it applies to ordinary business transactions, including the law of contracts, agency and employment, and commercial paper. Exposure to legal problems frequently arising in business and social life.				
BUS	167	Business Law II	3	0	0	3
		Continuation of BUS 166. Includes the law of personal property and bailments, sales, insurance, and torts.				
BUS	170	Introduction to Microcomputer Applications	2	2	0	3
		A general introduction to the microcomputer and various tutorial software packages. Strictly an applications course—will not cover programming.				
BUS	171	Word Processing for IBM PC: Displaywrite	2	2	0	3
		A word processing software program developed for use on the IBM PC microcomputer. This course is designed to give the student a basic understanding of the operation and application of the system. The student should have typing skills.				
BUS	181M	Administrative Medical Office Assistant Procedures	3	0	0	3
		Provides adequate training for the assistant to be efficient in the medical office. Emphasis is placed on medical ethics and law; receptionist's duties; telephone techniques; mail processing procedures; records management billing, collecting, and banking procedures; and accident insurance.				
BUS	182M	Clinical Assistant Procedures	3	0	0	3
		Continuation of medical office training covering a vast area of clinical techniques, such as microbiology, pharmacology, diagnostic laboratory procedures, first aid and medical emergencies, and administration of medications. Further study in assisting with physical therapy, minor surgery, etc.				
BUS	183L	Legal Typing Practice	3	0	0	3
		Prerequisite: BUS 103 Training in the functions, operations, and duties performed in a legal office. The course includes typing legal documents, reviewing general information about tasks assigned, following established procedures, performing general office routine, and learning the responsibilities of a legal secretary.				

		Class	Lab	Clinical/ Shop	Credit Hours
BUS	183M Medical Typing Practice	3	0	0	3

Prerequisite: BUS 103

Training in the functions, operations, and duties performed in a medical office. Technical material acquaints the prospective medical assistant with commonly used medical vocabulary and procedures.

BUS	184D Terminology and Vocabulary: Dental	3	0	0	3
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An introductory course in dental assisting and dental terminology. The student will learn many of the basic root words, prefixes, and suffixes upon which many dental terms are built. Also provides a basic introduction to many aspects of dentistry, including dental anatomy, oral pathology, radiography, chairside procedures, and dental specialties.

BUS	184M Terminology and Vocabulary: Medical I	3	0	0	3
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Prerequisite: BIO 100

Introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words, and their combining forms.

BUS	185M Terminology and Vocabulary: Medical II	3	0	0	3
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Prerequisite: BUS 184M

Continuation of the study of medical words and terms with emphasis on words as they pertain to anatomy, physiology, diseases, operations, tumors, drugs, and related descriptive terms.

BUS	186M Terminology and Vocabulary: Medical III	3	0	0	3
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Prerequisite: BUS 185M

Continuation of BUS 185M with additional study emphasizing the various systems of the body.

BUS	188 Medical Transcription I	4	2	0	5
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Prerequisites: BUS 104, 113, 186M

Machine transcription from cassette recordings produced by the American Medical Record Association of materials routinely transcribed in a medical office. Units include history and physical, radiology, operation, pathology, and autopsy reports and discharge summaries.

BUS	189 Medical Transcription II	4	2	0	5
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Prerequisite: BUS 188

Continuation of BUS 188 with units containing work in the following areas: psychiatry, pediatrics, obstetrics and gynecology, corrective surgery, and the endocrine, respiratory, genitourinary, gastrointestinal, cardiovascular, and neurological systems.

BUS	191 Electronic Keyboarding	2	3	0	3
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Prerequisite: ENG 101S (minimum grade of "B") or permission of instructor

Corequisite: BUS 104

Designed to give the student intensive training on the IBM Electronic 75/85 Typewriters through programmed instruction.

			Class	Lab	Clinical/ Shop	Credit Hours
BUS	192	Word Processing Applications I	2	3	0	3
Prerequisite: BUS 104 and permission from instructor Designed to give the student a basic understanding of the operation and application of the IBM Displaywriter System through programmed instruction and diskettes.						
BUS	193	Word Processing Applications II	2	3	0	3
Prerequisite: BUS 192 and permission from instructor Designed to explore advanced applications using the IBM Displaywriter System including advanced tables, math features, simple and advanced text tables, and advanced procedures for organizing one's work station.						
BUS	194	Word Processing: Reportpack	2	3	0	3
Prerequisite: BUS 193 and permission from instructor Covers electronic filing on the IBM Displaywriter System including storing text and data on diskettes in an organized fashion, retrieving text and data from a file, creating repetitive letters using the merge feature, creating mailing lists from data stored in the file, and creating various reports from stored data.						
BUS	213	Machine Transcription III	5	0	0	5
Prerequisites: BUS 114 (minimum grade of "C") Emphasis on refinement of machine transcription skills and developing proficiency in producing mailable copy.						
BUS	214	Business Seminar	2	0	0	2
Corequisite: Cooperative Education Field Experience Prerequisite: 100 hours of required courses with 2.0 grade-point average. Medical Secretaries must also have completed BUS 189. Explores career planning principles and career development and job hunting techniques. Designed to increase awareness of one's abilities, teach goal-setting and decision-making skills, and provide direct interaction with employers and job search tools such as resumes, applications, correspondence, and interviews.						
BUS	216	Office Procedures	5	0	0	5
Prerequisites: BUS 113 (minimum grade of "C"), ENG 206 Designed to acquaint students with the responsibilities encountered by a general office worker during the work day, including receptionist duties, handling the mail, telephone techniques, handling the multi-office switchboard, travel information, telegrams, office records, purchasing supplies, office organization, and scheduling appointments.						
BUS	219	Credit Procedures and Problems	3	0	0	3
Prerequisite: ACT 150 Principles and practices in the extension of credit and the collection of accounts. Federal and state laws pertaining to credit extension and to collection are included.						
BUS	222	Intermediate Accounting	5	2	0	6
Prerequisite: ACT 152 Intensive review of the accounting cycle, including study of financial statements and closing procedures. Includes a more detailed study of current assets including cash, temporary investments, receivables, and inventories.						

			Class	Lab	Clinical/ Shop	Credit Hours
BUS 223	Intermediate Accounting		5	2	0	6
Prerequisite: BUS 222						
Advanced study of inventories, investments, and intangible assets. Examines long-term liabilities and stockholder's equity accounts and the statements of changes in financial position.						
BUS 225	Cost Accounting		3	2	0	4
Prerequisite: ACT 152						
Nature and purposes of cost accounting. Includes accounting for direct labor, materials, and factory overhead; job cost and standard cost principles and procedures; selling and distribution costs; budgets; and executive use of cost figures.						
BUS 226	Payroll Accounting		3	2	0	4
Prerequisite: ACT 151						
An intensive study of federal and state income tax requirements. Preparation of forms for social security and income withholding payments and unemployment taxes. Comprehensive payroll problem includes accounting for payroll and preparation of tax forms.						
BUS 229	Taxes		3	2	0	4
Prerequisite: ACT 152						
Federal and state income tax preparation. Includes preparation of income tax forms for sole proprietorship, recording partnership income on the individual return, calculation of capital gains, accounting for rental property, and calculation of self-employment taxes.						
BUS 231	Sales and Inventory Procedures		3	0	0	3
Emphasis on selling procedures, customer relations, marketing and displaying merchandise, use of the cash register, credit card sales, and inventory record-keeping as required for a general sales clerk.						
BUS 232	Sales Development		3	0	0	3
Study of the fundamentals of retail, wholesale, and specialty selling as applied to the sales demonstration.						
BUS 233	Personnel Management		3	0	0	3
Study of the personnel department; policies of recruitment, selection, placement, training, and promotion; and employee health and safety.						
BUS 235	Business Management		3	0	0	3
Study of the application of planning, staffing, controlling, directing, and financing to decision making.						
BUS 239	Marketing for Bankers		5	0	0	5
Survey of the marketing process with a detailed study of functions, policies, and institutions.						
BUS 243	Advertising		3	2	0	4
Study of advertising appeals, product and market research, media selection, and testing the effectiveness of mass communications.						

			Class	Lab	Shop	Clinical/Credit Hours
BUS	247	Business Insurance	3	0	0	3
Presentation of the basic principles of various types of insurance.						
BUS	248	Medical Insurance	3	0	0	3
Practical approach to smooth operation and efficiency in the handling of insurance claims in the medical office. Offers the opportunity to work with the major insurances including BC-BS, Medicare, CHAMPUS, workers' compensation, and others.						
BUS	259	Office Simulation	2	3	0	3
Prerequisite: BUS 216 Culmination of typing skills development involving general clerical duties such as typing invoices, insurance forms, statements of account, form letters, reports, payrolls, purchase orders, and monthly reports. A simulation is used that gives realistic patterns of interaction with coworkers to enable students to learn firsthand the personal traits and human relations skills needed for successful employment.						
BUS	269	Auditing	5	0	0	5
Study of the audit profession. Stresses professional responsibilities and ethics. Introduces the audit process, including an overview, methods of obtaining audit evidence, and audit program planning. Closely examines evaluation of internal control and the reporting function.						
BUS	270	Computer Application of Accounting	1	4	0	3
Prerequisite: EDP 112 Computerized practice set on the computer. The student works with accounts receivable, payroll, general ledger, and accounts payable.						
BUS	271	Office Management	3	0	0	3
Study of basic management principles as applied to the office as a business service center.						
BUS	272	Principles of Supervision	3	0	0	3
Study of the responsibilities and duties of a supervisor as related to his supervisors, subordinates, and associates.						
BUS	290A	Special Problems in Business	1	0	0	1
BUS	290B	Special Problems in Business	1	0	0	1
BUS	290C	Special Problems in Business	1	0	0	1
Designed for students who want to expand their knowledge and ability in certain areas of business management, accounting, or secretarial skills. The course is structured to meet the specific objectives of each student and is supervised by an appointed member of the business education faculty.						
BUS	1103	Small Business Operations	3	0	0	3
Introduction to the business world; includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.						

			Class	Lab	Clinical/ Shop	Credit Hours
BUS	1105	Industrial Organizations	3	0	0	3

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

			Class	Lab	Clinical/ Shop	Credit Hours
CARPENTRY						
CAR	1101	Carpentry	3	0	15	8

Brief history of carpentry and present trends of the construction industry. Involves operation, care, and safe use of carpenters' handtools and power tools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, and form construction and erection.

CAR	1102	Carpentry: Millwork and Cabinetmaking	3	0	15	8
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Prerequisites: CAR 1101; DFT 1110

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring, layout, and construction of base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornices and trim. Materials and finishes are also studied.

CAR	1103	Carpentry: Framing	3	0	15	8
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Prerequisites: CAR 1101; DFT 1111

Principles and practices of frame construction beginning with the foundation sills and including floor joists, subfloors, wall studs, ceiling joists, rafters, bridging, bracing, sheathing, and interior wall partitions. Roof construction includes the layout and construction methods of common types of roof, using standard after construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to coordination of carpentry work with installation of electrical, air conditioning, heating, plumbing, and mechanical equipment.

CAR	1104	Carpentry: Finishing I	3	0	18	9
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Prerequisites: CAR 1103; DFT 1111

Emphasis on exterior and interior trims and finishes. Included are materials and methods used in finishing carpentry such as exterior cornices, door and window trims, interior flooring, door and window facings, moldings, and cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

			Class	Lab	Clinical/ Shop	Credit Hours
CAR	1109	Carpentry: Millwork and Cabinetmaking I	0	0	6	2
Cabinetmaking and millwork as performed by the general carpenter for building construction. Safe use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring, layout, construction of base and wall cabinets, built-in desks; materials and finishes are also studied. CAR 1109, 1110, and 1111 series is equivalent to CAR 1102.						
CAR	1110	Carpentry: Millwork and Cabinetmaking II	0	0	6	2
Continues the topics introduced in CAR 1109. Interior cornices and trim are introduced. Materials and finishes are also studied. CAR 1109, 1110, and 1111 series is equivalent to CAR 1102.						
CAR	1111	Carpentry: Millwork and Cabinetmaking III	3	0	3	4
Continues CAR 1109 and CAR 1110. Materials and finishes selections are further studied. CAR 1109, 1110, and 1111 series is equivalent to CAR 1102.						
CAR	1113	Carpentry: Estimating	3	0	3	4
Prerequisites: DFT 1111; MAT 1112 Practical course in quantity "take off" from prints of jobs performed by the carpenter; figuring the quantities of materials needed and costs of building various components and structures.						
CAR	1114	Building Codes	3	0	0	3
Prerequisite: CAR 1103 Corequisite: CAR 1104 Study of building codes and the minimum requirements for local, county, and state construction regulations. Attention is given to safety, sanitation, mechanical equipment, and materials, and to a review of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.						

			Class	Lab	Clinical/ Shop	Credit Hours
COMMERCIAL ART						
CAT	102	Drawing I	1	4	0	3
Emphasis on basic principles and fundamentals of drawing. Includes application of these basic techniques in problems in perspective drawing and drawing from nature.						
CAT	103	Drawing II	1	4	0	3
Prerequisite: CAT 102 Course consisting of a series of problems in which students explore color and advanced wet and dry media.						
CAT	104	Drawing III	1	4	0	3
Prerequisite: CAT 103 Course consisting of a series of problems concentrating on graphic interpretation of still-life, landscape, and figure.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
CAT 105	Beginning Drawing I		1	2	0	2
Course consisting of a series of problems in which the student will explore fundamentals of drawing as topics of materials, shape, line, and value are introduced.						
CAT 106	Beginning Drawing II		1	2	0	2
Prerequisite: CAT 105 or permission of department chairperson Continues the emphasis on topics introduced in CAT 105 and through problems, perspective and volume are treated as students continue to develop skills in the fundamentals of drawing.						
CAT 107	Drafting for Art		1	3	0	2
Introduction to the field of drafting. Includes a study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric instruction, orthographic instruction, drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective drawing are introduced.						
CAT 108	Drafting for Art		1	3	0	2
Prerequisite: CAT 107 Application of orthographic projection principles to the more complex drafting problems; primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices approved by the American Standards Association will also be included. Introduction is given to the intersections and developments of various types of geometrical objects.						
CAT 109	Drawing IV		1	4	0	3
Prerequisite: CAT 104 Course consisting of a series of problems involving expression interpretation of graphic form; and stressing sophistication of concept and execution.						
CAT 110	Art History to 1300		3	0	0	3
Brief survey of art and its development in western civilization with emphasis on the development of art forms of expression to thirteen-hundred.						
CAT 111	Art History Since 1300		3	0	0	3
A brief survey of art and its development in western civilization with emphasis on the development of art forms of expression from thirteen-hundred to the modern era.						
CAT 112	Introduction to Typography		3	0	0	3
A survey of the evolution of type—both style and proportion. An introduction to the common characteristics, the measurement, fitting of type.						
CAT 113	Typography and Phototypography		3	0	0	3
An introduction to phototypography and applications to compugraphic typesetter.						

			Class	Lab	Shop	Clinical/ Credit Hours
CAT	120	Illustration Techniques	1	4	0	3
		Prerequisite: CAT 109 Course introducing various media used in creating dynamic visual presentations, the object of which is to stimulate the student's awareness of alternative means of expression.				
CAT	121	Design I	3	6	0	6
		Introduction to basic design and its elements and concepts. Deals with problems in balance, value, line, texture, and shape. Work with basic tools and materials to explore some of the design possibilities of the two-dimensional format included.				
CAT	122	Design II	3	6	0	6
		Prerequisite: CAT 121 or portfolio Continuation of Design I with emphasis on the fundamentals and theories of color and its application and design potential.				
CAT	123	Layout and Design I	2	6	0	5
		Prerequisites: CAT 107, 108, 121, 122 Introduction to the basic techniques of layout and graphic design including paste-up, mechanicals, typography, and production.				
CAT	210	Production Techniques	1	4	0	3
		Prerequisites: All 100 level drawing or design courses Introduction to production techniques. Includes the exploration of mechanical type and its formation and uses. Airbrush techniques and the commercial uses of silkscreen printing are also included. Each student should acquire a working knowledge of each medium through laboratory exercises provided.				
CAT	212	Advertising Illustration	1	4	0	3
		Introduction to the use of the illustration in advertising. Students will explore the uses of media and illustration styles.				
CAT	213	Advertising Illustration	1	4	0	3
		Prerequisites: CAT 212, all 100 level drawing or design courses Advanced problems in advertising illustration with emphasis on originality and the readiness of each student to explore assigned tasks and problems.				
CAT	214	Type and Letter Form Design	1	4	0	3
		Prerequisites: All 100 level drawing or design courses Includes hand exercises with the pencil, pen point, and lettering brush as well as mechanical procedures and laboratory exercises to acquire knowledge of availability of type and its usage.				
CAT	218	Photomechanical Techniques	2	6	0	5
		Prerequisites: PHO 116, 217; all 100 level drawing or design courses Advanced darkroom techniques concerning both tonal and graphic arts photography. Students explore means of producing finished photo art work for client presentation.				
CAT	224	Layout and Design II	3	6	0	6
		Prerequisites: CAT 123; all 100 level drawing or design courses Introduction to intermediate layout and design techniques for offset printing,				

including the preparation of camera-ready art work. Laboratory problems include an introduction to the graphic art darkroom procedures necessary for offset printing and an introduction of the offset press operation.

CAT	225	Graphic Design I	3	6	0	6
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Prerequisites: CAT 224; all 100 level drawing or design courses
 Study of advanced problems in layout and design techniques and advanced darkroom procedures necessary for offset production. Laboratory exercises include multicolor offset production problems.

CAT	226	Graphic Design II	3	6	0	6
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Prerequisites: CAT 225; all 100 level drawing or design courses
 Includes use of simulated professional working conditions in utilizing advanced layout and design techniques for printing. Students will explore a variety of problems and present solutions for general class critique and discussion.

CAT	235	Portfolio Development	1	4	0	3
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Students become familiar with specific areas of interest and prepare personal portfolios for presentation to prospective employers.

CAT	241	Painting: Water Color	0	6	0	3
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Introduction to the methods of water-color painting. The fluidity of the medium, dry brush effects, and the use of tools and instruments of painting are included. Emphasis will be placed on the integrity of the medium.

CAT	242	Drawing: Pastels	1	4	0	3
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Introduction to techniques of pastels, including experimenting with application of chalk to various papers. The use of tools of the draft, methods of applying chalk to the paper surface, and utilizing the paper itself as a moving force in the medium are also included.

CAT	244	Fashion Illustration	1	4	0	3
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Study of the clothed figure, with attention to the functional relationship of fashion design to the human form and to the study of draped fabric. Graphic interpretations of a live model in gesture and rendering fabric effects is emphasized.

CAT	245	Painting: Water Color II	0	6	0	3
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The field of illustration will be explored using water color as a medium. Special attention will be given to the organization of forms, the many aspects of color, the application of paint as texture and light, and the special effects of various instruments. Work will be done from magazine cutout collages and from actual on-location field trips.

CAT	250	Special Problems in Commercial and Graphic Design	1	4	0	3
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Designed for students who wish to expand their knowledge and ability in particular areas of interest. Permission to enroll must be obtained from department chairman.

CAT	251	Special Problems in Commercial and Graphic Design	3	6	0	6
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Course designed for the exceptional student who wishes to develop a particular project in a specific area of interest. Permission to enroll must be obtained from department chairman.

			Clinical/Credit			
			Class	Lab	Shop	Hours
CHEMISTRY						
CHM	099	Chemical Principles	3	2	0	4
Introduces basic chemical principles including atomic and molecular structure, chemical nomenclature, formulas, equations, and chemical reactions. Designed for the student with no chemistry background.						
CHM	101	Chemistry	4	2	0	5
Review of the physical and chemical properties of substances; chemical changes; elements, compounds, and gases; chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions; electrochemistry, electrolytes, and electrolysis; and application of chemistry to industry.						
CHM	110	Chemistry for Allied Health	3	2	0	4
Prerequisite: MAT 100 A survey of general, organic, and biological chemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes.						
CHM	250	Inorganic Chemistry	3	2	0	4
Prerequisite: MAT 101 Study of inorganic chemistry including matter and energy, atoms, chemical bonds, chemical reactions and equations, gases, solutions, acids, bases, salts, ionization, and radiation.						
CHM	251	Organic Chemistry	3	2	0	4
Prerequisite: CHM 250 Study of organic compounds including nomenclature, properties, and reactions of hydrocarbons and derived compounds including alcohols, ethers, carbonyl compounds, amines, and amides.						
CHM	252	Biochemistry	3	2	0	4
Prerequisite: CHM 251 Study of the structure and intermediary metabolism of carbohydrates, lipids, proteins, nucleic acids, hormones, vitamins, and enzymes.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
CIVIL ENGINEERING						
CIV	101	Surveying	2	0	6	4
Prerequisites: MAT 102; ARC 107 Study of the theory and practice of plane surveying, including taping, differential and profile leveling, cross sections, earthwork computations, transit stadia, and transit tape surveys. Layout of footings, floor levels, site work, and mapping included. Problem solving using computer data.						
CIV	102	Surveying	2	6	0	4
Triangulation of ordinary precision, use of plane tablet, calculation of areas of land, land surveying, topographic surveys, and mapping are included in this course.						

			Class	Lab	Clinical/ Shop	Credit Hours
CIV	103	Surveying	2	6	0	4

Includes a study of route surveys by ground and aerial methods; simple, compound, reverse, parabolic, and spiral curves; geometric design of highways; and highway surveys and plans, including mass diagrams.

CIV	105	Architectural Materials and Methods I	3	3	0	4
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Materials used in the construction of architectural structures are studied. Field trips to construction sites and a study of manufacturers' specifications for materials and of properties and standard sizes of structural materials and construction techniques are included.

CIV	106	Architectural Materials and Methods II	3	3	0	4
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Prerequisite: CIV 105

Study of building materials and construction methods for commercial buildings.

CIV	110	Surveyor Practices	1	0	0	1
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Study of the legal principles of surveys and resurveys, including boundary control and interpretation of deed descriptions. Legal, judicial, and historical aspects of land surveying also studied.

CIV	114	Statics	5	0	0	5
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Prerequisite: MAT 102

Study of forces, resultants, and types of force systems; moments; equilibrium of coplanar forces for analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; and center of gravity, centroids, moment of inertia, and hydrostatic load analysis. Problem solving using computer data.

CIV	204	Surveying	2	0	6	4
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Study of aerial photogrammetry, applications of aerial surveys, building and road construction, surveying, lines and grades for foundation layout, building construction, bridge layout, and sewer and pipe line surveys.

CIV	216	Strength of Materials	3	2	0	4
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Prerequisites: CIV 114; MAT 103

Study of fundamental stress and strain relationship; shear and bending moments; stresses and deflections in beams and columns. Design of members also included. Problem solving using computer data.

CIV	221	Reinforced Concrete Construction	3	2	0	4
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Prerequisite: CIV 216

Analysis and design of reinforced concrete beams, floor systems, columns, use of CRSI Design Handbook, introduction to ultimate strength design, and principles of prestressed and precast concrete are studied. Field inspection trips are included.

			Class	Lab	Clinical/ Shop	Credit Hours
CIV	223	Codes, Contracts, and Specifications	2	0	0	2

Study of the basic principles and methods significant in contract relationships; legal considerations in construction work; and the National Building Code and local building codes. Interpreting and outlining specifications also included.

CRIMINAL JUSTICE			Class	Lab	Clinical/ Shop	Credit Hours
CJC	101	Introduction to Criminal Justice	5	0	0	5
Designed to provide an overview of the criminal justice system including its philosophy, objectives, and legal limitations in a democratic society.						
CJC	102	Legal Research I	1	2	0	2
Methods of legal research; proper citation of authority; acquaintance with legal treaties, texts, reports, and the use of Shepard's Citations.						
CJC	109	Interviewing	3	0	0	3
Prerequisite: Permission of instructor or coordinator Designed to provide a knowledge of the fundamental techniques employed in interviewing; introduction to interrogation and overview of sources of information available to investigators.						
CJC	112	Motor Vehicle Laws	3	0	0	3
Study of the traffic enforcement codes with primary emphasis on North Carolina law.						
CJC	113	Corrections Law	3	0	0	3
Study of the laws which deal with the rights, custody, and control of individuals under the supervision of the judicial system.						
CJC	115	Criminal Law I	3	0	0	3
Study of criminal laws dealing with offenses against the person. Emphasis is placed on North Carolina law.						
CJC	116	Criminal Law II	3	0	0	3
Prerequisite: CJC 115 or permission of instructor or coordinator Study of criminal laws dealing with offenses against property. Emphasis placed on North Carolina law.						
CJC	120	Principles of Organization	3	0	0	3
Introduction to the principles of organization and administration with emphasis upon theories and techniques utilized in public agencies.						
CJC	121	Personnel Supervision	3	0	0	3
Prerequisite: CJC 120 or permission of instructor or coordinator Study of the principles and theories employed in modern personnel supervision.						

			Class	Lab	Clinical/ Shop	Credit Hours
CJC	125	Criminal Procedures and North Carolina Court System	3	0	0	3

Designed to provide the student with a knowledge of legal aspects of criminal procedures from the initial investigation through the final appeal.

CJC	151, 152, 153, 154, 155, 156	Readings in Criminal Justice	1	0	0	1
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Designed for students who wish to specialize or expand their knowledge in certain areas of criminal justice. Under the supervision of police science faculty members, the student studies materials relative to concepts in criminal justice and writes critical analyses. Times for students' independent study and individual conferences are allotted with the supervising instructor.

CJC	204	Evidence Photography	3	3	0	4
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Study of photographic principles and their application to evidence photography. Students develop skills in photographic techniques and the use of various types of equipment through lab practice.

CJC	205	Evidence	3	0	0	3
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Instruction covers the legal aspects of the various kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC	210	Techniques of Investigation	4	2	0	5
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Prerequisites: CJC 204, 211

Course designed to instruct the student in the fundamental concepts of investigation.

CJC	211	Criminalistics	4	2	0	5
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Prerequisite: CHM 101

General survey of the methods and techniques employed in modern scientific investigations with emphasis on evidence which is compared by physical means.

CJC	235	Forensic Science	3	2	0	4
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Prerequisite: CHM 101

Survey of the physical sciences and their application to the field of investigation with emphasis on evidence which is compared chemically.

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			Class	Lab	Clinical/ Shop	Credit Hours
COOPERATIVE EDUCATION						
COE	101 A, B*	Cooperative Education Field Experience	0	10-20	0	1-2
COE	102 A, B					
COE	103 A, B					
COE	104 A, B					
COE	105 A, B					
COE	106 A, B					
COE	107 A, B					

Through Cooperative Education, students work in part-time or full-time positions related to their programs of study or career interests and for employers selected and/or approved by the institution. Students are supervised by a faculty member or cooperative education coordinator from the institution. Generally, a student may receive a maximum of two credit hours during any one quarter, but may not receive more than the number allowable toward graduation in the chosen degree or diploma program.

*A (1), B (2) indicates credit hours possible.

Cooperative Education is a part of the instruction in approved programs for the number of credit hours provided by Curriculum Standards of the Department of Community Colleges. Co-op credit substitutes for technical courses on a credit for credit basis. (Curricula in which Cooperative Education is not allowed are indicated.)

Cooperative Education courses do not qualify for veterans' benefits.

				Clinical/Credit			
				Class	Lab	Shop	Hours
COSMETOLOGY							
COS	1101	Cosmetology I		0	0	40	12
Includes a study of professional ethics, grooming and personality development; and sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to fingerwaving, pin curling, roller curling, manicuring, marcelling, hair cutting, and hair relaxing.							
COS	1102	Cosmetology II		0	0	40	12
Study of the theory and practical application of permanent waving (cold and heat wave), tinting and bleaching, anatomy, facials, and scalp treatments.							
COS	1103	Cosmetology III		0	0	40	12
Study of the theory and practical application of hair styling and wig care; disorders of skin, nails, and hair; electricity; chemistry; and operational management.							
COS	1104	Cosmetology IV		0	0	40	12
Study of the theory and practical application of advanced hair styling, operational management, and salesmanship.							
COS	1105	Cosmetology I-A		0	0	20	6
Includes a study of professional ethics, grooming, and personality development. The practical work is devoted to fingerwaving, pin curling, roller curling and manicuring. COS 1105 and 1106 are equivalent to COS 1101.							
COS	1106	Cosmetology I-B		0	0	20	6
Continues all topics introduced in 1105 plus sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to continuation of practical work introduced in 1105 and marcelling, hair cutting and hair relaxing are introduced. COS 1105 and 1106 are equivalent to COS 1101.							

			Class	Lab	Clinical/ Shop	Credit Hours
COS	1107	Cosmetology II-A	0	0	20	6
Study of the theory and practical application of permanent waving (cold and heat wave), tinting and bleaching. COS 1107 and 1108 are equivalent to COS 1102.						
COS	1108	Cosmetology II-B	0	0	20	6
Continues all topics introduced in 1107 plus anatomy, facial, and scalp treatment. COS 1107 and 1108 are equivalent to COS 1102.						
COS	1109	Cosmetology III-A	0	0	20	6
Study of the theory and practical application of hairstyling and wig care; disorders of skin, nails, and hair. COS 1109 and 1110 are equivalent to COS 1103.						
COS	1110	Cosmetology III-B	0	0	20	6
Continues all topics introduced in COS 1109 plus electricity; chemistry and operational management. COS 1109 and 1110 are equivalent to COS 1103.						
COS	1111	Cosmetology IV-A	0	0	20	6
Study of the theory and practical application of advanced hair styling, operational management and salesmanship. COS 1111 and 1112 are equivalent to COS 1104.						
COS	1112	Cosmetology IV-B	0	0	20	6
Continues all topics introduced in COS 1111. COS 1111 and 1112 are equivalent to COS 1104.						

			Class	Lab	Clinical/ Shop	Credit Hours
CORRECTIONAL SCIENCE						
CSC	201	Marriage and the Family	3	0	0	3
Study of courtship, engagement, marriage, parenthood, and family living in contemporary American society. Emphasis is placed on social, economic, sexual, and legal aspects of family living and the adjustment of individuals to their respective roles in the family.						
CSC	202	Introduction to Recreation Services	2	2	0	3
This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. The student will develop concepts concerning recreation, the meaning of leisure and recreation, the socioeconomic movements which have affected the growth and development of recreation, the economic importance of recreation, the social institutions providing recreation services, and the types of areas and facilities used in recreation. The student will also spend two hours a week doing practical work in an appropriate setting to meet the laboratory requirement.						
CSC	203	Survey of Corrections	3	0	0	3
Introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-						

based correctional programs, both public and private. Review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders included.

CSC	207	Confinement Facilities Administration	3	0	0	3
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Supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

CSC	213	Dynamics of Substance Abuse	3	0	0	3
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Introduction to the problem of substance abuse (alcohol, drugs, narcotics) in society. Designed to equip criminal justice, social service, and other human service workers with increased knowledge concerning history and classification of drugs of abuse; social impact and physical and psychological results of their abuse; and the various facilities and treatment modalities being used.

CSC	224	Rehabilitation Techniques	3	0	0	3
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Explores the different avenues of rehabilitation; new and innovative techniques of rehabilitation emphasized as they relate to successful methods.

CSC	226	Administration and Interpretation of Tests	3	0	0	3
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Study of the rationale for group and individual testing. Includes the administration as well as the uses of tests of intelligence, interest, and achievement in educational and career planning. Practicum experience closely correlated with classroom activities so that students may apply knowledge and skills to actual on-the-job learning situations.

CSC	229	Career Information	2	2	0	3
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Study of the career and educational information available to aid students in career decision-making. Includes a study of the world of work; sources of occupational information; and sociological and psychological factors which influence career planning. Practicum experience correlated with classroom activities so that students apply knowledge and skills to actual on-the-job learning situations.

CSC	234	Community-Based Corrections	3	0	0	3
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Exploration of philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway homes, work and educational release-furlough, as well as executive clemency and interstate compact practices. Dilemma of surveillance-custody/control factors vs. supervision-treatment examined. Introduction to classification of offenders, followed by analysis of possible treatments. Citizen-agency relationships investigated, along with potentials of utilizing citizen volunteer programs.

			Clinical/Credit			
			Class	Lab	Shop	Hours
DRAFTING						
DFT	101	Technical Drafting	1	0	3	2
Introduction to the field of drafting. Includes a study of drawing principles and practices for print reading and describing objectives in the graphic language. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric instruction, orthographic instruction, drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective drawing are introduced.						
DFT	102	Technical Drafting	1	0	3	2
Prerequisite: DFT 101 Application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions. Introduction of the graphical analysis of space problems stressed. Problems of practical design elements involving points, lines, planes, and a combination of these elements are studied. Dimensioning practices approved by the American Standards Association are included. Introduction to intersections and developments of various types of geometrical objects.						
DFT	104	Blueprint Reading: Mechanical	3	0	0	3
Interpretation and reading of blueprints. Information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.						
DFT	105	Blueprint Reading and Sketching	3	0	0	3
Prerequisite: DFT 104 Further practice in interpretation of blueprints as they are used in industry: study of prints supplied by industry, making plans of operation, introduction to drafting room procedures, and sketching as a means of passing on ideas.						
DFT	106	Blueprint Reading and Technical Sketching	2	0	0	2
General course in interpreting and reading blueprints. Information includes the basic principles of the blueprint, lines, views, dimensioning procedures, and notes. Emphasis placed on reading of blueprints common to the building systems. Sketching as a means of passing on ideas and information introduced.						
DFT	110	Computer-Aided Drafting I (CAD)	1	3	0	3
Prerequisite: EDP 112 Study of drafting fundamentals and use of instruments associated with each phase or drafting concept with continuous reference to computer-aided drafting throughout the process. Final week will be devoted to computer-aided drafting.						
DFT	111	Computer-Aided Drafting II (CAD)	1	3	0	3
Prerequisite: DFT 110 Practical exercises to guide students to an understanding and application of CAD menus and symbol libraries. Emphasizes proficiency in using the CAD system and its advanced features for problem solving as they related to using the CAD plotter for producing finished drawings.						

			Class	Lab	Clinical/ Shop	Credit Hours
DFT	230	Structural Drafting	2	6	0	4
Prerequisites: ARC 220; CIV 105						
Concentrated study and drawing of structural plans with emphasis on details and shop drawings of the structural components of buildings including steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes used by the draftsman included. Emphasis also on drafting and appropriate drawings for fabrication and erection of the structural components.						
DFT	233	Building Codes	1	3	0	2
Study of building codes and their effect on specifications and drawings. Covers North Carolina building code books. DFT 233 together with DFT 234 are equivalent to DFT 235.						
DFT	234	Contract Documents	2	0	0	2
Study of contract documents client-architect-contractor responsibilities, duties, and mutual protection agreements. DFT 233 together with DFT 234 are equivalent to DFT 235.						
DFT	235	Codes, Specifications, and Contract Documents	3	3	0	4
Prerequisite: ARC 220						
Study of building codes and their effect on specifications and drawings. Purpose and writing of specifications and their legal and practical application to working drawings are studied. Contract documents analyzed and studied to determine client-architect-contractor responsibilities, duties, and mutual protection.						
DFT	236	Construction Estimating and Field Inspecting	3	3	0	4
Prerequisite: DFT 235						
Includes interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; and approximate and detailed estimates of costs. Students study material take-off, labor take-off, subcontractors' estimates, overhead costs, and bid and contract procedures. Detailed inspection of the construction by comparing the finished work to the specifications is also included.						
DFT	1103	Blueprint Reading: Mechanical	0	0	3	1
Interpretation and reading of blueprints as they relate to air conditioning, heating, and refrigeration. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.						
DFT	1104	Blueprint Reading: Mechanical	3	0	0	3
Interpretation and reading of blueprints as they relate to machining and welding metal. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.						
DFT	1105	Blueprint Reading: Mechanical	3	0	0	3
Prerequisite: DFT 1104						
Further practice on interpretation of blueprints as they are used in industry; study of						

prints supplied by industry, making plans of operations, introduction to drafting room procedures, and sketching as a means of passing on ideas.

DFT	1106	Blueprint Reading: Mechanical	3	0	0	3
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Prerequisite: DFT 1105

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. Interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.

			Class	Lab	Clinical/Credit Shop	Hours
DFT	1110	Bluepring Reading: Building Trades	3	0	0	3

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

DFT	1111	Bluepring Reading and Sketching I	3	0	0	3
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Prerequisite: DFT 1110

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

DFT	1112	Blueprint Reading and Sketching II	3	0	0	3
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Prerequisite: DFT 1111

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls, and various detailed drawings of masonry work.

DFT	1113	Blueprint Reading and Sketching: Electrical	3	0	0	3
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Prerequisite: DFT 1110

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes included.

DFT	1114	Blueprint Reading and Sketching: Masonry	3	0	0	3
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Prerequisite: DFT 1112

A study of different types of structural designs and details for commercial construction. A study of different construction trades and how each trade relates to the masonry trade.

DFT	1116	Bluepring Reading: Air Conditioning	1	0	3	2
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Prerequisite: DFT 1104

A specialized course in drafting for the air conditioning, heating, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade:

Clinical/Credit

			Class	Lab	Shop	Hours
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blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

DFT	1117	Blueprint Reading: Welding	3	0	0	3
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Prerequisite: DFT 1104

Study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.

DFT	1118	Pattern Development and Sketching	3	0	0	3
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Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects; and jigs and hold devices involved in welding. Special emphasis placed on developing pipe and angle layouts by the use of patterns and templates.

			Class	Lab	Shop	Clinical/Credit Hours
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ECONOMICS

ECO	108	Consumer Economics	3	0	0	3
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Designed to help students use their resources of time, energy, and money. Students given opportunities to build useful skills in buying, managing finances, increasing resources, and understanding the economy.

ECO	150	Economics I	3	0	0	3
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Fundamental principles of microeconomics including the institutions and practices by which people gain a livelihood. Emphasis placed on basic conditions for the market system and how the market process functions in the real world. Supply and demand, price and cost, and current economic problems stressed.

ECO	151	Economics II	3	0	0	3
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Continuation of a study of the principles of economics, with emphasis on macro-issues such as national output and income, international trade and finance, and current economic problems.

ECO	152	Economics III	3	0	0	3
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Prerequisite: ECO 151

Continuation of the study of basic economic principles. Emphasis placed on current macro- and microeconomics problems and application of economic principles to short-range forecasting.

ECO	201	Cost-Benefit Analysis	3	0	0	3
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Study of methods for project evaluation, including decision criteria, identifying and quantifying cost and benefits, and procedures for performing a cost benefit analysis.

			Clinical/Credit			
			Class	Lab	Shop	Hours
ELECTRONIC DATA PROCESSING						
EDP	101	Personal Computer Familiarization	2	2	0	3
Presents an overview of personal computers. Topics include computer hardware, operating systems, operations, word processing, spread sheets, graphics, and introduction to BASIC programming.						
*EDP	110	Popular Software for the Personal Computer	2	2	0	3
Introduction to word processing, spread sheets, graphics, databases, and file processing packages.						
*EDP	112	BASIC I	2	2	0	3
A general introduction to microcomputers and their capabilities and to the BASIC programming language. Intended for novices only.						
*EDP	113	BASIC II	2	4	0	4
Prerequisite: EDP 112 or any programming language Reviews the BASIC language conventions and introduces file processing for business and personal use.						
EDP	114	Introduction to Computer Concepts	3	0	0	3
Introductory course in computers for students pursuing degree in data processing or desiring a general non-technical knowledge of terminology and concepts. No previous knowledge or experience in data processing required.						
*EDP	115	FORTRAN	2	4	0	4
Fundamental course in FORTRAN programming. The FORTRAN language structure, statements, and programming methods and techniques are studied. Students develop program logic and write FORTRAN programs for solving sample problems.						
*EDP	116	Assembly Language I	2	4	0	4
Study of symbolic computer languages with emphasis on a particular example of such a language. Students develop program logic and write programs using Assembly Language to solve appropriate assigned problems.						
*EDP	117	Assembly Language II	2	4	0	4
Continuation of Assembly Language to provide students more depth and experience using a symbolic programming language.						

*Fee of \$2.50 per lab hour

			Clinical/Credit			
			Class	Lab	Shop	Hours
*EDP	118	COBOL I	2	4	0	4
Designed to provide basic training in structured COBOL programming. The COBOL language programming methods and techniques are studied. Students develop program logic and write structured COBOL programs for solving sample problems.						
*EDP	119	COBOL II	2	4	0	4
Continuation of training in COBOL programming techniques and methods. Designed to provide students with the opportunity to apply skills learned in COBOL I to typical business applications with emphasis on arrays, tables, and control breaks, and disc file organization.						
*EDP	130	Beginning Graphics for Microcomputers	2	2	0	3
Prerequisite: EDP 112 or familiarity with BASIC and microcomputers Introduces monochromatic and color X, Y axes plotted graphics, shape tables, forms design, business graphics such as bar charts, and icon and mouse-generated graphics using a package.						
*EDP	140	Pascal	2	2	0	3
Prerequisite: EDP 113 or permission of instructor Beginning course in Pascal including basic syntax, input/output, calculations, IF's, CASE, and multi-dimensional arrays through the use of structured logic.						
*EDP	145	Programming with dBASE III	2	2	0	3
Prerequisite: Completion of a programming course or approval of instructor. Uses Level 1 commands as an introduction, with the majority of the courses being devoted to programming in dBASE III.						
EDP	150	Introduction to Computers	5	0	0	5
Presents the basic concepts of data processing fundamentals, including programming business economics problems for a computer.						
*EDP	211	Applications I	2	4	0	4
Designed to provide students with sufficient knowledge in computer methodology to permit the use of computers in business. Emphasis centers on the development of a typical business computer, including complete documentation, using a team programming approach.						
*EDP	212	Applications II	2	4	0	4
Emphasizes the preparation and utilization of operations data used in a typical business, case problems involving systems established for collecting the data, and generating information for organizational units. Audit trails enabling the tracing of transactions back to the original source or forward to the first report analyzed. Simulated data used to demonstrate programming techniques required in processing management information. Structure of data files receives major emphasis. Students design, program, and test and entire business application with minimum assistance.						

*Fee of \$2.50 per lab hour.

			Class	Lab	Clinical/ Shop	Credit Hours
*EDP	214	Computer Systems I	2	2	0	3
Study of computer systems involving concepts of architecture and programming such as channels, interrupts, multiprogramming, job scheduling, file devices, and file organization.						
*EDP	223	Introduction to RPG II	2	4	0	4
Study of a report generator language appropriate for use with a small computing system. Students develop program logic and write programs to solve appropriately related sample business problems.						
*EDP	224	RPG II	2	4	0	4
Prerequisite: EDP 223 Continuation of EDP 223 with special emphasis on applications and programming procedures of the smaller business.						
EDP	230	Internship I	0	10	0	1
Cooperative endeavor between Pitt Community College and industry to give students on-the-job training experience. Students work in computer operations for a given company, on location, for a minimum of 10 hours per week.						
EDP	231	Internship II	0	10	0	1
Continuation of the on-the-job training begun in EDP 230.						
*EDP	233	Customer Information Control System (CICS)	2	4	0	4
Provides instruction in writing telecommunications application programs to run under control of the Customer Information Control System (CICS). Also, students learn the concepts and operation of the information display system to fully utilize the display format facility of the CICS.						
*EDP	234	Interactive Workstation Programming	2	4	0	4
Prerequisite: EDP 224 Designed to provide the student with sufficient knowledge of on-line programming techniques for the IBM System/36 computer. Emphasis on terminal utilization, screen design, screen generators, and coding rules and techniques.						
EDP	240	Internship I	0	10	0	1
Cooperative endeavor between Pitt Community College and industry to give students on-the-job training experience. Students work in computer operations for a given company, on location, for a minimum of 10 hours per week.						
EDP	241	Internship II	0	10	0	1
Continuation of the on-the-job training begun in EDP 240.						

*Fee of \$2.50 per lab hour

EDUCATION

EDU 102 Child Health, Safety, and Nutrition

5	0	0	5
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Study of the factors influencing a young child's health with emphasis on safety precautions and treatment procedures. Also, a focus on nutrition concepts and requirements for the child. Student will develop nutrition and health-related activities for young children.

EDU 103 Preschool Orientation

1	0	6	3
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Supervised learning activities related to policies and procedures used in operating a child development center.

EDU 104 Preschool Observation

1	0	6	3
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Prerequisite: EDU 103

Supervised learning activities related to observing children individually and in group activities.

EDU 106 Practicum in Elementary School

1	0	15	6
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Program of supervised practices as an assistant in the education of children ages five to eight.

EDU 107 Practicum in Preschool Experiences

1	0	15	6
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Program of supervised practice in the care and education of preschool children.

EDU 108 Early Childhood Curriculum

5	0	0	5
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Examination of early childhood curriculum areas. Focus on age appropriate activities to enhance the curiosity, interest, knowledge, and abilities of young children.

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EDU 109 Guiding Young Children's Behavior

3	0	0	3
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Examination of direct and indirect guidance techniques in working with young children.

EDU 111 Language Arts Techniques

3	0	0	3
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Study of the components of language arts and language acquisition of young children. Includes exploration of activities and materials that facilitate development.

EDU 115 Audiovisual and Media Instruction

3	0	0	3
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Introduces the multi-media approach to teaching young children. Provides experiences in the use of audiovisual equipment and duplicating machines. Includes experience with a laminating process and making transparencies and other visual aids while developing science and social studies units.

EDU 201 Children's Issues in Today's Society

1	0	0	1
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Discussion of current topics relating to children.

			Class	Lab	Clinical/ Shop	Credit Hours
EDU	202	Discipline Strategies in the Classroom	3	0	0	3
Survey of various approaches to discipline. Attention given to the more popular models with practical guides for selecting a positive and personal approach.						
EDU	203	Exceptional Child	5	0	0	5
Introductory course for those who may work with exceptional children. Examination of the characteristics and problems relating to educating typical children.						
EDU	204	Parent Education	1	0	0	1
A self-directed study for students who wish to expand their knowledge in working with parents. Under supervision of faculty members, students will plan a project and investigate information relative to parenting today.						
EDU	224 A, B, C	Seminar-Practicum: Elementary School	1	0	15	6
Prerequisite: Student must have completed at least five quarters of twelve credit hours each at Pitt Community College and maintained a cumulative grade point average of 2.0 or better.						
The seminar-practicum experience involves students with the learning processes in an elementary school. These experiences enable the students to gain exposure in many facets in education as well as to do specialized study in given areas. Through "learning by doing," the student may correlate his knowledge and skills to an actual teaching situation.						
EDU	225 A, B, C	Seminar-Practicum: Preschool	1	0	15	6
The practicum and seminar experience involves students with the learning process in a variety of educational settings. These experiences enable the students to gain exposure to many facets of education as well as to do specialized study in given areas. Through "learning by doing," students correlate knowledge and skills to actual teaching situations.						
EDU	229	Infant Care Activities	3	0	0	3
Exploration and development of curriculum, activities, and materials for infants. Also, an examination of ways to promote development through caregiving activities.						
EDU	231	Creative Activities	5	0	0	5
Development of teacher-made materials and activities for early childhood curriculum areas. The student will establish and organize a preschool file of resources and materials.						
EDU	232	Preschool Administration and Supervision	3	0	0	3
Designed to assist students in establishing policies and procedures for the operation of a center for the daily group care of young children.						
EDU	233	Curriculum Planning for the Young Child	3	0	0	3
Examination of curricula, schedules, and classroom arrangement. Emphasis on developing and writing lesson plans and behavioral objectives.						

			Class	Lab	Clinical/ Shop	Credit Hours
EDU	240	Organizing the CDA Portfolio	3	0	0	3

Prerequisites: EDU 104, 225A, 225B

Develops a system whereby the CDA candidate/intern documents evidence of demonstrated competence in thirteen functional areas of child caregiving.

EDU	250	Introduction to Education	4	2	0	5
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Study of education as an institution in society. Emphasis is on the educational system in the U.S. including historical, philosophical, sociological, and psychological foundations of American education. Additional topics included are local, state, and federal organization of education, current issues and innovations in the schools; and teaching as a profession. During scheduled laboratory hours, students complete a minimum 16 hours as participants in public school classrooms. Not a practice teaching course.

			Class	Lab	Clinical/ Shop	Credit Hours
ELECTRICITY						
ELC	101	Fundamentals of Electricity I	4	4	0	6

Corequisite: MAT 101

Study of the elementary principles of electricity, including basic electric units, Ohm's Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive, and capacitive networks.

ELC	102	Fundamentals of Electricity II	4	4	0	6
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Prerequisite: ELC 101

Study of series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power analysis, and an introduction to electro-mechanical devices.

ELC	112	Alternating and Direct Current	2	0	6	4
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Study of the electrical structure of matter; the electron theory; and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Ohm's Law and Kirchoff's Law and the relationships and applications of electricity to modern industrial machinery are included.

ELC	113	Alternating Current and Direct Current Machines and Controls	2	0	6	4
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Prerequisite: ELC 112

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, current, power measurements, transformers, and motors. Instruction given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines; simple system controls; and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.

			Class	Lab	Clinical/ Shop	Credit Hours
ELC	119	Industrial Electrical Controls and Systems	2	0	6	4
Prerequisite: ELC 113 Fundamental concepts and applications of electrical, pneumatic, and hydraulic control systems. Controls, protecting devices, and industrial applications emphasized.						
ELC	121	Electrical Troubleshooting	1	0	3	2
Prerequisites: ELC 112, 113 Utilization of all service tools, instruments, and equipment necessary to analyze all aspects of service and repair, using the procedures employed in service and repair in industry. Students expected to demonstrate ability and initiative in the troubleshooting problems presented.						
ELC	210	Rotating Devices	2	2	0	3
Prerequisites: ELC 102; PHY 102 Introduction to electrical machinery. Includes an analysis of AC and DC motor and generator principles, synchros and servomechanisms, and alternators and dynamotors. Basic theory, operation, and maintenance of these devices and systems emphasized.						
ELC	1102	Applied Electricity	3	0	3	4
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.						
ELC	1103	Fundamentals of Basic Electricity	3	0	0	3
An introductory course in electrical circuits to illustrate voltage, current, and power in a variety of circuit configurations including proper circuit placement of meters. This course will be taught using the Apple IIe computer with an interactive software package. ELC 1103, 1104, and 1105 are equal to ELC 1110.						
ELC	1104	Fundamentals of DC Circuit Analysis	3	0	0	3
An introductory course teaching the fundamental concepts of direct current circuits using the Apple IIe computer with an interactive software package. Both tutorial and drill and practice problems will be included. ELC 1103, 1104, and 1105 are equal to ELC 1110.						
ELC	1105	Fundamentals of AC Circuit Analysis	3	0	0	3
Prerequisite: ELC 1103, 1104 or equivalent An introductory course teaching the fundamentals of alternating current circuits. Included is extensive coverage of inductive and capacitive circuits driven with either AC or DC sources. This course will be taught using the Apple IIe computer with an interactive software package. ELC 1103, 1104, and 1005 are equal to ELC 1110.						

			Class	Lab	Clinical/Credit	
					Shop	Hours
ELC	1108	D.C. Current	3	0	6	5
Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials. ELC 1108 and ELC 1109 series is equivalent to ELC 1112.						
ELC	1109	A.C. Current	2	0	6	4
Prerequisite: ELC 1108 Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance; and an analysis of alternating current circuits. ELC 1108 and ELC 1109 series is equivalent to ELC 1112.						
ELC	1110	Direct Current Theory and Practice	5	0	12	9
Study of the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and sources of direct current potentials. ELC 1103, 1104 and 1105 are equal to ELC 1110.						
ELC	1111	Alternating Current Theory and Practice	5	0	12	9
Study of the fundamental concepts of alternating current, including the generation of sine waves and other non-sinusoidal waveforms, reactance, impedance, power, resonance, and alternating current circuit analysis.						
ELC	1112	Direct and Alternating Current	5	0	12	9
Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials; fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance; and an analysis of alternating current circuits.						
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	0	12	9
Prerequisite: ELC 1112 Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.						
ELC	1114	Electrical Safety	1	0	0	1
Emphasis on the use of electrical test equipment to insure job safety and to prevent shock. Appropriate first-aid techniques for treating shock victims also included.						

			Class	Lab	Clinical/ Shop	Credit Hours
ELC	1115	Machine Control	3	0	6	5
Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, current, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. ELC 1115 and ELC 1116 series is equivalent to ELC 1113.						
ELC	1116	Machine Control	2	0	6	4
Prerequisite: ELC 1115 Study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches. ELC 1115 and ELC 1116 series is equivalent ELC 1113.						
ELC	1122	Residential Wiring I	2	0	6	4
Prerequisite: DFT 1113 Study of the fundamentals of residential wiring, including blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboard, lighting, fusing, wire sizes, branch circuits, and conduits. ELC 1122 and ELC 1123 series is equivalent ELC 1124.						
ELC	1123	Residential Wiring II	3	0	3	4
Prerequisite: ELC 1122 Application of National Electric Code Regulations in actual building mockups. ELC 1122 and ELC 1123 series is equivalent to ELC 1124.						
ELC	1124	Residential Wiring	6	0	9	9
Prerequisite: DFT 1113 Study of the fundamentals of residential wiring, including blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, and conduits. Also includes application of National Electric Code Regulations in actual building mockups.						
ELC	1125	Commercial and Industrial Wiring	5	0	12	9
Prerequisite: ELN 1118 Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals of commercial and industrial wiring through practical experience in wiring, conduit preparation, and installation of simple systems.						
ELC	1126	Commercial Wiring	3	0	6	5
Prerequisite: ELN 1118 Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols. ELC 1126 and ELC 1127 series is equivalent to ELC 1125.						
ELC	1127	Industrial Wiring	2	0	6	4
Prerequisite: ELC 1126 National Electrical Codes, and the application of the fundamentals of commercial and industrial wiring through practical experience in wiring, conduit preparation, and installation of simple systems. ELC 1126 and ELC 1127 series is equivalent to ELC 1125.						

			Class	Lab	Shop	Clinical/Credit Hours
ELC	1130	Electrical Code	4	0	0	4

A study of the National Electrical Code. To include service calculations for residential, commercial, and industrial buildings; branch circuits and feeder calculations; and the rules governing electrical wiring in North Carolina.

			Class	Lab	Shop	Clinical/Credit Hours
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ELECTRONICS

ELN	100	Introduction to Electronics	3	2	0	4
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Introduction to electronics principles and laboratory techniques. The care and proper use of laboratory equipment is emphasized. Techniques of recording and use of laboratory data are taught.

ELN	101	Electronic Instruments and Measurements	1	4	0	3
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Prerequisite: ELC 102

Study of basic electronic instruments and theories of operation, functions, tolerances, and calibration of both service and laboratory instruments. Laboratory experiences provide opportunities for application of each instrument studied.

ELN	104	Theory and Application of Solid State Devices	1	2	0	2
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Prerequisite: A working knowledge of D.C. and A.C. electricity is recommended.

A first course in the theory and application of diodes, transistors, silicon controlled rectifiers, triacs and other solid state devices. Laboratory will consist of building and testing simple circuits using the above components.

ELN	105	Control Devices	4	4	0	6
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Prerequisite: ELC 102

Study of the electrical characteristics of transistors. Emphasis on basic parameters and applications of each type of control device in the three terminal, two port system.

ELN	110	Fundamentals of Electricity and Electronics	2	4	0	4
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Basics of AC and DC circuits, including circuit analysis and the use of electrical components and measuring devices. Introduction of electronic devices also included.

ELN	111	Electronic Components and Systems	2	2	0	3
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Introduces the basics of various electromechanical equipment and electronic devices and systems. Provides a working knowledge of selected electromechanical devices, various electronic components, circuits, and control devices.

ELN	201	Microcomputer Concepts	2	2	0	3
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Introduction to the programming and operation of microcomputers. Topics include computer concepts, applications and use, operations, software, and the elements of basic programming. Emphasis on microcomputer applications.

			Class	Lab	Clinical/ Shop	Credit Hours
ELN	202	Microcomputer Hardware	2	2	0	3
Designed to develop a basic understanding of the microcomputer components and control systems. Emphasis on the use and service of the microcomputer and its applications.						
ELN	205	Application of Transistors	5	6	0	8
Prerequisite: ELN 105 Practical applications of transistors to basic audio amplifiers, power supplies, and oscillators.						
ELN	210	Semiconductor Circuit Analysis	5	4	0	7
Prerequisite: ELN 205 Circuit analysis of solid state circuits. Includes theory of operation and circuitry associated with transistors, unijunction transistors, silicon controlled rectifiers, triacs, silicon controlled switches, and other solid state devices. Applications of each device studied.						
ELN	211P	Communication Circuits	4	4	0	6
Prerequisite: ELN 205 Emphasizes the principles involved in the use of components and devices studied and provides for practice in testing the components and using them in simple relationships in circuits with other units.						
ELN	214	Fundamentals of Digital Electronics I	3	0	3	4
Prerequisites: ELN 105; MAT 103 Study of wave shaping techniques, clipper and clamper circuits, multivibrators, gate circuits, and counter circuits. Includes binary, octal, hexadecimal, binary-coded decimal number systems as well as Boolean algebra and the reduction of circuit components by Boolean algebra and Karnaugh maps.						
ELN	215	Fundamentals of Digital Electronics II	3	0	3	4
Prerequisite ELN 214 A study of digital circuits and systems and circuits concentrating on the circuits in microcomputer systems.						
ELN	220	Electronic Systems	5	4	0	7
Corequisite: ELN 215 Block diagram course: includes investigations of numerous electronic systems, using modules or blocks of circuits already studied which have been arranged to produce complex electronic systems. The systems are explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers; multiplexing; TV transmitters and receivers; pulse-modulated systems; computers; telemetry; navigational systems; and sonar and radar considered.						
ELN	231	Introduction to Microprocessors	3	0	3	4
Corequisite: ELN 215 or equivalent preparation in digital electronics Introduces the student to the fundamentals and to the hardware and software of						

Telephones, radio, television, telemetry, and other types of communications used in private and industrial applications are included.

ELN	1108	Digital Concepts I	3	0	3	4
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Introduces study of digital computer fundamentals including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, and memories. ELN 1132 and 1135 are equal to ELN 1108.

ELN	1110	Digital Concepts II	3	0	3	4
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Continues study of digital computer fundamentals including circuits, operations, microprocessing, and programming. ELN 1134 and 1136 are equal to ELN 1110.

ELN	1111	Electronic Trouble-shooting	3	0	0	3
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Study of electronic troubleshooting methods and procedures for radio, high fidelity stereo, tape recorders, television, cameras and video tape recorders, CB and mobile radio, electronic organs, and digital circuits. Included is the use of electronic instruments, test equipment, tools, and auxiliary items.

ELN	1116	Industrial Electronics	2	0	3	3
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Prerequisite: ELC 1116

Study of basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, pentodes, and gaseous control tubes. ELN 1116 and ELN 1117 series is equivalent to ELN 1118.

ELN	1117	Industrial Electronics	1	0	3	2
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Prerequisite: ELN 1116

An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. ELN 1116 and ELN 1117 series is equivalent to ELN 1118.

ELN	1118	Industrial Electronics	3	0	6	5
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Prerequisite: ELC 1113

Study of basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, pentodes and gaseous control tubes. Includes an introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

ELN	1119	Industrial Electronics	3	0	6	5
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Prerequisite: ELN 1118

Study of basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.

ELN	1125	Radio Receiver Servicing	5	0	0	5
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Study of the principles of radio reception and practices of servicing. Included are block diagram and schematics of radio receivers, servicing techniques of AM and FM receivers by resistive measurements, signal injection and signal tracing, voltage analysis, and methods of locating faulty stages and components.

			Clinical/Credit	
Class	Lab	Shop	Hours	

ELN	1127	Television Receiver Circuits and Servicing	10	0	18	16
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Study of the principles of television reception and practices of servicing. Included are block diagrams and schematics of monochrome and color television receivers, servicing techniques by resistive measurements, voltage and image analysis, and methods of locating and repairing defective components.

ELN	1131	Fundamentals of Electronic Devices I	3	0	0	3
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Prerequisite: ELN 1103, 1104, 1105 or equivalent
An introductory course relating to the basic understanding of solidstate devices and circuits. This course will be taught using the Apple IIe computer with an interactive software package. ELN 1131, 1133 and 1137 are equal to ELN 1103.

ELN	1132	Fundamentals of Digital Circuits	2	0	0	2
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Prerequisite: ELN 1131 or equivalent
A course designed to teach the fundamentals of Boolean Algebra and basic digital electronic circuits. This course will be taught using the Apple IIe computer with an interactive software package. ELN 1132 and 1135 are equal to ELN 1108.

ELN	1133	Fundamentals of Operational Amplifiers	3	0	0	3
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Prerequisite: ELN 1131 or equivalent
A course designed to teach the fundamentals of operational amplifier operation and some of the most common applications of these devices. This course will be taught using the Apple IIe computer with an interactive software package. ELN 1131, 1133, and 1137 are equal to for ELN 1103.

ELN	1134	Fundamentals of Microprocessors	2	0	0	2
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Prerequisite: ELN 1132
A course using the Apple IIe computer with an interactive software package that to teach microprocessor architecture, computer arithmetic, and memory organization. Addressing modes and internal register operation are taught through on-screen simulation of a microprocessor's internal registers and their contents. ELN 1134 and 1136 are equal to ELN 1110.

ELN	1135	Fundamentals of Pulse and Logic Waveforms	2	0	0	2
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Prerequisite: ELN 1132 or equivalent
A course using the Apple IIe computer with an interactive software package to teach the fundamentals of pulse-type waveforms including how they are generated and the terminology used to identify them. ELN 1132 and 1135 are equal to ELN 1108.

ELN	1136	Fundamentals of Microcomputer Interfacing	2	0	0	2
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Prerequisite: ELN 1132 or equivalent
A course using the Apple IIe computer with an interactive software package covering the basic concepts and circuit configurations most frequently encountered in interfacing microcomputers with devices and systems in the outside world. ELN 1134 and 1136 are equal to ELN 1110.

			Class	Lab	Clinical/ Shop	Credit Hours
ELN	1137	Fundamentals of Electronic Devices II	3	0	0	3

Prerequisite: ELN 1131 or equivalent

A course using the Apple IIe computer with an interactive software package covering the basic devices and circuits that form the foundation of modern industrial control systems. Emphasis is placed on power-control circuits using semiconductor devices. ELN 1131, 1133 and 1137 are equal to ELN 1103.

ELN	1138	Fundamentals of Regulated Power Supplies	3	0	0	3
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Prerequisite: ELN 1131 or equivalent

A course using the Apple IIe computer with an interactive software package designed to teach the fundamental characteristics and principles of operation of regulated DC power supplies.

			Class	Lab	Clinical/ Shop	Credit Hours
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ENGLISH

ENG	010	Reading	0	5	0	1
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Students work on reading skills according to their needs.

ENG	011	Speech Communication	0	5	0	1
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Students work on oral English with emphasis on conversation, discussion, telephone use, and interviewing.

ENG	012	Written Communication	0	5	0	1
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Students improve their written English through keeping a journal, writing letters, paragraphs, and essays.

ENG	013	Media Evaluation	0	5	0	1
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Students study a variety of media including books, periodicals, radio, television, and film, and evaluate them in terms of their values and the intended message.

ENG	014	Directed Individual Reading	0	5	0	1
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Students apply their reading skills by reading and reporting informally.

ENG	015	Fundamentals of English Usage	0	5	0	1
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Designed to improve students' written English usage. Focuses on common problems in writing edited American English.

ENG	091	Reading Development	10	0	0	10
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Individualized course designed to review the reading fundamentals as needed by the student.

ENG	092	Reading Development	3	0	0	3
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Prerequisite: ENG 091 or equivalent

Individualized course designed to improve the student's reading achievement through a variety of materials.

			Class	Lab	Shop	Clinical/Credit Hours
ENG 093	Reading Development		3	0	0	3
	Prerequisite: ENG 092 or equivalent Individualized course designed to increase reading efficiency, with emphasis on the reading necessary in the individual's curriculum.					
ENG 094	Reading Development		3	0	0	3
	Prerequisite: ENG 093 or equivalent Individualized course designed to promote the student's reading vocabulary and comprehension.					
ENG 095	Reading Development		3	0	0	3
	Prerequisite: ENG 094 or equivalent score on reading placement test, 10.0-11.9 Individualized course designed for the student with reading skills between the 10.0 and 11.9 grade equivalent levels. The student's reading skills are diagnosed and a program of study is designed according to the diagnosis.					
ENG 100G	Basic Grammar		3	0	0	3
	Prerequisite: ENG 091 or equivalent Designed to offer basic instruction in grammar. Subject is approached in a practical manner to lay a foundation for improvement in writing skills.					
ENG 100A	Basic Grammar Lab		0	2	0	1
	Designed to improve the student's skills in specifically defined areas of basic grammar. For students who score below a specified score on English Placement Test, make "I" or "F" in Basic Grammar previous quarter, or upon request.					
ENG 101	Grammar		3	0	0	3
	Prerequisite: ENG 091 or equivalent Designed to aid the student in clarity of expression. Functional approach with emphasis on grammar, diction, sentence structure, and punctuation. Intended to stimulate students to apply the basic principles of English grammar in daily situations.					
ENG 101A	Grammar Lab		0	2	0	1
	Prerequisite: "C" or lower on Eng 100G or upon student request Individualized course designed to improve the student's skills in specific areas of grammar.					
ENG 101S	Grammar		5	0	0	5
	Prerequisite: Satisfactory placement test score or ENG 094 and/or ENG 101 Required of all beginning secretarial, medical secretarial, and general office technology students. Emphasis placed on grammar, punctuation, and spelling. Students should earn a minimum grade of 85 on this course before entering the shorthand or machine transcription classes.					
ENG 102	Composition		3	0	0	3
	Prerequisite: ENG 101 Corequisite: ENG 093 or equivalent Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.					

			Class	Lab	Clinical/ Shop	Credit Hours
ENG	102A	Composition Lab	0	2	0	1

Prerequisite: C or lower on ENG 101 or by student request
Individualized course designed to improve the student's writing skills.

ENG	103	Report Writing	3	0	0	3
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Prerequisites: ENG 102 and at least two quarters of curriculum work
Designed to instruct students in writing for business and industry and tailored to individual curriculums wherever possible. Emphasis is on memos, various types of short reports, graphic communications, proofreading and editing, and the formal report.

			Class	Lab	Clinical/ Shop	Credit Hours
ENG	105	Effective Reading	3	0	0	3

Prerequisite: Permission of instructor or completion of curriculum reading requirements.
Individualized course for students wishing to improve their reading efficiency. Areas of concentration will be selected, based on each student's needs, from rate, vocabulary, comprehension, and reading-study skills in specific subject areas.

ENG	106	Spelling Techniques	3	0	0	3
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Designed to improve spelling ability. Participants study the relationship of spoken English to spelling, spelling patterns, and commonly misspelled words. They also study vocabulary in their areas of concentration such as medicine, law, or architecture.

ENG	107	Word Analysis	2	0	0	2
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Prerequisite: Enrollment by permission of instructor and by request of the Business Division and of the T201 advisors.
Designed for students who wish to improve their knowledge of scientific terminology, Greek and Latin prefixes, suffixes, and roots. Word analysis is primarily a lecture course designed to increase a student's success in courses dealing with medical terminology.

ENG	150	Composition I	3	0	0	3
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Prerequisites: Specified scores on English and reading placement tests or ENG 101 and ENG 094
Essential skills of standard written English and the application of those skills in expository and analytical writing. Essays of varying length on subjects drawn from readings in essays and short fiction.

ENG	151	Composition II	3	0	0	3
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Prerequisite: ENG 150
Corequisite: LIB 150
Techniques of library research and the writing of research papers. Subjects for writing assignments are drawn from readings in short fiction and novels.

ENG	152	Composition III	3	0	0	3
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Prerequisite: ENG 150
Readings in poetry and drama. Papers are written on subjects drawn from readings.

			Class	Lab	Shop	Clinical/Credit Hours
ENG	204	Oral Communications	3	0	0	3
		Introduction to interpersonal communication to enable the student to communicate with others effectively. Focuses on the nature of the communication process, including self-perception, group interaction, and language as a symbolic process. Students make several speeches near the end of the course.				
ENG	206	Business Communications	3	0	0	3
		Prerequisites: BUS 102; ENG 102 Designed to develop skills in writing business communications: letters, memoranda, employment resumes, and applications.				
ENG	217	Children's Literature	3	0	0	3
		Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Emphasis is on the use of these materials with the children to obtain maximum pleasure and learning.				
ENG	250	British Literature I	3	0	0	3
		Prerequisites: ENG 151, 152 Study of British literature from Beowulf to the Romantic Period.				
ENG	251	British Literature II	3	0	0	3
		Prerequisites: ENG 151, 152 Continuation of ENG 250; study of British literature from the Romantic Period to the present.				
ENG	260	American Literature I	3	0	0	3
		Prerequisites: ENG 151, 152 Major works of American literature from the colonial period through World War I.				
ENG	261	American Literature II	3	0	0	3
		Prerequisites: ENG 151, 152 Continuation of ENG 260; major works of American literature from World War I to the present.				
ENG	270	Introduction to Theatre	3	2	0	4
		Introduction to theatre, including techniques of production. Stage scenery, design, set construction, stage techniques, makeup, lighting, costuming, prop construction, and theatre jargon are included.				
ENG	270L	Introduction to Theatre Lab	0	5	0	0
		Practical stage craft and scenery design through application of techniques learned in ENG 270.				
ENG	271	Basic Acting Techniques	3	2	0	4
		Prerequisite: ENG 270 Basic course in acting techniques as applied to technical theatre and stage craft production. The beginning student learns stage terminology and receives training in techniques, processes, operation, and application of play production.				

			Class	Lab	Clinical/ Shop	Credit Hours
ENG 271L	Basic Acting Techniques Lab		0	5	0	0
Corequisite: ENG 271 Basic acting techniques through practical application.						
ENG 272	Problems in Production		3	2	0	4
Prerequisite: ENG 270 Advanced course of study in stage scenery and design with the major emphasis on special and advanced technical theatrical problems of production. Special effects, advanced lighting techniques, set construction difficulties, sound effects, and theatrical management are emphasized. Publicity and public relations are also included.						
ENG 272L	Problems in Production Lab		0	5	0	0
Corequisite: ENG 272 Advanced stage design through practical application.						
ENG 273	Acting and Directing Techniques		3	2	0	4
Prerequisite: ENG 271 Advanced course in acting and directing techniques. Major emphasis on play selection, community involvement, publicity, other communicative media (television, radio, motion picture). In addition, students become fully acquainted with all aspects of the financial management of the theatre.						
ENG 273L	Acting and Directing Techniques Lab		0	5	0	0
Corequisite: ENG 273 Advanced acting and directing techniques through practical application.						
ENG 274	Advanced Directing Techniques		3	2	0	4
Prerequisite: ENG 273 Study of drama from the director's point of view. Students assist in directing scenes and acts of short plays and in scene synopsis.						
ENG 274L	Advanced Directing Techniques Lab		0	5	0	0
Corequisite: ENG 274 Advanced directing techniques through practical application.						
ENG 275	Playwriting Techniques		3	2	0	4
Prerequisite: ENG 274 Study of the play as a form of creative expression; includes analysis of the play for plot, action, and character development. Each student writes and directs a one-act play.						
ENG 275L	Playwriting Techniques Lab		0	5	0	0
Corequisite: ENG 275 Advanced playwriting techniques through practical application.						
ENG 1000	Reading Improvement		10	0	0	10
Individualized course designed to review the reading fundamentals as needed by the student.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
ENG	1101	Reading Improvement	2	0	0	2
Prerequisite: ENG 1000 or equivalent Individualized course designed to improve students' reading skills through use of various materials.						
ENG	1102	Communication Skills	3	0	0	3
Prerequisite: ENG 1101 or equivalent Designed to improve students' communication skills in specific work situations. Learning experiences include completing job applications, job interviews, letter writing, telephone communications, technical vocabulary, and customer communications.						
ENG	1108	Efficient Reading	2	0	0	2
Prerequisite: Permission of instructor or completion of curriculum reading requirements Individualized course for students wishing to improve their reading efficiency. Areas of concentration will be selected, based on each student's needs, from rate, vocabulary, comprehension, and reading-study skills in specific areas.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
FORESTRY						
FOR	208	Forest Surveying	2	0	3	3
Relocation of old corners and lines and the legal aspects of land surveys. Forest road layout.						

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				Clinical/Credit		
			Class	Lab	Shop	Hours
GEOGRAPHY						
GEO	150	Introduction to Geography	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 Major physical and cultural elements of the environment and their influence on human activity.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
GERIATRIC						
GCA	1001	Geriatric Care	8	8	12	16
Prepares graduates to provide basic health and personal care for older persons. The curriculum emphasizes the multiple processes of aging (i.e. physical, social, and psychological), communication, nutrition, therapeutic activities (i.e. reality orientation, arts and crafts, music therapy, life review therapy, and remotivation therapy), accident and fire safety, death and dying, drug usage, human sexuality, resources and services for						

the aged, and employment skills. Clinical experiences may be obtained in skilled nursing and intermediate care facilities, family care homes and homes for the aged and disabled, adult day care centers, and other long-term care facilities.

			Clinical/Credit			
			Class	Lab	Shop	Hours
HEALTH						
HEA	110	First Aid and Medical Terminology	2	2	0	3
Provides students with the basic skills necessary to provide first aid in common emergencies. Instruction also includes an introduction to anatomy and basic medical terminology used in legal matters.						
HEA	111	Cardiopulmonary Resuscitation	1	0	0	1
Designed to qualify students to receive basic rescuer certification. Provides skills in one and two rescuer CPR, infant CPR, and conscious and unconscious airway obstruction in the adult and child.						
HEA	112	First Aid	1	0	0	1
A multimedia course which uses demonstration films, and programmed workbook and practice sessions resulting in Red Cross First Aid Certification.						
HEA	150	Personal and Community Health	3	0	0	3
Investigation of mental, social, and physical health problems related to man's internal and external environment in technological and leisure oriented societies. The objective is efficient and effective performance in daily living through maintenance of optimal personal and community health.						

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			Clinical/Credit			
			Class	Lab	Shop	Hours
HISTORY						
HIS	150	American History I	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 History of the United States from its beginning to the end of Reconstruction.						
HIS	151	American History II	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 History of the United States from Reconstruction to the present.						
HIS	160	World History to 1500	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 Development of civilization from prehistory to the Reformation.						
HIS	161	History of Europe Since 1500	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 European civilization from the Renaissance to the present.						

			Class	Lab	Clinical/ Shop	Credit Hours
HUMAN SERVICES						
HSA	100	Basic Health Science	3	0	0	3
Introduction to the normal structure and functioning of the human body, briefly covering all systems. The normal body is studied as the basis for understanding variations from normal and the need to maintain homeostasis. Included within each system is pertinent information concerning hygiene, nutritional requirements, basic first aid, and medical terminology.						
HSA	102	Orientation Lab I	0	2	0	1
Designed to promote professional, program, and personal identification and development. Emphasizing verbal and nonverbal interaction in interpersonal communication. Strongly recommended for all first-year Human Services Technology students.						
HSA	111	Introduction to Human Services	3	0	3	4
Introduction to the history of human services and related theories and systems. Agencies, institutions, and programs which help meet human services needs are studied in broad context of social and political systems. Guest lecturers, representative of human services occupations, and field trips to agencies and institutions delivering human services offer a familiarization with the components of the delivery system.						
HSA	112	Group Processes I	1	0	3	2
Introduction to interpersonal concepts and problems of communication in interpersonal transactions. Designed to allow students to become more aware of themselves and their feelings about themselves and other people with whom they come in contact. To facilitate this self-awareness and personal growth, students work in small groups, learning through analyses of their own experiences including feelings, reactions, perceptions, and behavior.						
HSA	112P	Practicum I	1	0	6	3
Prerequisite: Permission of instructor Students spend six hours per week in laboratory experiences under the supervision of a qualified instructor. Emphasis on the application of concepts and principles from related course content.						
HSA	113	Group Processes II	1	0	3	2
Prerequisite: HSA 112 or permission of instructor Continued study of interpersonal relationships in small group interactions. Students work in small groups during the quarter, learning through analyses of their own experiences, including feelings, reactions, perceptions, and behavior, using the framework of transactional analysis.						
HSA	113P	Practicum II	1	0	6	3
Prerequisite: Permission of instructor Continuation of Practicum I.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
HSA	114	Interviewing and Counseling	3	2	0	4

Study of purpose, structure, focus, and techniques employed in effective interviewing. Laboratory experiences providing opportunities for observation, practice, recording, and summarizing personal histories under faculty supervision. Importance of interview as client's initial encounter with system is stressed; interviewing to meet need of client rather than of system.

HSA	115	Field Experience	2	0	30	12
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Work in a human services agency, institution, or program under the supervision of agency staff and college personnel. Students have an opportunity to apply and practice what has been learned in the program while learning from the professionals in the field.

HSA	116	Group Processes III	1	0	3	2
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Final formal group experience. Attention given to the development of the students' abilities to communicate with others as well as to facilitate communication between others.

HSA	201	Mental Health Care	4	0	3	5
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Prerequisite: HSA 100

Orientation to the policies, procedures, and practices commonly accepted in mental health institutions. An introduction to basic patient care principles and techniques in meeting the needs of patients during observation, ambulation, and mildly mentally ill stages. Lab experiences present practice in basic patient care under the direction of a faculty member.

				Clinical/Credit		
			Class	Lab	Shop	Hours
HSA	202	Orientation Lab II	0	2	0	1

Continuation lab of HSA 102 for Human Services Technology students to enhance professional and personal development. Emphasis placed on verbal and nonverbal techniques to facilitate interpersonal communication. Strongly recommended for second-year Human Services Technology students.

HSA	209	Treatment Modalities	4	2	0	5
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Analysis and application of the major approaches to psychotherapy and counseling, involving theory, characteristics, and techniques.

HSA	210P	Practicum III	1	0	6	3
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Students placed six hours per week in an agency to obtain job experience related to course work; supervised by qualified agency personnel.

HSA	215	Human Services Seminar	3	0	0	3
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In-depth review of current issues and trends within the field of mental health. Students expected to demonstrate the knowledge and experience gained in previous study and training in group conferences and oral reports.

			Clinical/Credit			
			Class	Lab	Shop	Hours
HSA	220	Activities in Human Services	2	2	0	3

Overview of the types of activities (occupational, recreational, play, music, drama, nonverbal) utilized as therapeutic techniques with particular emphasis on the purpose of each: ways of creating and holding interest in the activity; and the role of the Human Services Associate in assisting patients to participate.

HSA	225	Crisis Intervention	4	0	0	4
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Designed to introduce students to basic theories and principles of crisis intervention from a historical as well as practical orientation. Provides students with necessary skills in crisis intervention since practical application is correlated with theory. Allows students to prepare themselves emotionally and psychologically to handle emergency crisis situations.

			Clinical/Credit			
			Class	Lab	Shop	Hours

INSURANCE

INS	215	Life, Accident and Health Insurance	4	0	0	4
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Study of risk, function of life and health insurers, interpretation of laws relating to life, accident and health insurance, classifications, life insurance contract provisions, general agent responsibilities, types of health insurance, and social insurance.

INS	216	Property and Casualty Insurance	4	0	0	4
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Study of risk, function of property and casualty insurers, interpretation of laws relating to property and casualty, property exposures including fire, liability exposures, personal and commercial liability protection, individual and group health coverage.

218

			Clinical/Credit			
			Class	Lab	Shop	Hours

INDUSTRIAL SCIENCE

ISC	102	Industrial Safety	3	0	0	3
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Deals with the many elements of an industry-wide safety program. Provides an in-depth treatment of job safety analysis, plant inspection, plant arrangement, housekeeping, and the maintenance and handling of materials. Special emphasis given to compliance with the new Occupational Safety and Health Act, and to paperwork procedures and processes.

ISC	110, 120, 130	Readings in Industrial Management	1	0	0	1
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Designed for students who wish to specialize or expand their knowledge in industrial management under the supervision of the Industrial management faculty. Structured to enable study of materials related to concepts in industrial management.

			Class	Lab	Clinical/ Shop	Credit Hours
ISC	201	Industrial Organization and Management	3	0	0	3

Organizational structure for industrial management including operational and financial activities. Includes accounting, budgeting, credit and industrial risks, forecasting and markets, selection and layout of physical facilities, selection, training, and supervision of personnel as found in typical industrial organizations.

ISC	202	Quality Control	3	0	0	3
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Prerequisite: MAT 101

Provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and the integration of the various quality-related activities of the organization into a quality system.

ISC	203	Motion Economy	3	0	0	3
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Provides a systematic, practical, and logical treatment of motion and time study as utilized in today's business and industrial enterprise. Covers direct and indirect work and office activities and looks at the broad range of work measurement techniques. Recently developed concepts and techniques evaluated.

			Class	Lab	Clinical/ Shop	Credit Hours
ISC	204	Value Analysis	3	0	0	3

Common sense approach to cost reduction. Provides students with an opportunity to review in depth the concept and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

ISC	205	Maintenance Management	3	0	0	3
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Administration, decision making, setup, and inspection of various program such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance. Various aspects of management, engineering, resources analysis, and maintenance facilities covered.

ISC	209	Plant Layout	4	0	0	4
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Provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium sized industries covered. Also, the effective use of personnel, money, machinery, and materials.

ISC	213	Production Planning	4	0	0	4
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Introduces the production function of the business or industry in its daily manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching, and routing. Case histories are discussed in the classroom and courses of corrective action are developed. Actual layouts are utilized for planning and control.

			Clinical/Credit			
			Class	Lab	Shop	Hours
ISC	231	Manufacturing Processes	5	0	0	5
Provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plants. Reviews the rapid development of new materials, mechanization and automation, and the complex process of manufacturing.						

ISC	232	Labor Relations	4	0	0	4
Covers the history of the labor movement in the United States with its structural and legal framework; examines the negotiation, administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms provided.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
ISC	1101	Industrial Safety	3	0	0	3
A study of the development of industrial safety: accident occurrence and prevention, analysis of accident causes and costs, basic factors of accident control, safety education and training, accident reporting and records, employer and employee responsibility, safety organizations, first aid, mechanical safeguards, personal protective equipment use, materials handling, fire prevention and fire protection, safety codes, and accident statistics.						

			Clinical/Credit			
			Class	Lab	Shop	Hours

JOURNALISM

JOU	150	Introduction to Journalism	3	0	0	3
Basic familiarization with principles of the newspaper in categories such as basic newswriting, principles of production, layout and design, staff organization, sports writing, feature writing, editorial writing, and the purposes and functions of a newspaper.						

JOU	150L	Introduction to Journalism Lab	0	2	0	0
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Application of skills acquired in Introduction to Journalism.

JOU	151	Essentials of Newswriting	3	0	0	3
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Analysis of the newswriting procedure, including fact gathering, style, purpose, principles, editing, and maintenance of objectivity.

JOU	151L	Essentials of Newswriting Lab	0	2	0	0
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Application of skills and knowledge pertaining to newswriting.

JOU	152	Newspaper Layout and Production	3	0	0	3
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Analysis of the basic principles of layout and design. Students attain a functional knowledge of the process involved in offset and letterpress lithography.

			Class	Lab	Clinical/ Shop	Credit Hours
JOU	152L	Newspaper Layout and Production Lab	0	2	0	0
Application of skills and knowledge pertaining to newspaper layout and production.						
JOU	250	Feature Writing	3	0	0	3
Analysis of feature writing with concentration on columns, human interest features, news features and creative journalism.						
JOU	250L	Feature Writing Lab	0	2	0	0
Application of skills and knowledge pertaining to feature writing.						
JOU	251	Editorial Writing and Policy	3	0	0	3
Analysis of editorial style and content with concentration on structure. Point of view, policies, and editorial liability.						
JOU	251L	Editorial Writing and Policy Lab	0	2	0	0
Application of skills and knowledge pertaining to editorial writing and policy.						
JOU	252	Special Topics Seminar	3	0	0	3
Analysis of special areas of journalism including opportunities in journalism, photography, journalistic art, advertising, creative journalism, and non-newspaper journalistic media.						
JOU	252L	Special Topics Lab	0	2	0	0
Application of skills and knowledge pertaining to special topics.						

LEGAL EDUCATION

			Class	Lab	Clinical/ Shop	Credit Hours
LEC	203	Legal Research II	3	0	0	3
Continuation of CJC 102.						
LEC	204	Advanced Business Law	3	0	0	3
Prerequisite: BUS 167 Analysis of basic concepts of business corporations, partnerships and joint ventures, and sole proprietorships with emphasis on drafting articles of incorporation, by-laws, minutes, resolutions, stock certificates, and partnership and joint venture agreements. Also deals with problems in business finance and acquisitions and in related areas of commercial law, stock transfer and purchase agreements, and employment contracts. Consideration of general tax and the role of the lawyer and paralegal.						
LEC	207	Law Office Management	3	0	0	3
Includes the study of the organization of a law office; office and legal forms, filing equipment and systems; accounting systems for a lawyer's time, fees, and billing; client relations, and office procedures. Also familiarizes students with the operation of office machines and equipment.						

			Class	Lab	Clinical/ Shop	Credit Hours
LEC	210	Real Property and Title Abstracting I	2	2	0	3
Examination of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether a title to real estate is marketable; the study and function of various documents, indices, and files on public records in various county offices. Forms of abstracting title information from public records and summaries thereof included. Various typical problems and errors which may render a title unmarketable included.						
LEC	211	Real property and Title Abstracting II	2	2	0	3
Continuation of LEC 210.						
LEC	212	Real Estate Transactions	2	2	0	3
Includes the study of the preparation of simple contracts for sale of real estate, ordering title search, examining title searches and preparing simple titles, ordering title insurance, preparation of settlement sheet and holding closing, informing purchasers of needed documents and funds, disbursement of fund and recording documents, and preparation of certificate of title for lawyer's signature. Also covers the draftings of mortgages and deeds of trust, the closing procedures of these land financing transactions, and foreclosure upon default.						
LEC	218	Collection and Bankruptcy Procedure	3	0	0	3
Study covers both voluntary and involuntary bankruptcy including the wage earner plan. Collection procedures including drafting collection letters, drafting and filing complaints, default judgments, executions, supplemental proceedings, liens and judicial sales, and receiverships.						
LEC	220	Family Law	3	0	0	3
Study of the rights and obligations of the marriage contract; divorce; annulment; separation by court order and by consent; defenses to divorce; child custody; adoption, name change, and bastardy proceedings; alimony, child support, Aid to Dependent Children, and welfare; North Carolina juvenile law.						
LEC	224	Torts	3	0	0	3
Study of the principles behind personal injury settlements and litigation with an emphasis on North Carolina law.						
LEC	229	Taxes	3	0	0	3
Application of federal and state taxes to various businesses and business conditions. Study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance.						
LEC	232	Estate Administration	3	0	0	3
Students instructed in the drawing of a will, making arrangements with the probate office for probate of will or issuance of letter of administration, preparing simple transfer of inheritance tax forms, marshaling of assets, payment of debts of estate, preparation of interim and final accounting, and preparation of refunding bonds and releases.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
LEC	240	Civil Ligation	3	0	0	3

Teaches the paralegal how a lawyer prepares briefs prior to entering court proceedings. Students taught how to review a file; prepare subpoenas ready for the lawyer's signature; prepare exhibits for court; file pleadings; and index interrogations, depositions, admissions, and pleadings. Prepares students to interview witnesses and record statements in writing and on tape.

LEC	250	Paralegal Internship	1	9	0	4
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Prerequisites: Completion of majority of course work and permission of the instructor or coordinator.

Students spend nine hours per week in an approved law office under the supervision of an attorney. Emphasis placed on exposing students to a variety of experiences encountered in the legal profession. The internship is an add-on elective.

			Clinical/Credit			
			Class	Lab	Shop	Hours
LIBRARY SCIENCE						
LIB	150	Library Research Skills	2	0	0	2

Library and its resources, usually taken concurrently with ENG 151.

			Clinical/Credit			
			Class	Lab	Shop	Hours
MASONRY						
MAS	1101	Bricklaying I	4	0	18	10

History of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks in a line, bonding, and tools and their uses. Laboratory work provides training in the basic manipulative skills.

MAS	1102	Bricklaying II	4	0	18	10
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Prerequisite: MAS 1101

Designed to give students practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. Proper use of bonds, expansion strips, wall ties, caulking methods stressed.

MAS	1103	Bricklaying III	4	0	18	10
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Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.

MAS	1104	Bricklaying IV	3	0	18	9
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Continued application of techniques acquired in MAS 1103 with emphasis on further refining the skills of a mason.

			Class	Lab	Clinical/ Shop	Credit Hours
MAS 1113	Masonry Estimating I		1	0	3	2
Prerequisite: MAS 1103						
Figuring the quantities of materials needed and costs of building various components and structures. Practical course in quantity "take off" from prints of the more common type of jobs for bricklayers and masons.						
MAS 1114	Masonry Estimating II		1	0	3	2
Continuation of MAS 1113 with some emphasis being given to quantity "take off" from prints of the more complicated kind.						

			Class	Lab	Clinical/ Shop	Credit Hours
MATHEMATICS						
MAT 099	Developmental Mathematics		5	0	0	5
Course designed for students whose background in the area of mathematics is limited. Does not carry credit toward an associate degree.						
MAT 100R	Computational Skills		5	0	0	5
Prerequisite: MAT 099						
Fractions, decimals, and percents.						
MAT 100	Review of Fundamental Mathematics		5	0	0	5
Prerequisite: MAT 100R						
Fractions, decimals, percents, ratios, proportions, areas, volumes, and an introduction to algebra.						
MAT 101	Algebra I		5	0	0	5
Prerequisite: MAT 100						
Basic algebraic operations, linear equations, factoring, algebraic fractions, graphing, systems of linear equations, exponents, and radicals.						
MAT 102	Trigonometry		5	0	0	5
Prerequisite: MAT 101						
The trigonometric functions, right and oblique triangles, radian measure, graphs of trigonometric functions, trigonometric identities, trigonometric equations, and inverse trigonometric functions.						
MAT 103	Algebra II		5	0	0	5
Prerequisite: MAT 101						
Exponentials, roots, quadratic equations, inequalities of one variable, first degree relations and functions, second degree relations and functions, systems of equations, and logarithmic functions.						
MAT 104	Calculus I		3	0	0	3
Prerequisite: MAT 103						
The derivative with applications and integration with applications.						

			Class	Lab	Clinical/ Shop	Credit Hours
MAT 110	Business Mathematics		5	0	0	5
Prerequisite: Satisfactory placement test score or MAT 100R Stresses the fundamental operations and their application to business problems. Topics covered include banking, price marketing, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.						
MAT 111	Computer Mathematics		5	0	0	5
Course studies those mathematical concepts that will help EDP personnel to better understand the function of a computer and operations with a computer. Topics include number systems and arithmetic operations, sets, logic, Boolean algebra, statistics, scientific notation, and matrix algebra.						
MAT 114	Basic Math for Health Professions		2	0	0	2
Develops the skills necessary to correctly compute medication dosages in the metric, apothecary, and household systems of measurement.						
MAT 150	College Algebra		5	0	0	5
Prerequisites: MAT 101 and specified score on reading placement test or ENG 094 Course covers algebraic operations, exponents, radicals, linear equations, quadratic equations, absolute value, inequalities, graphing, variations, systems of equations, systems of inequalities, polynomial functions, and the binomial theorem.						
MAT 150A	College Algebra I		1	4	0	3
Prerequisites: MAT 101 and specified score on reading placement test or ENG 094 Course covers algebraic operations, exponents, radicals, linear equations, quadratic equations, absolute value, inequalities, and graphing. MAT 150A and MAT 150B together are equivalent to MAT 150.						
MAT 150B	College Algebra II		1	2	0	2
Prerequisite: MAT 150A Continuation of MAT 150A. Course covers variation, systems of equations, systems of inequalities, polynomial functions, and the binomial theorem. MAT 150A and MAT 150B together are equivalent to MAT 150.						
MAT 151	College Trigonometry		5	0	0	5
Prerequisite: MAT 150 An analytical and graphical study of the properties of trigonometric functions and related concepts, trigonometric identities and their applications, graphs of trigonometric functions, graphs of inverse trigonometric relations and functions, trigonometric equations, and complex numbers.						
MAT 180	Statistical Analysis I		5	0	0	5
Prerequisite: MAT 150 Sampling of probability distributions, measures of central tendency and dispersion, hypothesis testing, Chi-square, and regression.						
MAT 201	Calculus II		3	0	0	3
Prerequisites: MAT 102, 104 Continues MAT 104. Covers more advanced concepts of differentiation and integration. Introduces solutions of differential equations.						

			Class	Lab	Clinical/ Shop	Credit Hours
MAT 250	Basic Concepts of Mathematics I		5	0	0	5
Prerequisite: MAT 101 The system of real numbers, its subsystems, and their properties from an algebraic and geometric point of view. Designed for elementary education majors.						
MAT 251	Basic Concepts of Mathematics II		3	0	0	3
Prerequisite: MAT 250 A continuation of MAT 250. Upon completion of the course, the student should be familiar with the methods and language of geometry, be able to reason inductively from a series of examples, and be aware of some relationships of geometry to the real world. Designed for elementary education majors.						
MAT 0099	Developmental Mathematics		5	0	0	5
Designed for students whose backgrounds in the area of mathematics are limited. Does not carry credit toward a diploma.						
MAT 1000	Computational Skills		5	0	0	5
Prerequisite: MAT 0099 Fractions, decimals, and percents.						
MAT 1101	Fundamentals of Mathematics		5	0	0	5
Prerequisite: MAT 1000 Fractions, decimals, ratios, proportions, exponents, square roots, order of operations, signed numbers, and simple equations.						
MAT 1102	Algebra		5	0	0	5
Prerequisite: MAT 1101 Basic algebraic operations, linear equations, exponents, graphing, systems of equations, and radicals.						
MAT 1103	Basic Geometry and Trigonometry		5	0	0	5
Prerequisite: MAT 1101 Basic definitions and properties of plane and solid geometric figures, areas of plane figures, volumes of solids, trigonometric functions of any angle, and solution of right triangles.						
MAT 1111	Building Trade Mathematics: Masonry		3	0	0	3
Practical problems dealing with whole numbers, fractions, decimals, percents, and square roots as it relates to masonry materials.						
MAT 1112	Building Trade Mathematics		3	0	0	3
Prerequisite: MAT 1101 Practical problems dealing with volumes, weights, ratios, and mensuration.						
MAT 1113	Building Trade Mathematics: Masonry		3	0	0	3
Prerequisite: MAT 1111 Practical problems dealing with linear, square, and volume mensuration as related to masonry.						

			Class	Lab	Clinical/ Shop	Credit Hours
MAT	1123	Machinist Mathematics	3	0	0	3

Prerequisites: MAT 1103

Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems. Concludes with an introduction to compound angle problems.

MECHANICS			Class	Lab	Clinical/ Shop	Credit Hours
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MEC	101	Machine Processes	3	0	3	4
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Introductory course designed to acquaint students with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting tools. Students become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC	102	Machine Processes	3	0	3	4
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Prerequisite: MEC 101

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

MEC	104	Applied Mechanics	5	0	0	5
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Prerequisites: MAT 103 and PHY 104

This course covers the concepts and principles of statics, parallel, concurrent and nonconcurrent force systems in coplanar and noncoplanar situations, concepts of centroids and center of gravity, and moments of inertia.

MEC	112	Machine Shop Processes	1	0	3	2
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Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade.

MEC	114	Shop Practice	1	0	6	3
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Prerequisite: MEC 112

Designed to acquaint students with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy emphasized. Slip and press fits produced to include bearing assembly. Miscellaneous hydraulic, pneumatic, and lubrication devices studied. Machine location, leveling and fastening discussed. Integration of machining and fabrication developed by related shop projects. Implementation and operation of preventive maintenance systems studied.

MEC	201	Manufacturing Processes I	2	2	0	3
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Prerequisite: MEC 102

The newer concepts of work handling, automatic machining processes, chipless

production, new techniques in metal forming, analysis of high energy forming ultrasonic machining, electrolytic metal removal, chemical milling, numerical control systems, and production methods in manufacturing are covered.

MEC 202	Manufacturing Processes II	2	2	0	3
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Prerequisite: MEC 201

The newer concepts of work handling and automatic machining processes are emphasized. Concentrated study of production methods in manufacturing is included.

MEC 205	Strength of Materials	3	2	0	4
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Prerequisite: MEC 104

This course includes a study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. An analysis of these stresses is made as applied to riveted and welded joints, beams, columns, and other components.

MEC 210	Physical Metallurgy	3	0	3	4
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Introductory course in metallurgy; basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

MEC 222	Rigging and Material Handling	2	0	3	3
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Transporting, conveying, transferring, self-loading and bulk-handling equipment introduced. Use of wire rope, slings, chains, scaffolds, and ladders investigated. Proper storage of materials covered.

MEC 235	Hydraulics and Pneumatics	3	0	3	4
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Basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.

MEC 237	Control Systems	3	2	0	4
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Prerequisite: PHY 104

This course covers the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications. The basic design and functions of circuits, motors, transducers, and servomechanisms, and a review of the National Electrical Code is included.

MEC 240	Introduction to Robotics	3	2	0	4
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Prerequisites: MEC 235, 237, 270

This is a fundamental course in application, programming, and maintenance of robot devices.

MEC 250	MET Seminar	1	0	0	1
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Prerequisite: Completion of a minimum of four quarters of MET curriculum study.

Provides an opportunity for students, in their final year of MET study, to meet as a group for the discussion of such topics as job opportunities, job interviews, continuing education options, and recent technological developments in the area of manufacturing engineering.

			Clinical/Credit		
		Class	Lab	Shop	Hours
MEC	270	Introduction to Computer Numerical Control (CNC) Machining	1	2	0 2

Prerequisite: MEC 102, or permission of instructor

An introduction to the set-up, operation, and programming of Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up, and operation of CNC machines. Operator safety and machine protection will be stressed.

			Clinical/Credit		
		Class	Lab	Shop	Hours
MEC	271	Operation of Computer Numerical Control (CNC) Machine Tool Equipment	2	2	0 3

Prerequisite: MEC 270

An introduction to the set-up and operation of computer assisted Numerical Control Equipment. Description, operators controls and indicators, operation in set-up, data, input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times.

MEC	272	Programming of Computer Numerical Control (CNC) Machine Tool Equipment	2	2	0 3
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Prerequisite: MEC 270

An introduction to the programming of equipment. Looping, macro sub-routines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle pocket milling cycle, internal hole milling cycle, and cutter diameter compensation will be areas of study. Safety and machine protection will be stressed at all times.

MEC	273	Programming of Computer Numerical Control (CNC) Machine Tool Equipment	2	2	0 3
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Prerequisite: MEC 272

A continuation of study in the programming of equipment. Circular interpolation, multi-quadrant circular interpolation, polar coordinates, cutter path transformation, continuous path milling, cam profile milling, and scaling will be areas of study. Looping and macro sub-routines will be used in program study whenever feasible.

MEC	298	Maintenance Problems I	2	0	3 3
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Broadens the experiences of students in the areas of mechanics. Problems involving various types of equipment given to demonstrate the check list method of maintenance and preventive maintenance. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances stressed for prestart inspection. Study in everyday manufacturing problems and solutions. Includes a major emphasis on live projects. Projects include selection by the student of the proper feeds, speeds, linkage, and controls of power transmissions, as well as bearings and gears, installation, and repair. Special emphasis on interpretation of catalog information and reference material.

			Clinical/Credit			
			Class	Lab	Shop	Hours
MEC	299	Maintenance Problems II	2	0	3	3

Continuation and in-depth study of MEC 298.

MEC	1101	Machine Shop Theory and Practice	3	0	12	7
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Introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand), and milling machines introduced both in theory and practice.

MEC	1102	Machine Shop Theory and Practice	3	0	12	7
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Prerequisite: MEC 1101

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, and milling machine shaper. Students introduced to the basic operations on the cylindrical grinder; projects selected encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.

MEC	1103	Machine Shop Theory and Practice	3	0	12	7
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Prerequisite: MEC 1102

Advanced work on the engine lathe; turning, boring, and threading machines; grinder; milling machines; and shapers. Introduction to basic indexing and terminology with additional processes on calculating, cutting, and measuring of spur, helical, and worm gears and wheels. Trainees use precision tools and measuring instruments such as vernier height gauges, protractors, and comparators. Basic exercises given on the turret lathe and on the tool and cutter grinder.

MEC	1104	Machine Shop Theory and Practice	3	0	12	7
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Prerequisite: MEC 1103

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, and advanced milling machine operations. Special procedures and operations, processes, and equipment; observing safety procedures faithfully; and establishing good work habits and attitudes acceptable to the industry.

MEC	1105	Machine Shop Theory and Practice	3	0	15	8
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Prerequisite: MEC 1104

Stresses the development of skills and understanding of machine precision parts. Advanced machine processes are taught using the standard machine tools as well as specialized or production equipment as applicable. Methods and procedures of checking and inspecting precision parts. Good housekeeping and safe working habits stressed at all times.

MEC	1106	Machine Shop Theory and Practice	3	0	12	7
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Prerequisite: MEC 1105

Emphasis placed on production methods and on machines, including setup and

operation for mass production. Instruction given on the turret lathe, milling machines, cylindrical grinders, and other production machines. Considerable attention also given to specialized equipment, such as N/C machinery, electrical discharge machines, gear hob or shaper, or others as available.

MEC 1107 Jigs and Fixtures 2 0 6 4

Develops understanding of principles and uses of jigs and fixtures. Instructions in designing and drawing simple jigs and fixtures, as well as practice in their manufacture for use on course projects. Development of confidence and pride in producing high quality parts with the use of jigs and fixtures.

MEC 1112 Machine Shop Processes 1 0 3 2

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade.

MEC 1115 Metallurgy: Ferrous Metals 2 0 3 3

Investigates the properties of ferrous metals and tests to determine their uses. Instruction includes some chemical metallurgy to provide background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, steel, classification of steels, and cast iron are the topics for study.

MEC 1116 Metallurgy: Non-ferrous Metals 2 0 3 3

Prerequisite: MEC 1115

Continuation of the study of physical metallurgy. Study of the non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys. Power metallurgy, titanium, zirconium, indium, and vanadium included.

MEC 1120 Duct Construction and Installation 3 0 6 5

Study of the fabrication, installation, and maintenance of ducts using various materials and fittings to achieve correct air flow. Course covers safety, fabrication, tools and equipment, cutting and shaping, fasteners and fabrication practices, fans, insulation, ventilating hoods, layout methods, and development of duct systems. The student will study the installation of various duct systems and perform on-the-site modifications.

MEC 1133 Electrical and Mechanical Maintenance 3 0 6 5

To acquaint the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation including location leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for prestart inspection.

			Clinical/Credit		
	Class	Lab	Shop	Hours	
MEC 1134	Electrical and Mechanical Maintenance	3	0	6	5
Prerequisite: MEC 1133					
A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing, and connecting the various types of services for lighting, heating, and power installations. Training is provided in troubleshooting in the identification and testing of circuits and in making mechanical adjustments and related maintenance operations of various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.					
MEC 1140	Hydraulics and Pneumatics Fundamentals	3	0	3	4
Basic theories and uses of hydraulic and pneumatic systems and also the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators, and reservoirs. Installation and maintenance of the components will be made by the students.					
MEC 1147	Systems of Measurement and Measuring Tools	2	0	0	2
Study of measurement and the various systems. How to use and read the various rules, scales, calipers, micrometers, and other precision measuring tools used in mechanical work. Included is the reading of the basic electrical meters used in testing.					
MEC 1170	Introduction to Computer Numerical Control (CNC) Machining	1	2	0	2
Prerequisite: MEC 1102 or permission of instructor					
An introduction to the set-up, operation, and programming of Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up, and operation of CNC Machines. Operator safety and machine protection will be stressed.					
MEC 1221	Machine Maintenance	2	0	3	3
Fundamentals of repairing machine tools and related equipment or accessories. Emphasis on manufacture of replacement parts; alignment or adjustment of pulleys, gears, gibs, and clutches; and modification or restoration of older equipment.					

			Clinical/Credit		
	Class	Lab	Shop	Hours	
MEDICAL					
MED 1100	Hospital Ward Secretary: Theory and Practice	12	0	12	16

Designed to prepare qualified students to perform a variety of clerical duties such as maintaining the patient's charts, requesting equipment and services for the patient, requesting supplies and equipment for the nursing unit, and completing all forms

correctly. Emphasis placed on communication techniques including communication with the patient via the nurse-patient intercom, communication with the hospital staff, physicians, and visitors, as well as telephone communications. Clinical experiences provide opportunities for applying classroom learning in the hospital setting.

		Class	Lab	Clinical/ Shop	Credit Hours
MENTAL HEALTH					
MHA	131, 132, 133 Readings in Mental Health	0	2	0	1
Designed for students who wish to specialize or expand their knowledge in certain areas of mental health. Under the supervision of mental health faculty members, students study materials relative to concepts in mental health and write critical analyses. Time for independent study allotted, and individual conferences with the supervising instructor arranged.					
MHA	208 Change Agency Lab I	0	0	3	1
A four-day human relations training lab in a retreat setting off campus. Lab staffed by qualified trainers. Students are offered practice in the interpersonal and group skills they have learned in courses in group processes.					
MHA	210 Change Agency Lab II	0	0	3	1
Prerequisite: HSA 112 or HSA 113 or HSA 116 or permission of the instructor A four-day human relations training lab which occurs in a retreat setting off-campus. The lab is staffed by qualified group leaders and the students are afforded an experience to practice the interpersonal and group skills they have learned in HSA 112, 113, or HSA 116.					
MHA	211P Practicum IV	1	10	0	2
Students assigned six hours per week in a faculty-supervised clinical situation for application of knowledge and skills from related course work.					
MHA	215P Practicum V	1	10	0	2
A continuation of MHA 211P.					
MHA	231, 232, 233 Research in Mental Health	0	2	0	1

Designed for students who wish to specialize or expand their knowledge in certain areas of mental health. Under the supervision of mental health faculty members, students investigate and study materials and data from primary and secondary sources relative to concepts in mental health and prepare reports in the style appropriate to the discipline.

			Clinical/Credit			
			Class	Lab	Shop	Hours
MUSIC						
MUS	101	Choral Music I	0	2	0	1
A practical course in choral music. Course content will include exercises for improving range and quality of tone, music reading and blend of harmony. Music learned will be of a general nature, highlighting popular, folk, and religious songs.						
MUS	102	Choral Music II	0	2	0	1
A practical course in choral music extending the learning experiences of MUS 101. Course content will include exercises for improving the understanding of modes, dynamics, expression, and special effects. Music learned will be of a general nature.						
MUS	103	Choral Music III	0	2	0	1
A practical course in choral music, extending the learning experiences of MUS 101 and MUS 102. Course content will include refining of tonal quality and increasing performing and presentation skills. Also included will be the study of showmanship and the ability to project the feeling of the music to the audience. Music learned will be a general nature.						
MUS	150	Music Appreciation	3	0	0	3
Introduces music: its elements, forms, and stylistic features. The music of major composers is studied, with emphasis on development of aural awareness.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
NURSING (A minimum grade of "C" is required for all NUR courses)						
NUR	101	Fundamentals of Nursing	6	4	3	9
Corequisite: BIO 150; NUR 110						
Introduces student nurse to the concept of wellness, to the patient and patient's environment, to beginning concepts of abnormal psychology, and to nurses' ethical, legal, and historical responsibilities. Emphasis on the nursing process, principles and techniques required to meet the needs of all patients, and methods of interpersonal communication. Stress on body mechanics, medical asepsis, and other supplementary nursing functions.						
NUR	102	Medical-Surgical Nursing I	8	2	12	13
Prerequisites: BIO 150; MAT 114; NUR 101, 110 (minimum grade of "C" in each)						
Corequisite: BIO 151						
Introduces medical-surgical nursing with continuing emphasis on the nursing process. Includes causes and classification of diseases, body reactions (both physical and emotional), and pre- and post-operative care with emphasis on diseases of the blood, cardiovascular system, respiratory system, neurological system, endocrine and gastrointestinal system as related to the developmental stage of the patient. Includes pharmacologic concepts and nutritional aspects of disease process and diet therapy as related to the specific medical-surgical condition. Continuation from NUR 101 of therapeutic communication and legal, ethical, and sociological aspects of client care.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
NUR 103	Medical-Surgical Nursing II		8	2	12	13
Prerequisites: BIO 151; NUR 102 (minimum grade of "C")						
Corequisite: BIO 152						
Continuation of NUR 102 with emphasis on nursing the patient with diseases and disorders of the eye and ear, integumentary system, reproductive system, and the musculoskeletal system. Introduces first aid, emergency situations, and concepts related to the care of patients with emotional disorders.						
NUR 104	Maternal-Child Nursing I		8	0	12	12
Prerequisites: BIO 151; NUR 102 (minimum grade of "C" in each)						
Introduces the student to maternal child nursing with emphasis on the nursing process. Maternity component presents modern aspects of normal pregnancy with brief introduction to the complications that may affect pregnancy. Pediatric component reviews growth and development of each age group and relates each to hospitalization and common pediatric illnesses and conditions. Includes nutritional, emotional, pharmacological, and legal aspects specific to pregnancy and pediatrics. Integrates nurse-patient-family relationships and communication in content and clinical experience.						
NUR 110	Pharmacology		2	0	0	2
Corequisite: MAT 114						
Presents sources, effects, legalities, and usage of therapeutic agents. Covers prescription of medications and nursing implications. Prepares the student to administer medications. Follows nursing process in observing, evaluating, and documenting the effects of medications.						
NUR 121	Health Assessment		2	0	0	2
Corequisites: NUR 103, 104, 200, or special permission						
Includes assessment of health status of clients throughout the life span using as tools the health history and physical assessment. Health promotion and health teaching are emphasized. Skills are practiced in the corequisite courses.						
NUR 131	Nursing Seminar		2	0	0	2
Corequisite: NUR 103, 104 or permission of instructor						
Explores issues and trends within the nursing profession, ethical and legal responsibilities, roles of the RN and LPN, job opportunities for nurses, and nursing organization. Emphasis on assuming the role of the graduate practical nurse. Includes preparation for the licensing examination for practical nurses and orientation to second level nursing.						
NUR 200	Transition Nursing		4	2	12	9
Prerequisites: BIO 151, LPN						
Introduces the nursing process as a basis for nursing practice. Lecture, discussion, and clinical practice assist the student in making the change from LPN to RN student. Clinical experiences focus on nursing care planning for adult patients with common health problems; gives the student the opportunity to demonstrate satisfactory performance of selected nursing skills.						

				Clinical/Credit			
				Class	Lab	Shop	Hours
NUR	201	Maternal Child Nursing II		6	0	15	11
Prerequisites: BIO 152; NUR 103, 104, 131 (minimum grade of "C" in each)							
Corequisite: BIO 206							
Continuation of NUR 104. Maternity component focuses on care of complicated pregnancy, the premature, and the sick newborn with emphasis on patient and family teaching. Pediatric component follows a systems approach to pediatric health problems and offers greater depth in planning nursing care for the ill child. Includes aspects of nutrition, pharmacology, legal issues, and communication skills that specifically apply to maternal child care. Provides patient care experiences on the general pediatric and obstetrical units of the hospital and in selected community health agencies.							
NUR	202	Psychiatric Nursing		4	0	9	7
Prerequisites: BIO 152; NUR 103, 104, 131 (minimum grade of "C" in each), PSY 180							
A conceptual and developmental approach to the nursing process in the mental and physical care of clients both healthy and ill. Emphasis on cognizance and utilization of self as a tool in socio-psychotherapeutic interventions, development of verbal and nonverbal communication skills, formulation of therapeutic interpersonal skills, and legal-ethical issues facing the nurse in caring for the mentally ill client. Also emphasizes knowledge and identification of personality and behavior deviation experiences by the mentally ill client and the etiology, treatment, prevention, and rehabilitation of mental illness. Includes pharmacologic and nutritional aspects of care as related to the mentally ill client.							
				Clinical/Credit			
				Class	Lab	Shop	Hours
NUR	203	Medical-Surgical Nursing III		6	0	15	11
Prerequisites: BIO 152; NUR 103, 104, 131 (minimum grade of "C" in each)							
Continues conceptual study of the biological and emotional components frequently occurring in illness of adults. Stresses implementation of patient care by the associate degree nurse. Provides opportunity for using previous and concurrent knowledge in planning, implementing, and evaluating patient care. Emphasis on utilizing the nursing process in the care of patients with respiratory, cardiovascular, urinary, and neurological dysfunction. Includes nutrition, pharmacology, and legal aspects of nursing. Clinical learning experiences selected on the basis of meeting clinical objectives and in accordance with the student's learning needs.							
NUR	204	Patient Care Management		4	0	6	6
Prerequisites: NUR 201, 203 (minimum grade of "C" in each)							
Continues conceptual study of the biological and emotional components frequently occurring in illness of adults. Concentrates on increasing the nursing student's ability to use cognitive, affective, and psychomotor skills in managing the needs of adults exposed to the stress of more complex medical-surgical problems. Places special emphasis on therapeutic communications and group dynamics. Provides the opportunity to plan, direct, and evaluate total patient care for individuals and groups utilizing the concepts of patient care management. Addresses problems encountered by nurses as they make the change from student to staff nurse and current trends which affect the nursing profession.							

			Clinical/Credit			
			Class	Lab	Shop	Hours
NUR	210	Nursing Update: A Refresher Course for Nurses	12	4	12	18

Designed to assist the inactive registered nurse to refresh and update nursing skills and knowledge. Focus on using the nursing process to deliver safe and effective care to adult medical-surgical patients. Approved by the Board of Nursing to enable previously licensed nurses to regain licensure which as lapsed.

NUR	1100	Nursing Assistant Theory and Clinical Practice	9	0	21	16
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Designed to prepare qualified men and women to give effective bedside nursing care to selected patients. Students are taught the role of the nurse assistant, concepts of health and illness, functional relationships within the nursing care facility, fundamentals of effective interpersonal relationships, basic nursing procedures related to the daily needs of patients, and selected special procedures. Clinical experiences in hospitals and nursing homes provide students with the opportunity to apply the techniques learned in the classroom.

			Clinical/Credit			
			Class	Lab	Shop	Hours
NUTRITION						
NUT	101	Basic Nutrition	2	0	0	2

Prerequisite or Corequisite: BIO 101 or by permission of department chairperson
The science of normal nutrition including the study of the nutrients and their function within the body and the physiological processes of digestion, absorption, and metabolism. Emphasizes sources and types of food necessary for the balanced diet. Includes social, cultural, and economic factors which influence dietary needs.

			Clinical/Credit			
			Class	Lab	Shop	Hours
ORIENTATION						
ORI	100	New Student Seminar	1	0	0	1

Acquaints the student with the physical, academic, and social environment at Pitt Community College. Covers student academic regulations, administrative procedures, study skills, student service facilities and personnel, student motivation and positive thinking, student social activities and the SGA, and career decision making.

ORI	150	Orientation and Study Skills	1	0	0	1
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Provides information about the community college and its resources and assists in decision making and in developing sound study habits. Objective is to provide students with sufficient information to succeed in college.

PHYSICAL EDUCATION

PED	150	Foundations in Physical Education	2	0	0	2
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Investigation of efficiency of human performance through study of variables related to total fitness, physical fitness, diet, weight control, degenerative diseases, physiological effects of exercise, and motor skills development. Oriented toward physical activity as a way of life with emphasis upon the role that physical activity should play in leisure oriented societies; includes participation in physical activities.

PED	160	Adapted Activities	0	2	0	1
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Prerequisite: Permission of instructor

PED	161	Archery	0	2	0	1
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PED	162	Badminton	0	2	0	1
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PED	163	Basketball—Elementary	0	2	0	1
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PED	164	Bowling	0	2	0	1
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PED	165	Conditioning	0	2	0	1
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PED	166	Modern Dance—Elementary	0	2	0	1
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PED	167	Modern Dance—Intermediate	0	2	0	1
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PED	168	Social Dance	0	2	0	1
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PED	169	Square Dance	0	2	0	1
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PED	170	Field Hockey	0	2	0	1
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PED	171	Golf	0	2	0	1
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PED	172	Ice Skating	0	2	0	1
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PED	173	Jui-Jitsu and Karate	0	2	0	1
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PED	174	Lacrosse	0	2	0	1
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PED	175	Recreational Activities	0	2	0	1
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PED	176	Soccer—Elementary	0	2	0	1
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PED	177	Softball—Elementary	0	2	0	1
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PED	178	Swimming—Elementary	0	2	0	1
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PED	179	Swimming—Intermediate	0	2	0	1
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PED	180	Tennis—Elementary	0	2	0	1
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			Class	Lab	Clinical/ Shop	Credit Hours
PED	181	Tennis—Advanced	0	2	0	1
PED	182	Track and Field	0	2	0	1
PED	183	Volleyball	0	2	0	1
PED	184	Wrestling	0	2	0	1
PED	196	Aerobic Exercise	0	2	0	1

A total fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance. The course will also point out why people today have a particular need for aerobic exercise. It will explain the medical, physical, emotional, and cosmetic benefits of this type of program. Instructor will make specific suggestions for exercise for specific needs.

			Class	Lab	Clinical/ Shop	Credit Hours
PHILOSOPHY						
PHI	150	Introduction to Philosophy	5	0	0	5

Prerequisite: ENG 094 or equivalent

Introduction to the study of philosophy through the examination of major philosophical problems.

			Class	Lab	Clinical/ Shop	Credit Hours
PHOTOGRAPHY						
PHO	114	Photography	1	2	0	2

Introduction to the field of photographic equipment, and materials. A study of the fundamental techniques of the camera.

PHO	115	Photography	1	2	0	2
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Prerequisite: PHO 114

A study of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment. PHO 114 and PHO 115 taken in series will substitute for PHO 116.

PHO	116	Photography	2	4	0	4
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Introduction to the field of photography, photographic equipment, and materials. Study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment.

PHO	217	Photography	2	4	0	4
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Prerequisite: PHO 116

Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creative possibilities of photography in advertising.

				Clinical/Credit
				Shop Hours
Class	Lab	Shop	Hours	

PHO 218 Special Problems in Photography

2	4	0	4
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Students pursue approved special interest problems under the guidance and supervision of the instructor.

PHO 219 Special Problems in Photography

2	4	0	4
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Students pursue approved special interest problems under the guidance and supervision of the instructor.

PHO 220 Special Problems in Photography

2	4	0	4
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Students pursue approved special interest problems under the guidance and supervision of the instructor.

			Clinical/Credit
			Shop Hours
Class	Lab	Shop	Hours

PHYSICS

PHY 101 Technical Physics

4	2	0	5
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Corequisite: MAT 102

Fundamental course covering several basic principles of physics. Typical topics include systems of measurement, Newton's laws of motion, energy, equilibrium conditions, and statics.

PHY 102 Technical Physics

4	2	0	5
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Prerequisites: MAT 102; PHY 101

Continues PHY 101. Typical topics include momentum, elasticity, circular motion, simple machines, thermal properties of matter, and heat and thermodynamics.

PHY 103 Technical Physics

4	2	0	5
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Prerequisites: MAT 102; PHY 101

Continuation of PHY 102 with specific attention given to topics related to architecture. Acoustics, light and illumination, and electricity are typical topics covered.

PHY 104 Technical Physics

3	2	0	4
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Prerequisite: MAT 102; PHY 101

Continues PHY 102 with specific attention given to topics related to electronics. Includes rotary motion, simple harmonic motion, sound, circuits, and selected topics in electricity and magnetism.

PHY 107 Radiologic Physics

3	2	0	4
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Corequisite: MAT 101

A course covering the basic physics principles applicable to radiology. Typical topics include systems of measurement, work, energy, power, wave motion, electromagnetic spectrum, electricity, and magnetism.

			Class	Lab	Clinical/ Shop	Credit Hours
PHY	108	Physics for Respiratory Therapists	3	2	0	4
Corequisite: MAT 101						
A course covering the basic physics principles applicable to respiratory therapy. Typical topics include systems of measurement, work, energy, power, hydraulics, hydrostatics, gases, heat, and electricity.						
PHY	120	Introduction to the Metric System	3	0	0	3
Involves familiarization with metric units and usage, conversions to and from the British Engineering System of units, and basic algebraic solutions for the unknown as applied to problems involving units.						
PHY	260	Physics and the Environment I	3	2	0	4
Prerequisite: ENG 094 or equivalent; MAT 101						
A conceptual physics course that relates some of the basic principles of physics to their uses and consequences in our world and lives. Major topics include motion, properties of matter, heat, and sound. This is a science course designed primarily for nonscience majors, hence the use of mathematics is deemphasized, being used occasionally to avoid wordiness in communicating a concept. Laboratory experiences are designed to reinforce the concepts discussed in class.						
PHY	261	Physics and the Environment II	3	2	0	4
Prerequisite: PHY 260						
A continuation of PHY 260 dealing with electricity and magnetism, light, atomic physics, and nuclear physics. Concepts are again emphasized, and mathematical computations used only occasionally.						
PHY	262	Solar Influences and Applications	3	2	0	4
Prerequisite: PHY 260						
A non-calculus introductory course to the basic physics of how the sun physically influences the earth, and how this solar energy can be converted to other useful forms of energy. Particular attention is given to residential applications.						
PHY	1101	Applied Science	3	2	0	4
Prerequisite: MAT 1101						
Introduction to physical principles. Core topics include systems of measurement, properties of matter, solids and their characteristics, work, energy, power, and simple machines. Additional specialized topics for the various curricula are basic properties of liquids, gases, heating and refrigeration, and electricity.						
PHY	1103	Principles of Electricity	3	2	0	4
Prerequisite: MAT 1101						
Study of the electron theory, Ohm's Law, series and parallel circuits, AC and DC circuits, magnetism, and batteries as applied to the automobile ignition system.						

								Clinical/Credit			
								Class	Lab	Shop	Hours

PLUMBING

PLU	1110	Plumbing Pipework								
			2	0	6	4				

This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.

								Clinical/Credit			
								Class	Lab	Shop	Hours

POWER MECHANICS

PME	1010	Air Conditioning								
			2	0	3	3				

Basic principles of air conditioning and the special application of these principles to farm equipment. Maintenance, troubleshooting, and repair stressed.

PME	1030	Electrical Systems in Farm Equipment								
			3	0	3	4				

Basic study of the electrical systems found in farm equipment. Special emphasis given to batteries, starters, generators, alternators, and ignition and lighting systems. Identification of trouble, servicing, and repair as applicable to electrical systems stressed.

PME	1040	Farm Harvesting Equipment								
			3	0	6	5				

General maintenance and repair of harvesting equipment. Self-propelled grain combines and automatic tobacco harvestors given special attention in the classroom and in the field.

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PME	1045	Farm Equipment Servicing								
			3	0	12	7				

Prerequisite: Permission of instructor

Gives student experience in troubleshooting and repair of gasoline and diesel engines, power trains, and fuel systems associated with farm equipment. Provides opportunity to learn the operating principles of self-propelled and tractor drawn equipment and field experience in how to adjust field equipment. May substitute for part-credit in COE 101D.

PME	1046	Shop Practices and Tool Operations								
			3	0	6	5				

Gives students experience in operating procedures of shop tools and the correct use of hand tools, cutting tools, and testing equipment. Gives opportunity to learn operation of shop tools such as drill press, valve grinders, and hand grinders and to cut threads with the tap and die sets and to operate test equipment for checking tractor components.

PME	1050	New Tractor and Equipment Setup								
			1	0	3	2				

Initial preparation of new tractors and equipment for customer delivery; unloading, assembling, and delivery of the tractor or equipment.

Clinical/Credit
Class Lab Shop Hours

PME 1106 Fundamentals of Diesel Engines 1 0 6 3

Prerequisite: PME 1105

Continuation of practical application of principles introduced in PME 1105.

PME 1100 Engine Shop Practice 0 0 3 1

Prerequisite: PME 1101

Designed for students who need additional shop time in order to achieve the objectives of PME 1101.

PME 1101 Internal Combustion Engine: Gasoline and Diesel 5 0 12 9

Development of a thorough knowledge of and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of gasoline and diesel engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, and cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing.

PME 1102 Electrical Systems 5 0 12 9

Theory and operation of ignition, cranking, charging, lights, and accessories systems. The laboratory used to demonstrate various test equipment and electrical checks; students spend much lab time learning to use various pieces of auto electrical test equipment.

PME 1104 Fuel Systems: Gasoline and Diesel 5 0 9 8

Designed to give students a solid background in the theory and operation of carburetors, fuel pumps, and the newer emission control devices; a working knowledge of the auto and diesel fuel systems. In laboratory training periods students disassemble various carburetors, perform tests, and adjust to specifications. All test equipment demonstrated to and used by students.

PME 1105 Fundamentals of Diesel Engines 5 0 6 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, and cooling systems; lubrication; and methods of testing, diagnosing, and repairing diesel engines.

PME 1112 Foreign Car Fuel Systems 2 0 0 2

Thorough study of the fuel systems of foreign cars, including the carburetor, fuel pump, and fuel accessories.

PME 1123 Brakes, Chassis, and Suspension 3 0 9 6

Complete study of various braking systems employed on automobiles and lightweight trucks; emphasis on operation, proper adjustment, and repair. Servicing of power brakes emphasized. Principles and functions of the components of the automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.

			Class	Lab	Clinical/ Shop	Credit Hours
PME	1124	Power Trains	3	0	9	6
Comprehensive study of the principles of functions of the automotive power train. Includes study of the clutch, conventional transmission, drive shaft, and the rear axle assembly. Identification of trouble, servicing problems, and repair of the power train system covered.						
PME	1125	Auto Servicing	3	0	9	6
Prerequisites: PME 1102, 1123; AHR 1101 Emphasis on the shop procedures necessary in trouble-shooting the various component systems of the automobile. Troubleshooting of automotive systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. Close simulation to an actual automotive shop situation will be maintained.						
PME	1126	Small Engine Repair	1	0	3	2
Four-cycle air-cooled engines, ignition, fueling, cooling, and lubrication systems. Maintenance and repair emphasized both in theory and practice.						
PME	1135	Basic Fuel Systems: Gasoline and Diesel	3	0	3	4
Thorough study of the fundamentals of gasoline and diesel fuel systems. Lectures on carburetors and diesel principles and functions of components. Laboratory practice in application of service, repair, and diagnosis procedures. Assembly removal and replacement.						
PME	1136	Fundamental Hydraulics	2	0	6	4
Fundamental hydraulics and its use to transmit power. Study of components and their function: pumps, lines, cylinders, valves, gauges, and controls. Covers systems servicing, test points, testing, and adjusting; proper care, use, installation, and storage of test equipment; minor repairs, assembly removal, and replacement.						
PME	1137	Basic Power Transmission	4	0	6	6
Basic fundamentals, function, and operation of major components used to transmit power on heavy equipment. Covers clutches, transmissions, planetary gearing, torque converters, final drives, differentials, and brakes; servicing, testing, minor adjustment, assembly removal, and replacement.						
PME	1184	Practicum	0	0	39	13
Shop experiences under the supervision of a qualified shop foreman. Emphasis on the application of automotive servicing concepts and principles related to course content.						
PME	1202	Electricity/Electronics	3	0	9	6
Thorough study of theory and operation of individual automotive electrical units. Analysis and repair of all automotive electrical components. To supplement the engine electrical course for first year students and help them develop a knowledge of transistor circuits and their application to conventional electrical components and circuitry.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
PME	1204	Emission Controls	5	0	6	7
In-depth coverage of the operation of the P.C.V. system, exhaust emission control systems, evaporative emission control systems, and scheduled maintenance operations. All test equipment involved in diagnosing emission control problems is used by students.						
PME	1208	Specialized Auto Electronics	1	2	0	2
To give the student a working knowledge of basic electricity and the use of various measuring devices used in servicing automobile electrical and computer systems. The student will cover Fundamentals, Series Circuits, Parallel Circuits, Schematics and Diagnosis, and Wire Repair.						
PME	1209	Specialized Auto Electronics	1	2	0	2
A continuation of PME 1208. The student will cover semiconductors, transistors, and microprocessors.						
PME	1210	Auto Engine Electronics	1	2	0	2
Through the use of films, lectures, and demonstrations, covers the purposes and functions of the solid-state logic systems and microcomputer used to accurately control carburetion, timing, and emission control. Ample time for hands on experience will be provided.						
PME	1224	Automatic Transmissions	5	0	12	9
Prerequisite: PME 1124 Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing, and troubleshooting procedures and repair of various types of automatic transmissions.						
PME	1227	Power Accessories	2	0	6	4
Designed to acquaint students with the operation, service, and repair of power operated seats, windows, tops, windshield wipers, and radio antennas. Course should insure the development of students' abilities to understand and trace out the circuits of the electrical accessories and enhance skills in diagnosing trouble and repairing damaged circuits. Application of knowledge in drawing and reading schematic diagrams of electrical circuits.						
PME	1230	Auto Service Excellence Test Review	5	0	0	5
Complete review of all the eight tests given to auto mechanics for certification by the National Institute for Automotive Service Excellence. Particular attention given to test taking techniques.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
POLITICAL SCIENCE						
POL	102	National Government	3	0	0	3
English and colonial background, the Articles of Confederation, and the framing of the Federal Constitution. The nature of the Federal union, states rights, Federal power, political parties. The general organization and functioning of the national government.						
POL	103	State and Local Government	3	0	0	3
A study of state and local government, state-Federal interrelationships, and the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, and revenues and appropriations. Special attention given to North Carolina.						
POL	150	Introduction to U.S. Government	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094 American national government with emphasis on its origins, development, structure, and functions.						

			Clinical/Credit			
			Class	Lab	Shop	Hours
POLICE SCIENCE						
PSC	102	Criminology	3	0	0	3
Survey of the historical and contemporary theories associated with the underlying causes of criminal behavior.						
PSC	103	Penology	3	0	0	3
Study of the historical development of the U.S. prison systems and survey of contemporary methods employed by the North Carolina Youth Development Commission, Parole Board, Probation Commission, and Corrections Department.						
PSC	110	Juvenile Delinquency	5	0	0	5
Study of the factors contributing to juvenile delinquency and evaluation of the methods employed in delinquency control. Special attention given to the role of juvenile agencies and to the legal procedures utilized in dealing with offenders.						
PSC	200	Basic Law Enforcement Training	14	2	24	23
Prepares individuals to take the Basic Training—Law Enforcement officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
PSC	201	Patrol Procedures	4	2	0	5
Overview of techniques and procedures employed in routine patrol and traffic control.						
PSC	202	Community Relations	2	0	0	2
Study of the need for good community relations and the methodology employed in achieving these objectives by criminal justice agencies.						
PSC	213	Identification Techniques	3	2	0	4
Survey of contemporary identification techniques with primary emphasis on fingerprinting. Students develop skills in taking and classifying rolled impressions and in developing latent lifts through lab practice.						
PSC	220	Police Administration	3	0	0	3
An introduction to the principles of organization and administration with emphasis on the theories and techniques used in Law Enforcement agencies.						
PSC	240	Firearms and Defensive Tactics	2	2	0	3
Prerequisites: Admission to a Criminal Justice program and permission of instructor or coordinator						
Designed to develop respect for the needs, use, and legal liabilities associated with all firearms. Range practice provided with emphasis on the service revolver. Instruction also given in use of non-lethal weapons and in defensive tactics as used in handling arrested persons.						
PSC	241	Police Conditioning	0	2	0	1
Provides instruction in basic physical fitness for persons entering the Law Enforcement profession.						

				Clinical/Credit		
			Class	Lab	Shop	Hours
PSYCHOLOGY						
PSY	101	Introduction to Psychology	5	0	0	5
Overview of the general characteristics of human behavior, including motivation, learning, perception, emotion, and intelligence, with emphasis on the application of scientific methods of psychological investigation and on the biological basis of behavior and experience. Special emphasis placed on behavior disorders and mental retardation in an attempt to help students apply the content of this course to job responsibilities.						
PSY	102	General Psychology	3	0	0	3
A general survey of psychology: The scientific method, learning development, psychopathology, social psychology, mental health, intelligence, and personality will be topics for discussion. Practical application of information to self and others will be stressed.						

			Class	Lab	Clinical/ Shop	Credit Hours
PSY	103	Adolescent Psychology	3	0	0	3
		Prerequisite: PSY 102 Study of the nature and source of the problems of adolescents in western culture. The physical, emotional, social, intellectual, and personality development of adolescents.				
PSY	104	Human Relations	3	0	0	3
		A study of methods of communication and the practitioners' understanding of themselves and others. The practitioner-patient relationship is stressed. Topics include therapeutic communication, death and dying, suicide, assertiveness training, and reduction of stress in one's own life.				
PSY	115	Child Growth and Development I	3	0	0	3
		Study of prenatal, infant, and toddler developmental sequence. Emphasis given to factors influencing development.				
PSY	116	Child Growth and Development II	3	0	0	3
		Study of preschool, middle childhood, and adolescent developmental sequence. Emphasis given to factors influencing development.				
PSY	120	Human Growth and Development	3	0	0	3
		Prerequisite: PSY 102H or PSY 150 or permission of department chairperson Basic principles of physical, cognitive, and psychosocial development of the individual from conception to death—the human life span. Emphasis also placed on the detection of abnormal developmental patterns from observations and on conveying this information to significant others.				
PSY	150	General Psychology I	4	0	0	4
		Prerequisite: Specified score on reading placement test or ENG 094 Survey of fundamental principles of human behavior. Includes personality, learning, development, motivation, intelligence, scientific method, psychopathology, and social psychology.				
PSY	151	General Psychology II	3	0	0	3
		Prerequisite: Specified score on reading placement test or ENG 094 Second half of survey of psychology. Includes physiological psychology, sensation, perception, and altered states of consciousness: sleep, thinking, memory, motivation, emotion, stress, sexuality.				
PSY	160	Psychology of Memory and Learning	5	0	0	5
		Prerequisites: PSY 150, 151 or permission of instructor A survey of the basic research and methods, beginning theory, and general principles of learning. This will include the topics of forgetting and memory storage and retrieval.				
PSY	170	Child Psychology	5	0	0	5
		Prerequisites: PSY 150, 151 or permission of instructor The study of the growth and development of children from conception through adolescence with emphasis on the pre-pubescent child.				

			Class	Lab	Clinical/ Shop	Credit Hours
PSY	180	Abnormal Psychology	3	0	0	3
Prerequisite: PSY 150						
The study of the behavior, assessment, treatment approaches, and causal factors involved in the various classifications of maladaptive behavior.						
PSY	206	Applied Psychology	3	0	0	3
Study of the psychological principles that help in understanding interpersonal relations in daily life. Attention given to personal and group dynamics so that students may apply the principles of mental hygiene to adjustment problems as students, workers, and members of the general community. Applications of psychological principles studied in relation to handling crisis situations dealing with stress, changing habits, and functioning in family life.						
PSY	211	Behavior Disorders	5	0	0	5
Prerequisite: PSY 101 or PSY 150						
Study of general patterns of abnormal behavior with emphasis on biological and environmental causal factors and human coping mechanisms.						
PSY	221	Learning and Behavior	5	2	0	6
Prerequisite: PSY 150						
Introduction to the basic learning principles and concepts required to explain the acquisition and maintenance of behavior. Emphasis placed on positive and negative reinforcement, punishment, extinction, shaping, fading, chaining, recording, and charting behavior. Self-modification conducted by each student.						
PSY	222	Exceptionality	5	0	0	5
General concepts of intellectual, sensorial, motor, speech, and social variability among individuals.						
PSY	223	Addictive Behavior	3	0	0	3
Survey of environmental and physical factors that differentiate the addict. Emphasis given to the theories of cause and treatment.						
PSY	225	Tests and Measurements	3	0	0	3
Prerequisite: PSY 150						
Study of the principles of psychological testing, general intelligence tests, differential testing of abilities, and measurement of personality traits.						
PSY	228	Abnormal Psychology	3	0	0	3
Provides instruction in mental hygiene, in the underlying causes of drug addiction and alcoholism, and in recognizing and dealing with abnormal individuals.						
PSY	230	Psychology and Physiology of Aging	3	0	0	3
Survey course intended to develop awareness of the inevitability of aging as part of the normal life cycle. Surveys the physical, psychological, and social changes occurring in late middle age and old age with emphasis on the care and treatment of the aged in our society.						

			Class	Lab	Shop	Clinical/Credit Hours
PSY	1101	Human Relations	3	0	0	3

Study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership, and relationships within the work situation.

			Class	Lab	Shop	Clinical/Credit Hours
RADIOLOGIC TECHNOLOGY						

RDT	101	Radiologic Technology I	4	2	0	5
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Orientation to the field of radiologic technology, including darkroom chemistry and film processing, the basic principles of radiologic exposure, elementary patient care procedures, introduction to medical terminology, and introduction to radiographic positioning as applied to those systems covered under BIO 107.

RDT	102	Radiologic Technology II	4	2	0	5
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Prerequisites: RDT 101; BIO 107

A study of principles and basic radiographic technique. The radiographic lab will be used extensively for practical demonstrations.

RDT	103	Radiologic Technology III	4	2	0	5
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Prerequisites: RDT 102; BIO 108

Techniques for basic views of the systems taught under BIO 108, such as soft tissue radiography and fluoroscopy, and preparation of the patient and contrast media for these studies. Skull radiography will also be taught in this series.

RDT	111	Radiographic Positioning	4	2	0	5
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Education in a radiographic laboratory including processing of radiographs, practice in ethical and attitudinal situations during patient contact. Covers patient care and basic positioning for studies of upper and lower extremities, shoulder and pelvic girdles, introduction to thoracic and abdominal viscera, and preparation of the patient for studies, and performance of examinations of the urinary system.

RDT	112	Clinical Education	2	0	12	6
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Prerequisite: RDT 111

Education in a clinical setting; students continue to improve basic skills in darkroom technique and patient positioning for routine studies taught under BIO 107 and RDT 101. Practice of techniques for roentgenographic studies of the systems studied under BIO 108. Regular sessions of film critiques.

RDT	113	Clinical Education	0	0	24	8
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Prerequisite: RDT 112

Education in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. Students gain experience in fluoroscopic procedure and also make radiographs of the abdominal and thoracic viscera without the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies touched upon. Regular film critique sessions.

			Clinical/Credit	
Class	Lab	Shop	Hours	

RDT 114	Clinical Education	0	0	27	9
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Prerequisites: RDT 103, 113

Student spends the entire quarter gaining clinical education and developing skill in the techniques of those procedures covered during the first three quarters. Regular film critique sessions.

RDT 201	Topographic Anatomy	2	0	0	2
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Prerequisites: BIO 107, 108

Review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. Stress is upon the location of each organ using surface landmarks and relation of the organ to other organs within the same anatomic regions.

RDT 204	Radiologic Technology IV	4	2	0	5
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Prerequisite: RDT 103

Continuation of the radiologic technology series. This course is designed to teach quality assurance and quality administration in the radiologic technology program. Special emphasis will be placed on radiation protection, equipment maintenance, trouble shooting, and the implementation and maintenance of a quality assurance program.

RDT 205	Radiologic Technology V	4	2	0	5
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Prerequisite: RDT 204

Special radiographic procedures. Areas to be covered include foreign body localization, bronchography, pediatrics, sialography, pelvimetry, and vascular procedures. Emphasis directed toward all requirements necessary for performing these procedures, including equipment and methodology utilized.

RDT 208	Radiologic Technology VII	6	0	0	6
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Prerequisite: RDT 217

Devoted to a complete review of all subject matter covered during program. Emphasis on discussion of knowledge obtained during rotation through minor affiliates.

RDT 210	Pathology	3	0	0	3
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Prerequisite: BIO 108

Detailed study of various diseases with emphasis on the ones most commonly seen in the radiology department. Radiographic appearance of the disease and the effect on radiographic exposure required for accurate visualization will be dealt with in depth.

RDT 215	Clinical Education	1	0	33	12
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Prerequisite: RDT 114

Education in clinical area; radiography of the skeleton, the thoracic and abdominal viscera, and examination of the abdominal viscera using contrast media and fluoroscopy. Emphasis placed on ability to do pediatric radiography and views for radiography of the skeleton.

RDT 216	Clinical Education	0	0	24	8
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Prerequisite: RDT 215

Emphasis placed on ability to assist and perform procedures studied in RDT 205. Students required to show proficiency in all of these areas.

				Clinical/Credit		
			Class	Lab	Shop	Hours
RDT	217	Clinical Education	0	0	30	10

Prerequisite: RDT 216

Students rotate for a two-week period through each minor affiliate, the Nuclear Medicine Department at the major affiliate, and the special procedures area at the major affiliate to gain knowledge in specialized procedures, nuclear medicine, radiation therapy, and advance imaging modalities.

RDT	218	Clinical Education	0	0	27	9
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Prerequisite: RDT 217

Students complete rotation through minor affiliates and specialized areas in major affiliates.

RDT	219	Review of Radiologic Technology	3	0	0	3
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Systematic approach to the review of fundamental radiologic technology theory designed to facilitate the preparation of the graduate radiologic technologist for the written examination. Students encouraged to participate in group discussions, and thus share knowledge, information, and clinical experiences, thereby broadening their base of knowledge.

				Clinical/Credit		
			Class	Lab	Shop	Hours
RELIGION						
REL	150	Introduction to Religion	5	0	0	5

Prerequisite: Specified score on reading placement test or ENG 094

Survey of the major religions of the world: Judaism, Zoroastrian religion, Christianity, Islam, Hinduism, Buddhism, Sikhism, Jainism, Confucianism, Taoism, and Shinto.

REL	160	Introduction to Old Testament Literature	5	0	0	5
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Study of the Old Testament, with consideration of relevant cultures, history, and major personalities.

REL	161	Introduction to New Testament	5	0	0	5
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Study of the New Testament, focusing on the major teachings of Jesus, the major teachings of the apostle Paul, and the later writings. Special attention paid to the various books' similarities and dissimilarities; to the historical, cultural and religious background; and to the compilation of the New Testament.

				Clinical/Credit		
			Class	Lab	Shop	Hours
REAL ESTATE						
RLS	101	Fundamentals of Real Estate: Salesman	2	4	0	4

This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the

			Class	Lab	Clinical/ Shop	Credit Hours
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real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.

RLS	102	Fundamentals of Real Estate: Real Estate Law	3	0	0	3
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Prerequisite: RLS 101

This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

RLS	103	Fundamentals of Real Estate: Real Estate Finance	3	0	0	3
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Prerequisite: RLS 101

This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions, and finance mathematics.

RLS	104	Fundamentals of Real Estate: Real Estate Broker	3	0	0	3
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Prerequisite: RLS 101

Consists of advanced-level instruction with emphasis on real estate brokerage.

			Class	Lab	Clinical/ Shop	Credit Hours
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RESPIRATORY THERAPY

RTH	101	Respiratory Therapy I	3	2	0	4
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Corequisites: BIO 107; PHY 108; MAT 101

A study of professional ethics, professional organizations, and the history of respiratory therapy. Covers the physical properties of gas and piping systems and gas storage, safety standards, and regulation of pressure and flow. Introduces medical terminology and basic cardiopulmonary resuscitation by AHA Standards.

RTH	102	Respiratory Therapy II	3	2	0	4
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Prerequisite: RTH 101

Corequisites: BIO 108; CHM 110; RTH 103

Covers the theory of and techniques for administration of oxygen and aerosol therapy. Includes the properties and production of therapeutic vapor and aerosols, O₂ devices, analyzers, blenders, artificial airways, and manual ventilation equipment. Students will demonstrate and practice with this equipment during laboratory periods.

RTH	103	Clinical Practice I	0	0	9	3
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Prerequisite: RTH 101

Corequisite: RTH 102

Introduces students to the clinical affiliate hospitals. Introduces the basic organization

and operation of the respiratory therapy services and the physical facilities of the clinical affiliates. Also provides an introduction to the basic aspects of patient care in the hospital environment with the opportunity to observe patient care and practice prepatient contact skills.

RTH 104	Cardiopulmonary Anatomy and Physiology	3	0	0	3
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Prerequisite: RTH 102

Corequisites: RTH 105, 106

An advanced study of anatomy and physiology of the respiratory and circulatory systems. Emphasis on the interrelationship of structure and function, including mechanics of respiration, ventilation, tissue metabolism, O₂ transport, and CO₂ elimination.

RTH 105	Pharmacology	3	0	0	3
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Prerequisite: RTH 102

Corequisites: RTH 104, 106

Presents the student with those medications commonly used in cardiopulmonary diseases and respiratory therapy. Presents an indepth approach, stressing those medications which effect the nervous, cardiovascular, respiratory, and excretory systems. Covers correct medication usage, administration, and legalities.

RTH 106	Clinical Practice II	0	4	12	6
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Prerequisite: RTH 102

Corequisites: RTH 104, 105

Presents the first student responsibility for patient care. Includes student evaluation for competence in application of basic therapeutic modalities. Also includes in this evaluation process tasks covering patient reporting, medical record documentation, patient assessment, and equipment decontamination.

RTH 107	Acid Base Chemistry	3	0	0	3
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Prerequisite: RTH 106

Corequisites: RTH 108, 109, 110

A specialized course designed to provide indepth study of acid base regulation, blood gas values, ABG clinical interpretation, and fluid-electrolyte balance.

RTH 108	Continuous Mechanical Ventilation I	3	2	0	4
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Prerequisite: RTH 106

Corequisites: RTH 107, 109, 110

Introduces student to ventilators and monitoring devices. Stresses procedures and techniques, indications and contra-indications, and classification and function of these devices. Laboratory periods include student skills evaluation for assembly, calibration, and functional use of these devices.

RTH 109	Clinical Practice III	0	0	15	5
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Prerequisite: RTH 106

Corequisites: RTH 107, 108, 110

Introduces students to patients requiring mechanical ventilatory support and intensive respiratory care. Presents practice and evaluation of clinical skills required for implementing continuous ventilation, ventilator monitoring, weaning, patient airway maintenance, and arterial blood gas sample collection at the hospital clinical affiliates.

			Class	Lab	Clinical/Shop	Credit Hours
RTH 110	Pathology		4	0	0	4
Prerequisite: RTH 106						
Corequisites: RTH 107, 108, 109						
A study of the etiology and pathogenesis of cardiovascular and respiratory diseases. Presents clinical signs and symptoms along with diagnosis and complications.						
RTH 111	Diagnostic and Therapeutic Procedures		2	2	0	3
Prerequisites: RTH 102, 103						
Corequisites: RTH 104, 105, 106						
Introduces the student to clinical pulmonary assessment and diagnostic procedures. Also presents therapeutic treatment modalities and procedures.						
RTH 203	Perinatology and Pediatrics		2	2	0	3
Prerequisite: RTH 110						
Corequisites: BIO 206; RTH 201, 202						
Introduces student to pediatric and neonatal respiratory therapy skills, techniques and procedures, and equipment. Emphasis on embryologic development and the treatment required by premature infants.						
RTH 204	Pediatric Pathophysiology		3	0	0	3
Prerequisite: RTH 203						
Corequisites: RTH 205, 206						
A study of genetic, iatrogenic, and disease induced pathology as seen in both the neonatal and pediatric patients. Covers treatment and prognosis.						
RTH 205	Cardiopulmonary Function		3	2	0	4
Prerequisite: RTH 202						
Corequisites: RTH 204, 206						
Presents student with a study of techniques and procedures for pulmonary and cardiovascular function testing. Laboratory periods require students to examine and demonstrate the clinical equipment used for these diagnostic procedures.						
RTH 206	Clinical Practice V		0	0	15	5
Prerequisite: RTH 202						
Corequisites: RTH 204, 205						
Introduces the practice and application of pulmonary and cardiovascular function testing in the clinical affiliate specialty laboratory. Also continues and refines those neonatal/pediatric respiratory therapy skills presented in RTH 202.						
RTH 201	Continuous Mechanical Ventilation II		2	2	0	3
Prerequisite: RTH 108						
Corequisites: BIO 206; RTH 202, 203						
A continuation of procedures and theory relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, weaning, and arterial blood gas.						
RTH 202	Clinical Practice IV		0	0	18	6
Prerequisite: RTH 109						
Corequisites: BIO 206; RTH 201, 203						
Refines the student's mastery of those skills and techniques critical to acute patient care						

Clinical/Credit

			Class	Lab	Shop	Hours
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as introduced in RTH 109. Also involves the student with pediatric and neonatal therapy including rotations through general and intensive care units.

RTH	207	Clinical Practice VI	0	0	24	8
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Prerequisite: RTH 206

Corequisite: RTH 208

A clinical rotation course designed to augment transition from the student role to the role of a therapist practicing in the work environment. Although the students remain under clinic supervision, they will be expected to function in an independent manner while carrying a case load equivalent to that of the working environment. Additionally, as is possible, offers specialty rotations in clinical areas including: physical therapy, outpatient clinics, management and supervision, and education.

RTH	208	Respiratory Therapy Seminar	3	0	0	3
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Prerequisite: RTH 206

Corequisite: RTH 207

Introduces styles of respiratory therapy management and departmental structure. Additionally, reviews the legal aspects associated with patient care and instructor level education in cardiopulmonary resuscitation. The student will be expected to do special research on respiratory therapy related topics which are presented in written format.

			Class	Lab	Shop	Clinical/Credit Hours
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SOCIOLOGY

SOC	100	Job Search and Career Planning	3	0	0	3
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Explores career areas indicating required academic preparation and related job information. Includes interpretation and analysis of self-assessment, values clarification, skills identification and transferability, principles of decision-making and application. Research career fields requiring use of career information center and interviews with persons in career fields which interest the student.

SOC	101	Introduction to Sociology	5	0	0	5
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Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. Emphasis is placed on the principles of sociology relating to societies in general and particularly American society, cultures, social institutions, groups, and organizations, the class system, social change, and social processes.

SOC	102	Principles of Sociology	3	0	0	3
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Study of the principles of sociology; attempts to provide an understanding of culture, collective behavior, community life, social institutions, and social change. Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior.

SOC	103	Social Problems	3	0	0	3
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A study of the social problems prevalent in contemporary society with emphasis on the nature of, origins of, and solutions to these problems.

			Clinical/Credit	
	Class	Lab	Shop	Hours
SOC 150 Sociology I	5	0	0	5
Prerequisite: Specified score on reading placement test or ENG 094				
Nature, concepts, and principles of sociology. Presents the scientific study of human behavior in relation to others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. Special attention paid to modern industrial societies in general and American society in particular. Includes society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes.				

SOC 160 Courtship and Marriage	5	0	0	5
A course which introduces students to critical thinking and empirical knowledge relative to affectional involvement, the family, and the roles and relationships associated with each.				

SOC 170 Modern Social Problems	5	0	0	5
Prerequisite: SOC 150 or permission of instructor				
An in-depth study of current social problems in American society. Emphasis to be placed not only on the nature, extent, causes, and consequences of these problems but also the proposed solutions or means of limiting these problems.				

SOC 221 Family	3	0	0	3
Explore the interaction that takes place within and between the child, family, and society as they contribute to socialization.				

			Clinical/Credit	
	Class	Lab	Shop	Hours
SPEECH				
SPH 150 Voice and Diction	3	0	0	3
Improvement of articulation and pronunciation through drills, readings, and the delivery of simple speeches.				

SPH 160 Public Speaking	3	0	0	3
Composition, preparation, and presentation of speeches for all occasions.				

			Clinical/Credit	
	Class	Lab	Shop	Hours
SOCIAL SCIENCE				
SSC 101 Introduction to Social Sciences	3	0	0	3
Integrated course in the social sciences, drawing from the fields of sociology, psychology, economics, and political science, introducing the student to the methods of social science and to the basic concepts used by social scientists to explain the functioning of the human world.				

				Clinical/Credit
				Shop Hours
Class	Lab	Shop	Hours	

SSC	103	Creative Thinking and Problem Solving	3	0	0	3
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This course is designed to help overcome the effect of an educational system that generally discourages creativity and creative problem solving. It is based on the premise that all individuals are inherently creative and that the development of innate creative abilities is vital for fulfillment and success in any endeavor. The participants are encouraged to develop their abilities through a variety of individual and group experiences and class discussions.

				Clinical/Credit
				Shop Hours
Class	Lab	Shop	Hours	

SURGICAL

SUR	1102	Orientation to Surgical Technology	4	0	0	4
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Presents the purpose of the program. Stresses operating room organization and relationships with other hospital departments. Includes transportation, positioning, ethical, and legal responsibilities. Introduces skills in patient care, vital signs, and catheterization. Prepares students for experience in emergency, recovery, and delivery room.

SUR	1103	Medical Surgical Terminology	3	0	0	3
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Introduces the structure of medical terms and words. Emphasizes commonly used prefixes, suffixes, root words, and combining forms. Relates terminology to body structure, disease, and surgical intervention.

SUR	1114	Principles and Practices of Operating Room Techniques	4	10	0	9
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Introduction to the method of the preoperative surgical hand scrub, historical development of the surgical scrub, gowning, and gloving; aseptic techniques and the development of a "sterile consciousness"; types of drapes, proper handling of drapes, and the importance of proper draping. Various types, sizes, and uses of sutures; and different types, parts, and uses of needles used for suturing tissue. Types and uses of drains; types of basic instruments; and the classifications, uses, and manufacture, and care of instruments. Study of specific responsibilities of the circulating and scrubbed personnel in routine and special procedures. Provides experience in both laboratory and hospital settings.

SUR	1115	Pharmacology for Operating Room	2	0	0	2
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Familiarizes students with the drugs and agents used in surgery and during surgical procedures. Also deals with the basic mathematics and measurements needed to handle drugs in a surgical situation.

			Class	Lab	Clinical/ Shop	Credit Hours
SUR	1116	Surgical Procedures and Clinical Practice I	8	0	15	13
Introduction to the various types of incisions used in performing surgery. Relationship between supplies and equipment in the preparation for surgery. Regional anatomy of the operative site. Introduction to surgical procedures including instruments; general surgery; and general abdominal, gynecological, obstetrical, thoracic, genitourinary, and orthopedic surgery. Provides hospital clinical experience applying all principles with rotations in set-up areas, work rooms and delivery and emergency rooms. Beginning scrub experience.						
SUR	1127	Surgical Procedures and Clinical Practice II	8	0	18	14
Relationship between supplies and equipment in the preparation for surgery. Regional anatomy of the operative site. Introduction to surgical procedures including eye, ear, nose, throat, plastic, neurosurgery, and cardiovascular. Pediatric and geriatric surgery; diagnostic procedures; radiation therapy; plaster casts; treatment of burns; and special instruments and equipment. Clinical rotation with more advanced scrubbing experience.						
SUR	1128	Surgical Specialties and Clinical Practice III	4	0	21	11
Continuation of SUR 1127 with emphasis on advanced surgical procedures. Also includes case studies and seminars. Provides mostly clinical applications with operating room call experience.						
SUR	1130	Review of Surgical Technology	3	0	0	3
Complete review of all subject matter covered in the Surgical Technology program in preparation for taking the national certifying exam.						

			Class	Lab	Clinical/ Shop	Credit Hours
WELDING						
WLD	120	Oxyacetylene Welding	2	0	3	3
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Welding procedures such as practice in puddling and carrying the puddle; running flat beads; butt welding in the flat, vertical, and overhead position; brazing; and hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.						
WLD	121	Arc Welding	2	0	6	4
Operation of AC transformers and DC motor generator arc welding units. Studies made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions, and test them in order to detect weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment.						

			Class	Lab	Clinical/ Shop	Credit Hours
WLD	122	Commercial and Industrial Practice	2	0	3	3

Prerequisites: WLD 120, 121

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing work or broken parts by special welding applications, field welding, and nondestructive tests and inspection.

WLD	1102	Basic Gas Welding	0	0	3	1
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work.

WLD	1103	Basic Arc Welding	0	0	3	1
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Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD	1104	Beginning Welding I	2	0	3	3
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Introduction to the history of oxacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment and assembly of unit. The operations of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units are introduced. Basic welding procedures are begun. WLD 1104, 1105, and 1106 series is equivalent to the WLD 1141.

WLD	1105	Beginning Welding II	1	0	6	3
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Prerequisite: WLD 1104

Continues the nomenclature and safe use of welding equipment and supplies. Welding procedures such as practice of puddling and carrying the puddle, running flatbeads, and butt welding in the flat, vertical, and overhead positions. WLD 1104, 1105 and 1106 series is equivalent to WLD 1141.

WLD	1106	Beginning Welding III	2	0	6	4
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Prerequisite: WLD 1105

Continues all the topics introduced in WLD 1104 and WLD 1105. Straight line cutting skills are developed. Safety is stressed. WLD 1104, 1105 and 1106 series is equivalent to WLD 1141.

WLD	1107	Intermediate Welding I	3	0	3	4
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A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing welds and the operation of AC transformer and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

					Clinical/Credit
					Shop Hours
	Class	Lab	Shop	Hours	
WLD 1108 Intermediate Welding II	1	0	6	3	
Prerequisites: WLD 1104, 1105, 1106, 1107					
Continues the topics introduced in WLD 1107. Demonstrated competence in running beads permits student to do butt and fillet welds in all positions for testing in order that the student may detect weaknesses in welding. Safety procedures are stressed. WLD 1107, 1108, and 1109 series is equivalent to for WLD 1142.					
WLD 1109 Intermediate Welding III	1	0	6	3	
Continues topics of WLD 1107 and WLD 1108. Closely supervised practice enables student to acquire competence for progressing to next course. WLD 1107, 1108, and 1109 series is equivalent to and for WLD 1142.					
WLD 1110 Commercial and Industrial Practice I	1	0	6	3	
Prerequisites: WLD 1104, 1105, 1106, 1107, 1108, 1109 or equivalents.					
Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product and estimating time and material and then following these directions to build the product. WLD 1110 and 1111 series is equivalent to WLD 1122.					
WLD 1111 Commercial and Industrial Practice II	2	0	3	3	
Prerequisites: WLD 1104, 1105, 1106, 1107, 1108, 1109, 1110 or equivalents.					
Continues processes begun in WLD 1110. Emphasis placed on maintenance, repairing worn or broken parts by special welding applications, and field welding and nondestructive tests and inspection. Safety is stressed. WLD 1110 and WLD 1111 series is equivalent to WLD 1122.					
WLD 1112 Mechanical Testing and Inspection	1	0	3	2	
Prerequisites: WLD 1141, 1142 or WLD 1120, 1121					
Standard methods for mechanical testing of welds. Students are introduced to the various types of tests and testing procedures and perform the details of the test which give adequate information as to the quality of the weld. Types of tests covered are destructive and nondestructive.					
WLD 1113 Pipe Welding I	1	0	6	3	
Prerequisites: WLD 1104, 1105, 1106, 1107, 1108, 1109					
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to section VIII and IX of the A.S.M.E. code. Safety is stressed. WLD 1113 and WLD 1114 series is equivalent to WLD 1124.					
WLD 1114 Pipe Welding II	2	0	6	4	
Prerequisites: WLD 1104, 1105, 1106, 1107, 1108, 1109					
Continues all the processes introduced in WLD 1113. WLD 1113 and WLD 1114 series is equivalent to WLD 1124.					

			Clinical/Credit			
			Class	Lab	Shop	Hours
WLD	1129	Basic Gas and Electric Welding	2	0	6	4

Various processes used for joining materials by welding discussed. Lecture, demonstrations, and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the setup and safe operation of oxyacetylene and arc welding apparatus. Students prepare joints both by hand and by machine cutting with the oxyacetylene torch.

WLD	1138	Certification Practices I	2	0	3	3
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Prerequisites: WLD 1111, 1112, 1113, 1114, 1123

Course involves practices in welding the various materials to meet certification standards. Student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skills in producing quality welds. WLD 1138, 1139 series is equivalent to WLD 1125.

WLD	1139	Certification Practices II	1	0	3	2
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Prerequisites: WLD 1111, 1112, 1113, 1114, 1123, 1138

Continues the practices introduced in WLD 1138. Emphasis is placed on attaining skills in producing quality welds. WLD 1138 and 1139 are equivalent to WLD 1125.

WLD	1141	Beginning Welding	5	0	15	10
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Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. Operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle; running flat beads; butt welding in the flat, vertical, and overhead positions; and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

WLD	1142	Intermediate Welding	5	0	15	10
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Review of basic oxyacetylene cutting and welding; preparation of metals, types of joints, welding procedures, and testing of welds. Operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions and test them to detect weaknesses in welding. Safety procedures are emphasized throughout the course.

STUDENT PARKING

1. WHITE BLDG.

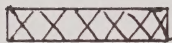
- a. all administrative offices
- b. student personnel
- c. cooperative education
- d. electronic servicing
- e. architectural drafting
- f. learning center
- g. bookstore
- h. lounge
- i. elc. data proc.
- j. machinist
- k. auto mechanics
- l. radiology

2. HUMBER BLDG.

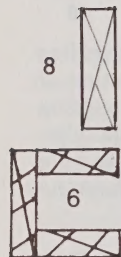
- a. business
- b. police science
- c. paralegal
- d. agriculture
- e. related
- f. college trans.
- g. library
- h. continuing education

3. WHICHARD BLDG.

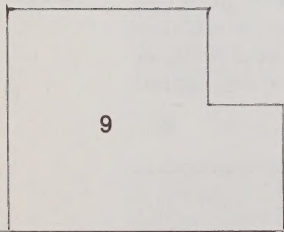
- a. commercial art
- b. human services
- c. teacher assistant
- d. carpentry
- e. electrical inst.
- f. heating, ref., air
- g. auto mech.



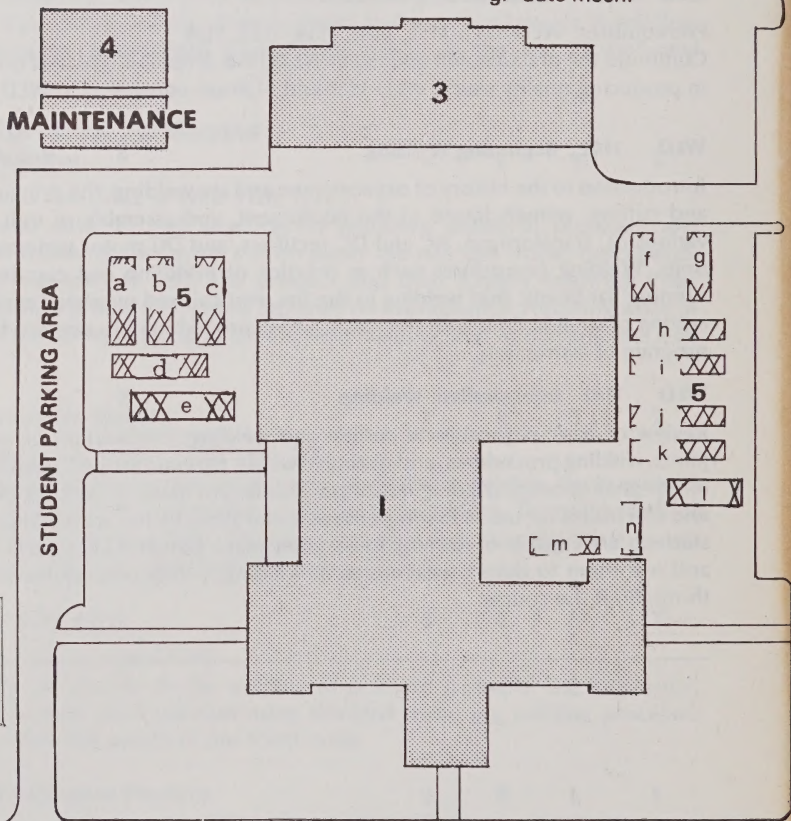
7



8



9



STAFF & FACULTY PARKING

visitor parking

DE TO LOCATIONS



TENNIS COURTS

STUDENT PARKING

GREENHOUSE

2

4. METAL BLDG.

- a. welding
- b. electromechanical

5. MOBILE UNITS

- a. classrooms
 - b. classrooms
 - c. classrooms
 - d. classrooms
 - e. student govt. assn.
 - f. offices
 - g. rad. tech.
 - h. hrd
 - i. trio. lab/career center
 - j. trio office
 - k. personnel/offices
 - l. offices
 - n. security
-
- 6. nursing department
 - 7. electronics technology
 - 8. respiratory therapy
 - 9. learning resource center (library)

STUDENT PARKING AREA



THE COLLEGE IS LOCATED ON HIGHWAY 11, SOUTH,
BETWEEN GREENVILLE AND WINTERVILLE

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